



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 09 September 2021**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

#### **Health Systems Policy and Research**

#### **Policy, Partnerships and Programs**

#### **Health Policy and Strategy Branch**

#### **Assistant Director**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 03647)**

Gazetted: 15 September 2021

Closing Date: 22 September 2021

Details: The Aged and Palliative Care Policy team in Health Policy and Strategy Branch is seeking applications for a Senior Policy Officer. Senior Policy Officers provide critical input into aged and palliative care policy and provide high quality, strategic advice to Ministers and Government.

The role is required to identify and critically analyse input from a range of sources, to create policy advice and program design that best meet the needs of the community. The role operates with a high degree of independence and may have responsibility for management of Senior Policy Officer/s. The Assistant Director is required to engage with a range of stakeholders across government and the community, both Territory wide and nationally.

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. During lockdown, Health Policy and Strategy branch works from home. Outside of lockdown, it is anticipated officers will work from home four days a week and one day a week in the office in Woden.

How to Apply: To apply please submit a response of no more than two pages that addresses the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description and your current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Marilynne Read (02) 5124 9442 [marilynne.read@act.gov.au](mailto:marilynne.read@act.gov.au)

#### **Preventive and Population Health**

#### **Senior Policy Officer**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 51834)**

Gazetted: 15 September 2021

Closing Date: 29 September 2021

Details: The Alcohol and Other Drugs Policy Section provides health policy advice and undertakes projects responding to current and emerging alcohol and other drug policy issues to improve the health of Canberrans. The work program of the team is determined by national and territory health priorities including coordinating the implementation and evaluation of the ACT Drug Strategy Action Plan 2018-2021 and establishing the future plan and engaging with our community partners and stakeholders to support the delivery of alcohol and other drug treatment and services. If you are interested in making a meaningful difference to the lives of Canberrans as part of an awesome team, we encourage you to apply.

Working with the Alcohol and Other Drugs Policy Section you will:

support the planning, development and implementation of public health policies and strategic activities;  
assist in the management of financial, technical and information resources in accordance with organisational strategic goals and objectives;

in consultation with section managers, provide high-level policy advice on current and emerging public health issues;

represent the Directorate in liaison and negotiation with consumers, other agencies and other governments; and prepare briefings, correspondence, minutes, discussion papers and reports as required.

To be successful in this position, you will have:

strong written and oral communication skills;

well-developed interpersonal skills;

an understanding of the major public health issues facing the ACT population; and

an ability to operate in a complex and dynamic environment with minimal supervision.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. This position reports to the Assistant Director, Alcohol and Other Drugs Policy Section. Please note that under COVID-19 restrictions our workforce is currently working from home wherever possible. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page pitch of your demonstrated experiences that are relevant to the Selection Criteria specified in the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Rebecca Williams (02) 5124 9755 [Rebecca.Williams@act.gov.au](mailto:Rebecca.Williams@act.gov.au)

## **Digital Solutions Division**

### **Information and Data Management**

#### **Reporting and Analysis Hub**

#### **Assistant Director, Web Development**

#### **Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 48619)**

Gazetted: 14 September 2021

Closing Date: 28 September 2021

Details: A new opportunity exists for a Web Developer to work in the busy and dynamic Reporting and Analysis team. The Web Developer will support the team to develop embedded online reports to be used to share data on healthcare performance in the ACT and will be able to provide accurate analysis of activity data to all levels of ACT Health. This role is crucial for enabling the ACT Health Directorate to provide quality reporting and analysis.

The role of the Web Developer will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way. The Information and Data Management branch (IDM) with the Digital Solutions Division is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies, is responsible for developing and monitoring a health performance framework and for the delivery of health services across the ACT.

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

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian Citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

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

How to Apply: Please submit a response which addresses the Selection Criteria located in the Position Description of no more than three pages, your current curriculum vitae and the names and contact details of at least two referees, one of which has a good understanding of your technical skills.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Katherine Gechter (02) 5124 9127 [katherine.gechter@act.gov.au](mailto:katherine.gechter@act.gov.au)

**Health Systems, Policy and Research  
Public Health Protection and Regulation  
Health Protection Service  
Safety Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53232)**

Gazetted: 14 September 2021

Closing Date: 28 September 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. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The COVID-19 Response Team is seeking a Safety Officer to assist with the COVID-19 public health response. The Safety Officer is required to assist with providing advice in respect of workplace work health and safety (WHS) risks to the Public Health Emergency Coordination Centre (PHECC) and the broader ACT Health Directorate.

Applicants should have excellent communication skills, experience with working autonomously and as part of a team, and be flexible and adaptable to a rapidly changing work environment.

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: Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

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

How to Apply: Please provide a pitch (no more than two pages), using the Position Description as a guide, to outline your Skills, Knowledge and Experience, telling us why you are the ideal candidate for this role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Tony Vane (02) 5124 9629 [Tony.Vane@act.gov.au](mailto:Tony.Vane@act.gov.au)

**Senior Director, Health Policy and Strategy Branch**

**Senior Officer Grade A \$153,041, Canberra (PN: 44974, several)**

Gazetted: 13 September 2021

Closing Date: 20 September 2021

Details: Are you interested in a dynamic role that is responsible for helping to shape strategic health policy across the ACT public health system? If you are an excellent communicator and strategic thinker who is interested in leading and facilitating progressive health policy reform – this may well be the job for you!

The Health Policy and Strategy Branch has an opportunity for two temporary Senior Director roles to work collaboratively across a number of policy areas to deliver high quality advice to Government.

The ideal candidates will have the ability to lead multiple teams within a remote working environment, have budget management experience and an understanding of the importance of and experience in building stakeholder relationships to deliver high quality outputs.

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 commencement successful candidates will be required to undergo a pre-employment National Police Check.

Notes: These are temporary positions. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is required to work mainly from home, with some rostered time (currently one day per week in ordinary time, i.e. non-lockdown) in the office at Bowes St, Phillip.

The positions are for the time periods stated below and include:

Senior Director (Intergovernmental Relations): ASAP to 29 October 2021; and  
Senior Director (Social Policy): 18 October 2021 – 7 February 2021.

How to Apply: Interested candidates are requested to provide a written statement of no more than two pages addressing the Capabilities listed under 'What You Require' in the Position Description along with your curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: George Vallance (02) 5124 6116 [George.Vallance@act.gov.au](mailto:George.Vallance@act.gov.au)

### **Health Systems Policy and Research**

#### **Public Health Protection and Regulation**

##### **Health Protection Services/ ACTGAL**

##### **Senior Microbiologist**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 26171)**

Gazetted: 10 September 2021

Closing Date: 24 September 2021

Details: The Microbiology Unit of the ACT Government Analytical Laboratory is a small highly trained team which undertakes analysis of food, water and environment samples for the presence of microorganisms of public health significance. The unit is seeking a suitably qualified and experienced microbiologist to fill the position of Senior Microbiologist. As the Senior Microbiologist, you will assist with the operation of the quality system as well as conduct scientific analysis including involvement in more complex investigations.

This includes working within, and assisting to maintain and develop, the quality system for ISO 17025 accreditation in the fields of Food and Beverage and Environment testing.

To be successful in this position, it is expected that the successful candidate will possess the following attributes: relevant technical knowledge and ability in the field of Microbiology, experience in the operation and maintenance of a quality system (ISO 17025 and ISO 9001), well developed organisational skills, well developed communication skills and supervisory skills (including the ability to support and develop junior staff).

Eligibility/Other Requirements:

- Undergraduate Degree in Science is mandatory (postgraduate studies and/or major in Microbiology highly desirable)
- Successful candidate will be required to undergo a pre-employment National Police Check.

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

How to Apply: Applicants should provide a written application of no longer than four pages, outlining their experience against the required Technical Knowledge and Behavioural Capabilities outlined in the Position Description, as well as your curriculum vitae and the names of at least two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Wansink (02) 5124 9168 [Victoria.Wansink@act.gov.au](mailto:Victoria.Wansink@act.gov.au)

### **Digital Solutions Division**

#### **Office of the Chief Information Officer**

##### **Executive Group Manager, Digital Health Record**

**Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E1167)**

Gazetted: 10 September 2021

Closing Date: 23 May 2021

Details: ACT Health is seeking a suitably experienced Senior Executive to lead the successful implementation of the Digital Health Record program across the ACT Public Health system.

The Digital Health Record Program has carriage of the largest health ICT investment in the ACT Government's history which will transform the way health care is provided in ACT public health services.

Reporting to the Chief Information Officer, the Executive Group Manager Digital Health Record will be engaged on a contract until 27 January 2023.

**Eligibility/Other Requirements:** The successful applicant will need to gain and maintain a Negative Vetting Level 1 National Security Clearance (and as such, must be an Australian citizen) and will have a minimum of ten years of experience with management and support of healthcare/clinical ICT systems and a detailed understanding of modern healthcare service delivery.

**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.

**How to Apply:** Applicants are to provide a copy of their curriculum vitae, a response to the Executive Capabilities and Position Description and contact details of at least two referees to Mr Peter O'Halloran via email, [peter.ohalloran@act.gov.au](mailto:peter.ohalloran@act.gov.au)

Contact Officer: Peter O'Halloran 02 5124 9000 [peter.ohalloran@act.gov.au](mailto:peter.ohalloran@act.gov.au)

### **Canberra Health Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Business Manager**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 28848)**

Gazetted: 13 September 2021

Closing Date: 30 September 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) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The Business Manager is required to provide strategic support to the Executive Director of MHJHADS, undertake high level coordination, liaison, research and reporting and provision of advice on specific issues. The Business Manager is responsible for coordinating, driving and delivering a high standard of work, as well as leading a small, dedicated team in the provision of executive support and government business coordination. The position will also work closely with other Business Manager's and Clinical Executives across CHS to effectively drive change.

#### **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**

Record of achievement in implementing organisational strategies to enhance service delivery and business functions.

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

Adaptability and flexibility to accommodate change with a solutions focus and provide responsive services to meet stakeholders needs.

**Position Requirements/Qualifications:**

Relevant qualifications in public sector management and/or relevant public sector experience.

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

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

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: Katrina Rea (02) 5124 1577 [Katrina.M.Rea@act.gov.au](mailto:Katrina.M.Rea@act.gov.au)

## **Social Worker**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 16735)**

Gazetted: 09 September 2021

Closing Date: 23 September 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/>

Overview of the work area and position:

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Allied Health Services Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

### **ABOUT YOU**

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#### **Behavioural Capabilities**

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Ability to perform novel, complex, critical or difficult tasks with professional supervision.

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Social Work and a minimum of three years' experience working professionally in Social Work is preferred.

Hold a current driver's licence.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Comply with Canberra Health Services 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 for six months with the possibility of extension.

Contact Officer: Patrice Higgins (02) 5124 2316 [Patrice.Higgins@act.gov.au](mailto:Patrice.Higgins@act.gov.au)

### Personal Assistant

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 43972)**

Gazetted: 09 September 2021

Closing Date: 16 September 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 Medical Imaging department is a part of the Medical Services Group which is comprised of the Physician Training Office, Healthcare Technology Management, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit, Pathology, Pharmacy and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services on a 24-hour, seven day a week basis for patients in Canberra and the surrounding NSW catchment area. The service is committed to providing patients with cost-effective easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Personal Assistant to the Clinical Director will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the Department and continually apply judgement, initiative, critical thinking, and common sense.

#### 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 work ethic and ability to adapt to a constantly changing environment;

Commitment to achieving positive results for the Department; and



Ability to apply judgement, critical thinking, and common sense.

Position Requirements/Qualifications:

Desirable:

Knowledge and experience with ACT Health information management systems, including ACTPAS and IDIS (Integrated Diagnostic Imaging Solution).

Medical Terminology Certificate and experience with medical terminology.

High-level computer and keyboard skills.

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

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

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

Contact Officer: Sally J Smith (02) 5124 2798 SallyJ.Smith@act.gov.au

### **Medical Roster Administration Assistant**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 42951)**

Gazetted: 09 September 2021

Closing Date: 21 September 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/> MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services.

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program.

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under direction from the Manager Medical Rostering Team you will provide administrative support to assist in the provision of efficient, reliable and high-quality rostering, administrative and support services to the Junior Medical workforce of Canberra Health Services (CHS).

#### **DUTIES**

Under limited direction of the Manager Medical Roster Team you will perform administrative tasks to assist in the provision of efficient, reliable and high-quality rostering, administrative and support services to the Junior Medical workforce of Canberra Health Services (CHS). You will:

Provision of administrative support to the daily activities of the medical rostering team, including telephone calls, inbox management and general enquiries.

Under direction, support rostering and locum engagement activities regarding the junior medical workforce.

Provision of financial processing for MOSCETU, including general invoices and locum payments.

Provide assistance to the other MOSCETU teams, as required.

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

#### 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 the ability to manage competing priorities and attention to detail.

Strong interpersonal and communication skills.

#### Position Requirements/Qualifications:

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

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

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: Carylann Jackson (02) 5124 4116 [Carylann.Jackson@act.gov.au](mailto:Carylann.Jackson@act.gov.au)

### Clinical Services

#### Surgery

#### Office Manager, Acute Surgical Unit and General Surgery

#### Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 20011, several)

Gazetted: 09 September 2021

Closing Date: 22 September 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 Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services to 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, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

The Acute Surgical Unit supports the role of the Emergency Department in rapid assessment and management of acutely unwell surgical patients. It is a high turnover unit with a focus on rapid transfer from the Emergency Department and rapid assessment and transfer/discharge. It is expected that the successful applicant will provide high level administrative support, to assist in the strategic and operational processes required for the Director to undertake their accountability.

This also includes the provision of high-quality customer service to the consumers and staff of Canberra Hospital.

#### 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.

#### Position Requirements/Qualifications:

Desirable:

- Working towards or holds a certificate in management, customer service, medical terminology or another relevant field.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks. Please note prior to commencement successful candidates will be required to:
- Undergo a pre-employment National Police Check.

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

Contact Officer: Michelle Paul (02) 5124 4175 michelle.paul@act.gov.au

## **Division of Medicine**

### **Operational Director**

#### **Senior Officer Grade A \$153,041, Canberra (PN: 53338)**

Gazetted: 09 September 2021

Closing Date: 15 September 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 Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Reporting to the Executive Director of Medicine, and in partnership with the Division of Medicine Executive team, the Director of Operations will be responsible for the delivery of all operational functions across the Division.

The role will provide an increased focus on the delivery of streamlined, efficient services as well as a focus on research and quality improvement initiatives.

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

**Behavioural Capabilities.**

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

- Strong organisational, communication and interpersonal skills with a high degree of drive.
- Innovation, adaptability, flexibility, and resilience to accommodate change and provide responsive services to meet client's needs.
- A strong focus on person centred care and commitment to quality outcomes.

**Requirements/Qualifications:**

- Tertiary qualifications (or equivalent) in a health or related discipline are highly desirable.
- Postgraduate qualifications in a management field are highly 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, Our People Framework, all other related frameworks.

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

Undergo a pre-employment National Police Check.

Contact Officer: Jacqui Taylor (02) 5124 3603 jacqui.h.taylor@act.gov.au

## **Clinical Services**

### **Mental Health, Justice Health and Alcohol and Drug Services**

#### **Child and Adolescent Mental Health Services**

##### **CAMHS Acute Clinician**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 49491)**

Gazetted: 10 September 2021

Closing Date: 29 September 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. This role will be based within CAMHS Acute Services, primarily the newly established Day Program which will offer short term intensive support to adolescents and their families/carers aged between 12- 18 years with mental health vulnerabilities who have had a recent mental health admission/presentation to The Canberra Hospital.

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

#### **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 young people and 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 working environment.

Position Requirements/Qualifications:

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current ACT driver's license

For Psychology:

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

Must hold a current ACT driver's license

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Registration or eligibility for registration under the Working with Vulnerable People Act 2011

Must hold a current ACT driver's license

Highly desirable for all disciplines:

Minimum of 3 years (ideally 5 years) post qualification

Experience working with young people

Prior to commencement successful candidates will be required to:

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

Comply with ACT Health occupational screening requirements related to immunisation

Undergo a pre-employment National Police check

Note: The successful candidate will be required to;

Be available for weekend work on a regular basis

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

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

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

Contact Officer: Delia O'Shea 0435 652 168 [delia.o'shea@act.gov.au](mailto:delia.o'shea@act.gov.au)

## **Operational Medicine**

### **Medicine**

#### **Executive Officer**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 43513)**

Gazetted: 10 September 2021

Closing Date: 16 September 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 Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The position provides executive support and advice to the Executive Director and senior leadership team within the Division of Medicine, Canberra Health Services. The main duties of the role is coordination and preparation of government business including briefings and correspondence, consumer complaints, cabinet submissions and

assembly material, divisional business and projects. The Executive Officer also works closely with the Executive Director to support the priorities of the Division.

#### 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

Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.

Strong organisational skills with a high degree of drive

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

#### Position Requirements/Qualifications:

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Jacqui Taylor (02) 5124 3603 jacqui.h.taylor@act.gov.au

### **Rehabilitation, Aged and Community Services**

#### **Allied Health**

#### **Community Care Health Promotion Officer**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 24823)**

Gazetted: 10 September 2021

Closing Date: 24 September 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/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's values: Reliable, Progressive, Respectful and Kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of CHS's network of health facilities designed to meet the needs of our ageing and growing population.

RACS services work collaboratively with the individuals, his/her carers, and other services within and external to CHS. CHS is a values-led Directorate.

We pride ourselves on our continual drive for high quality patient care. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. In this role you will be part of a friendly and engaging interprofessional management team.

The Health Promotion Officer is responsible for co-ordinating and developing health promotion activities in collaboration with the existing services to improve the health and wellbeing of people in the ACT. The position has a key role in:

Developing and maintain strong working relationships across agencies within CHS and the wider territory including – Health Directorate, GP Network, Capital Health Network and Non-Government agencies.

Identifying and co-ordinating local health prevention/promotion initiatives in line with current health priorities and predicted trends

Participate in organisation-wide team meetings, collaborative planning activities and quality assurance activities

Contribute to CHS accreditation processes

Update existing, and develop new community education sessions, as required, based on needs analysis and evidence base. Organise and deliver internal, community and health professional seminars / workshops

#### ABOUT YOU

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

#### Behavioural Capabilities

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

Individual initiative with strong problem solving and consultation skills.

Well-developed communication and interpersonal skills.

The ability to work autonomously and as part of the MDT

#### Position Requirements/Qualifications:

Degree in Physiotherapy, Occupational Therapy or Podiatry

Be registered with Physiotherapy, Occupational Therapy or Podiatry Board of Australia under AHPRA.

Or Degree in Social Work or Nutrition

Professional membership or eligibility for membership of the Australian Association of Social Workers (AASW) or Dietitian's Australia

Registration under the ACT Working with Vulnerable People Act 2011

Applicants must have a minimum of 5 years post-qualification experience.

Current unrestricted Driver's licence (desirable)

Have an understanding of how the National Standards and Quality Health Service (NSQHS), Aged Care Standards and NDIS Practice Standards indicators align with this role

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

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

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

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for eight months. This recruitment round may be used to fill permanent and temporary opportunities in this role for the next 12 months including full and part time vacancies.

Contact Officer: Dominic Furphy 0419 167 722 Dominic.P.Furphy@act.gov.au

## Cancer and Ambulatory Support

### RadOnc Clinical

#### Radiation Therapist Grade 3.1

#### Radiation Therapist Level 3.1 \$106,414 - \$109,892, Canberra (PN: 21737)

Gazetted: 10 September 2021

Closing Date: 29 September 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 Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department delivers a comprehensive radiation therapy service using modern equipment and the latest technology including four modern Varian Linear Accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System, iPlan SRS Planning System, ExacTrac and ARIA Oncology Information System.

A Radiation Therapist Grade 3.1 is expected to make a significant contribution to service development, technology implementation and teaching generally, and in particular, with their nominated speciality. A Radiation Therapist Grade 3.1 will have a high-level knowledge and expertise in modern Radiation Therapy with ongoing evidence of proficiency in at least one complex clinical procedure.

The Radiation Oncology Department at the Canberra Region Cancer Centre, Canberra Health Services has an opportunity for a motivated and driven Radiation Therapist (Grade 3.1) to join the dynamic and forward moving team to provide exceptional healthcare together. The successful applicant will have strong clinical skills in general Radiation Therapy, and demonstrable proficiency in at least one clinical speciality that aligns with the objectives of the department and division.

#### 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

Good time management and organisational skills

Ability to work in a busy environment with a multidisciplinary team

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

Ability to perform novel, complex, critical or difficult tasks with professional supervision.

#### Position Requirements/Qualifications:

Relevant tertiary Radiation Therapy qualifications and a minimum of 5 years' experience working professionally in Radiation Therapy is preferred.

Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.

ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

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

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

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

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

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

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

Undergo a pre-employment National Police check.

Contact Officer: Brett Fittler (02) 5124 2218 Brett.Fittler@act.gov.au

#### **Intensive Care Unit**

#### **Division of Surgery**

#### **Business Support Officer, ICU**

#### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 14510)**

Gazetted: 13 September 2021

Closing Date: 27 September 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 Business Support Officer is responsible for supporting the strategic and operational activities of the Intensive Care Unit. The position reports to the Administration Manager, Division of Surgery and indirectly to the Clinical Director, Intensive Care Unit.

Under broad direction, you will play a role in providing day-to-day support to the Medical Officers including, but not limited to: Roster management, human resource management, fiscal matters, course coordination, ward rounds, secretariat support, inpatient billing, maintenance requests and policy support.

## 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

- Be able to quickly acquire knowledge and understanding of situations and subject matter; and
- Effectively prioritise work and meet deadlines; and
- Be a proactive, enthusiastic and strong communicator.

### Position Requirements/Qualifications:

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

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

- Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for three months with the possibility of extension and/or permanency. Application may be based on written responses and referee reports.

Contact Officer: Ryan Murray (02) 5124 9898 [Ryan.Murray@act.gov.au](mailto:Ryan.Murray@act.gov.au)

## Quality and Safety

### Executive Branch Manager, Quality, Safety, Innovation and Improvement

**Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E1185)**

Gazetted: 09 September 2021

Closing Date: 23 September 2021

Details: Applications are sought for the position of Executive Branch Manager, Quality, Safety, Innovation and Improvement.

The Executive Branch Manager is a crucial leadership role requiring a high level of ethics and integrity, with the ability to be objective and independent. Your executive leadership skills and experience will equip you to effectively manage these functions, providing expertise on quality and patient safety with particular focus on key measures tied to performance, improvement and innovation.

The Executive Branch Manager provides support to the Executive Director, Nursing and Midwifery and Patient Support Services and the Chief Executive Officer (CEO) and is responsible for providing leadership to and oversight and mentoring for the effective implementation of clinical quality and safety initiatives throughout Canberra Health Services driving improvement and innovation. This position will provide advice to executive on quality and risk matters

The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team.

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

Note: This is a temporary opportunity available for up to two years. Selection may be based on written application and referee reports only.

How to Apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the executive capabilities, as well as a current curriculum vitae and the name and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Karen Grace 0411 256 676 Karen.grace@act.gov.au

### **Administrative Support Officer**

#### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 23712, several)**

Gazetted: 13 September 2021

Closing Date: 27 September 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 Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services to 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, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit.

These Units are supported by administration support officers.

The successful applicant will be required to work effectively in the role of Administrative Support Officer for the Perioperative Unit. Duties would include high level administrative and secretariate assistance, diary management, coordination of sectional activities and undertake minor research and project tasks as required. A provision of high-quality customer service to patients and stakeholders who contact the Unit is required.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Sound communication skills

Strong organisational skills with a high degree of drive

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

A commitment to the provision of high-quality customer service

#### **Position Requirements/Qualifications:**

Desirable:

Knowledge of perioperative processes and experience working with ACTPAS and Microsoft Office Suite would be advantageous.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

## NOTES

This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

Contact Officer: Michelle Paul (02) 5124 4175 [michelle.paul@act.gov.au](mailto:michelle.paul@act.gov.au)

## Clinical Services

### Child and Adolescent Mental Health Services (CAMHS)

#### Operational Director

#### Senior Officer Grade A \$153,041, Canberra (PN: 25807)

Gazetted: 15 September 2021

Closing Date: 1 October 2021

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) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' home. These services include:

Territory Wide Mental Health Services (TWMHS).

Adult Community Mental Health Services (ACMHS).

Alcohol and Drug Services (ADS).

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services (JHS).

#### About You

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

#### Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

#### Position Requirements/Qualifications:

##### Mandatory:

Tertiary qualifications (or equivalent) in health or a related discipline are preferred.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

##### Desirable:

Postgraduate qualifications in management field are highly desirable

Current Driver's licence.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Katrina Rea 02 51241577 [Katrina.M.Rea@act.gov.au](mailto:Katrina.M.Rea@act.gov.au)

## **Division of Medicine**

### **Diabetes**

#### **Senior Dietitian**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 22078)**

Gazetted: 15 September 2021

Closing Date: 29 September 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 CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Canberra Health Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The diabetes nutrition team are an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Nurse Educators, Dietitians, Podiatrists, Social Workers, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of diabetes. Diabetes Nutrition services are offered to Canberra residents across the ACT and southern NSW from within the Canberra Hospital and community health centres. The position requires working within a multidisciplinary team to provide a range of nutrition services including dietary assessment, care planning, counselling and the planning and delivery of education programs to staff and client groups.

The Senior Diabetes Service Dietitian will be responsible operationally to the Director Canberra Health Diabetes Service and professionally to the Nutrition and Dietetics Lead Professional of Canberra Health Services.

The CHS Diabetes Service is a part of the division of Medicine, which is contemporary, evidence, based service providing high quality adult diabetes services.

The CHS Diabetes Service are seeking a senior health professional to provide professional supervision and clinical leadership to dietitians supporting adults with diabetes. This includes providing clinical expertise, contribute to policy development and support for professional development in consultation with senior clinicians/professionals. The successful applicant requires recent clinical experience, knowledge of diabetes and issues impacting on this client group, excellent communication skills and ability to work as part of and lead a multidisciplinary 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 particularly encouraged to apply.

#### **Behavioural Capabilities**

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

Strong organisational skills with a high degree of drive.

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

Highly conscientious and professional in all aspects of work.

Ability to work within an interdisciplinary team environment.

Position Requirements/Qualifications:

Mandatory:

Degree or Postgraduate qualifications in Nutrition and Dietetics. Eligible for membership of the Dietitians Association of Australia and eligible for APD Status.

A minimum of 5 years post-graduate experience.

Be registered under *the Working for Vulnerable People Act 2011*.

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

Undergo a pre-employment Police check.

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

Notes: This is a temporary position available for 11 months with the possibility of extension up to 2 years and/or permanency.

Contact Officer: Carolyn Petersons (02) 5124 2214 carolyn.petersons@act.gov.au

**Mental Health, Justice Health, and Alcohol and Drug Services**

**Community Mental Health Services**

**Assertive Community Outreach Service Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 16044)**

Gazetted: 15 September 2021

Closing Date: 4 October 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 Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) Division provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

The following portfolios are encompassed in the MHJHADS Division:

- Territory Wide Mental Health Services
- Community Mental Health Services
- Alcohol & Drug Services
- Child & Adolescent Mental Health Services
- Justice Health Services

The Community Mental Health Services (CMHS) portfolio incorporates services which provide specialist mental health care and treatment for people aged over 18 years of age, with a strong focus on timely and effective community intervention. CMHS consists of Community Recovery Services which operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong), and specialty teams that provide specialised services such as treatment and care for older persons, treatment and care of persons with intellectual disability, and assertive community outreach.

The Assertive Community Outreach Service (ACOS) provides specialist care and treatment to persons over the age of 18 years who have a primary diagnosis of major mental illness, and who commonly present with complex co-morbidities. ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00. The position holder will be required to work a rotating roster including morning and evening shifts, weekends, and public holidays.

The position reports directly to the ACOS Manager and is supported by a cohesive multidisciplinary team. This is an exciting opportunity for someone who is interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

#### 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

- Good customer service skills to provide supportive and professional experiences to people who access MHJHADS services.
- Administration skills to be able to provide quality work output.
- Organisational skills to be able to efficiently manage workload.
- Adaptability and flexibility to work effectively within a multidisciplinary team, accommodate change, and provide responsive services to meet clients' needs.

#### Position Requirements/Qualifications:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of two years' experience working professionally as a Registered Nurse within a mental health setting.
- The successful applicant will need to have a current driver's licence.
- The successful applicant will need to be available for weekend and after-hours work.
- The successful applicant will need to have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Jade Nolan (02) 5124 7830 [Jade.Nolan@act.gov.au](mailto:Jade.Nolan@act.gov.au)

#### Clinical Services

##### **Mental Health Justice Health Alcohol and Drug Service**

##### **Child and Adolescent Mental Health Service**

##### **Senior Manager**

##### **Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 28477)**

Gazetted: 15 September 2021

Closing Date: 4 October 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

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

The role will provide operational strategic leadership to the Team Managers of the CAMHS Specialist Youth Mental Health Outreach, Community Teams and The Cottage. This will include the ongoing support to develop community teams, a child early intervention team and The Cottage.

The position holder will also be actively involved in professional development, training, supervision, quality improvement initiatives, and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The role will be expected to participate in the mandatory administrative, governance and training requirements in accordance with their discipline within the Division.

The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the CAMHS Operational Director through an Individual Learning and Development Plan.

#### 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 applicant will have the following attributes:

Strong Organisation Skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide responsive services to staff and clients

Teamwork and ability to work collaboratively as part of a senior management team

#### Position Requirements/Qualifications:

Relevant - Tertiary qualifications in either Social work, Psychology or Occupational Therapy and a minimum of 5 years' experience working professionally in a health setting is preferred.

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

Registration under the ACT Working with Vulnerable People Act 2011

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

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

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

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 specific infectious diseases.

Undergo a pre-employment National Police Check.

Note: The successful candidate will be required to:

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

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

Contact Officer: Kalvinder Baines (02) 5124 1652 [kalvinder.bains@act.gov.au](mailto:kalvinder.bains@act.gov.au)

#### Allied Health

##### Acute Allied Health Services

##### Occupational Therapist

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 29153, several)**

Gazetted: 15 September 2021

Closing Date: 4 October 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/> Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

CHS Occupational Therapists provide exceptional care through the delivery of high quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, Duhlwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

The Acute Occupational Therapy department is looking for two HP3 level clinicians for two very different roles. These are senior full time positions located in Hand Therapy and Neurology. Our therapy and services are aligned to the Canberra Hospital goals. The positions will be offered for an initial period of 12 months with the possibility of extension and or permanency. We hope to commence the positions on Monday the 29th of November.

#### 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

Organisational skills and drive and an appreciation of the clinical domain.

Recognition of the role of change and the impacts of the responsiveness of services to meet clients' needs.

A demonstrated ability to drive, communicate and direct in a team environment.

The ability to critically appraise your own performance and that of others.

##### Position Requirements/Qualifications:

##### Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy,

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

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Hold a current driver's licence.

The successful applicant may 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:

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

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

Undergo a pre-employment National Police Check.

Note: These are temporary positions available for a period of 12 months with the possibility of extension and/or permanency

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



Contact Officer: Domenico Tripodi (02) 5124 3286 [domenico.tripodi@act.gov.au](mailto:domenico.tripodi@act.gov.au)

## Youth Counsellor

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 20236)**

Gazetted: 15 September 2021

Closing Date: 29 September 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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of Mental Health, Justice Health and Alcohol and Drug Services.

This position is part of the Counselling and Treatment Service (CTS) based at 1 Moore Street and may be required to work at various sites, including other health centres and Building 7, The Canberra Hospital.

The Youth Drug and Alcohol Program (YDAP) is a tertiary service within CTS for young people from 12-25 years with complex alcohol and drug issues based at 1 Moore Street but providing a service within a custodial, community or outreach setting.

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments and ability to provide a range of psychological/counselling treatments including family involvement therapies.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

### ABOUT YOU

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#### Behavioural Capabilities

Ability to work within a multi-disciplinary team, be flexible, adaptable, and comfortable with a changing working environment.

Strong organisational skills including excellent written and oral communication

Ability to analyse information and make decisions to complete tasks with minimal supervision

#### Position Requirements/Qualifications:

Relevant tertiary qualifications and experience working professionally in Allied Health or counselling is preferred.

For Social Work:

- 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 three years (ideal five years) post-qualification experience.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Highly Desirable:

- Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for Internship program

For Counselling

- Eligible qualification pathways

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course  
AND

(i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

- Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

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

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

Desirable:

- Current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Reference checks
- 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 for six months with the possibility of extension.

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

Contact Officer: Kate Soulsby (02) 5124 1590 [Kate.Soulsby@act.gov.au](mailto:Kate.Soulsby@act.gov.au)

**Clinical Services**

**Mental Health, Justice Health, Alcohol and Drug Service**

**Dhalwa Allied Health Manager**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 36052)**

Gazetted: 15 September 2021

Closing Date: 29 September 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 Justice Health Services, Dhulwa Mental Health Unit (Dhulwa) and Gawanggal (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

Dhulwa is a secure mental health facility that first opened in November 2016. Dhulwa provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. Dhulwa provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

GMHU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

Dhulwa offers 10 acute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition.

Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

In this position it is expected that you will provide clinical leadership and guidance to the Allied Health workforce, as well as provide oversight and apply quality improvement processes to the therapy program undertaken within Dhulwa and GMHU. You will provide regular input into, and form an integral part of, the multidisciplinary team of Dhulwa and GMHU. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

About You

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

Behavioural Capabilities

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

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

Position Requirements/Qualifications:

Social Work:

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 five years post-qualification experience

Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.

Applicants must have a minimum of five years post-qualification experience.

Psychology:

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

Applicants must have a minimum of five years post-qualification experience.

Desirable:

Current driver's licence.

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

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

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

Undergo a pre-employment National Police check.

Contact Officer: Delia O'Shea 5124 6543 Delia.O'Shea@act.gov.au

## CHS

### Pharmacy

#### Emergency and Acute Medicine Pharmacist

**Pharmacist Level 2/3 \$81,618 - \$112,028 (up to \$114,956 on achieving personal upgrade), Canberra (PN: 26227, several)**

Gazetted: 15 September 2021

Closing Date: 4 October 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 Pharmacy sits within the Division 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 Canberra Health Services (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.

The Emergency & Acute Medicine Pharmacist will work within the Emergency Department and Medical Team, to promote quality use of medicines that is safe and cost-effective within Canberra Health Services (CHS). The position holder will provide clinical input under the supervision of the Lead Pharmacist.

The position holder will integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

#### ABOUT YOU

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#### Behavioural Capabilities

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

#### Position Requirements/Qualifications:

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

Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

The successful applicant will be appointed to the relevant level 2 or 3 pharmacist position increment based on their qualifications and experience in line with the following criteria:

For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.

The successful applicant will need to be available for shift work, including on call and occasional weekends, working across hospital sites as necessary.

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

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

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

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.

Contact Officer: Hamed Lane (02) 5124 2203 [hamed.lane@act.gov.au](mailto:hamed.lane@act.gov.au)

## **Office of the CEO**

### **Medical Oncology Clinical Trials**

#### **Clinical Trials Co-ordinator - Phase I**

#### **Senior Research Officer 2 \$88,899 - \$101,743, Canberra (PN: 51374)**

Gazetted: 15 September 2021

Closing Date: 29 September 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 Medical Oncology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital.

The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 20 participants. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants. These collaborators include Breast Cancer Trials (BCT), Australian and New Zealand Urogenital and Prostate Cancer (ANZUP), Australasian Gastro-Intestinal Trials Group (AGITG), Australia New Zealand Gynaecological Oncology Group (ANZGOG) and the Australasian Lung cancer Trials Group (ALTG).

The Phase I unit is located within the refurbished ward 14B area as part of the CRCC Cancer Precinct in Building 3 of The Canberra Hospital. A bed bay has been incorporated into the design and will be equipped with two chemotherapy chairs and two beds (which may be used for overnight stays). Phase I unit will be involved in conducting both pharmaceutical sponsored and cooperative group investigator led Phase 1 studies. These studies may lead to registration of new anticancer compounds and also allow early access of patients to effective agents. The unit will also work closely with the administrative support of the Medical Oncology Clinical Trials Unit, Haematology Clinical Trials Unit and Clinical Trials Unit at The Canberra Hospital.

The Clinical Trials Co-ordinators provide key support to and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Haematology. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the

trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Medical Oncology, the Clinical Medical Oncologists and the Clinical Trials Manager.

#### 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

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement,  
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs,  
Strong organisational skills with a strong work ethic,

#### Position Requirements/Qualifications:

A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, OR an equivalent combination of experience and/or education. Academic knowledge or practical experience of clinical trials coordination is preferred.

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

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

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

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

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for 12 months with the possibility of extension. Part-time hours will be considered. Selection may be based on written application and referee reports only.

Contact Officer: Katherine Johnson (02) 5124 2811 [katherine.johnson@act.gov.au](mailto:katherine.johnson@act.gov.au)

## Cardiology

### Medicine

#### Cardiology and Electrophysiology, Bookings Officer

#### Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 14008, Several)

Gazetted: 15 September 2021

Closing Date: 29 September 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 Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. This position performs booking and scheduling tasks for Cardiology clinics, diagnostic procedures and investigations, Medicare billing and medical record responsibilities and provide general office support as required.

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

#### 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

High attention to detail

Flexibility with regard to changing priorities

Resilience in a challenging, yet rewarding work environment

Position Requirements/Qualifications:

No relevant qualifications or minimum of experience working professionally in Public Health Administration is required.

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.

Contact Officer: Ethan Sharp 5 124 3994 [Ethan.Sharp@act.gov.au](mailto:Ethan.Sharp@act.gov.au)

## **Infrastructure and Health Support Services**

### **Food Services**

#### **Chef**

#### **Health Service Officer Level 7 \$65,966 - \$69,661, Canberra (PN: 21525)**

Gazetted: 15 September 2021

Closing Date: 4 October 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 focused 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 function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa and other Community Centres.

#### **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 communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs;

Strong organisational, coordination and planning skills and a focus on outcomes.

High degree of self-drive and initiative.

Position Requirements/Qualifications:

Mandatory

Relevant Food Industry recognized qualifications and a minimum of 5 years' commercial cookery experience is preferred.

Certificate III in Commercial Cookery

Certificate in Food Safety Supervisor

Desirable

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Note: Some position's will not be required to work shifts.

Current class C Driver's License.

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:

Complete the Food Safety certificate

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Rodney Roseworn (02) 5124 3741 [rodney.roseworn@act.gov.au](mailto:rodney.roseworn@act.gov.au)

## **Rehabilitation, Aged and Community Services**

### **University Of Canberra Hospital**

#### **Rehabilitation Care Coordinator**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 40768)**

Gazetted: 13 September 2021

Closing Date: 27 September 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/>

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

The Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care.

#### **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:

- Good leadership skills
- Supportive of less experienced staff
- Good communication skills
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

#### Position Requirements/Qualifications:

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

#### Desirable:

- Hold a current driver's license.
- Post Graduate studies in Health-related field
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases
- Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for 11 months with the possibility of extension.

Contact Officer: Maria Harman 0466 634 639 Maria.Harman@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](mailto:jobs@act.gov.au)**

#### **Education and Training Services**

##### **CIT Pathways College**

##### **CIT Year 12 and General Education Programs**

##### **Head of Department Year 12 and General Education Programs**

##### **Manager Education Level 1 \$129,740, Canberra (PN: 51884)**

Gazetted: 15 September 2021

Closing Date: 8 October 2021

Details: The CIT Pathways College is seeking applications for an experienced and enthusiastic Head of Department who will provide professional educational leadership in the General Education and Year 12 Programs. Areas of responsibility include:

Ensuring the quality of education delivery in accordance with the ACT Board of Senior Secondary Studies and ASQA Implementation of CIT and CIT Pathways College goals

Supervision, training and professional development of staff

Professional management of student records and assessment within the areas of responsibility

Planning, distribution and utilisation of financial, human and physical resources to achieve performance targets within budget

#### Eligibility/Other Requirements:

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). A requirement to manage the Year 12 Program is a secondary teaching qualification (Degree and Grad Dip Ed, B Ed or M Ed) or equivalent, registration with the ACT Teacher Quality Institute and current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

How to Apply: Please review the attached Position Description and provide:  
your current curriculum vitae

a two-page response to the Selection Criteria to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Gillian Sinclair (02) 6207 4025 Gillian.Sinclair@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](mailto:jobs@act.gov.au)**

#### **Shared Services**

##### **Finance Operations**

##### **Debt Management**

##### **Debt Management Officer**

##### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 07705)**

Gazetted: 13 September 2021

Closing Date: 20 September 2021

Details: Shared Services Debt Management is seeking a highly motivated Debt Management Officer with a high level of knowledge and experience. This position will play a key role in actively providing specialist expertise regarding debt management matters. Primary duties will include debt recovery, arrangement monitoring, hardship assessment, customer contact and assisting in operational advice and support within the Finance Operations Team.

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:

Demonstrated experience in debt management functions in the delivery of recovery services. Working knowledge of the regulatory environment is highly regarded e.g. Privacy Act, ASIC/ACCC Debt Collection Guidelines, Hardship / Vulnerability Assessments.

Experience in, or the ability to rapidly acquire a good working knowledge of, financial processing systems e.g. Collexus, Oracle or similar and demonstrated experience and proficiency with Microsoft Office applications.

Demonstrated experience and commitment to working within a team environment to achieve shared goals

Demonstrated organisational skills of high order including the ability to effectively manage and prioritise workloads whilst ensuring attention to detail, maintaining high standards of quality and meeting deadlines.

Demonstrated skill in negotiating and resolving conflict, ability to speak persuasively and listen critically, and prioritise multiple tasks to ensure the successful completion of each debt collection attempt.

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

How to Apply: Please submit a one page written response to the Eligibility Requirements located in the Position Description along with a curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Robert Miller (02) 6207 8119 [Robert.Miller@act.gov.au](mailto:Robert.Miller@act.gov.au)

### **ICT Infrastructure Manager**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 14250)**

Gazetted: 09 September 2021

Closing Date: 30 September 2021

Details: The Information and Communication Technology (ICT) Infrastructure Manager is a newly created position that will be responsible for a number of critical aspects of the ACT Government ICT Network infrastructure.

Managing a medium sized team, the ideal candidate will take a lead role in the Networks, Communications Services and ICT Facilities team to implement the ACT Digital Strategy and provide fit for purpose ICT network capability across the Territory.

As part of this role you will be involved in developing and maintaining fibre networks, numerous ICT network facilities and data centres and power resilience capability. The ICT Infrastructure Manager is the ACT Government subject matter expert for fibre services, ICT data centre operations, air conditioning, power generation and resilience matters. There will be a mixture of business as usual operations and project based work requiring the manager to have strong technical leadership and problem solving skills, together with a customer service focus for brokering critical services across ACT Government.

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

Eligibility/Other Requirements:

NV1 security clearance (or ability to obtain).

Driver's licence.

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

How to Apply: To apply please submit a written response to the Position Description outlining what you would bring to the role (maximum 2 pages), together with curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jake Radloff (02) 6207 2341 [Jake.Radloff@act.gov.au](mailto:Jake.Radloff@act.gov.au)

### **Corporate**

#### **People and Capability**

#### **Workforce Data and Analytics**

#### **Assistant Director Business Intelligence**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53263)**

Gazetted: 09 September 2021

Closing Date: 16 September 2021

Details: This is a new role that provides a unique opportunity to shape what workforce metrics we measure, how we measure them and what we understand about our workforce and performance.

You will have sound strategic business analysis skills, combined with design thinking and data-management know-how and excellent communication and engagement.

You will lead the design and development, from ideation to production, of a set of directorate-wide indicators and the associated framework to measure and report on these through fit for purpose audience-focused reporting, visualisations and performance dashboards. You'll work closely with a range of stakeholders to enable this. Your work will expand and enhance our HR business intelligence services to leaders and staff to help them achieve their people management responsibilities and strategic workforce objectives.

CMTEDD has staff networks for anyone who identifies or wants to be an ally of Aboriginal and Torres Strait Islanders, people with disability and LGBTIQ+. We drive strategies for reconciliation, diversity and inclusion, including with those who identify as culturally and linguistically diverse, women and Defence veterans/reservists. Notes: This is a temporary position available immediately for up to six months with the possibility of permanency. An order of merit may be established to fill future identical vacancies over the next 12 months. Under COVID-19 safe work arrangements, we are working from home wherever we can. The office is an activity-based work (ABW) environment.

How to Apply: Please submit a maximum three-page response to the Selection Criteria and a curriculum vitae via the online application.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Leesha Pitt (02) 6205 0566 Leesha.Pitt@act.gov.au

## Technologist

### Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 00436)

Gazetted: 10 September 2021

Closing Date: 29 September 2021

Details: Help Canberra move and grow through technology!

The technologist is someone who has an active interest and knowledge of modern technology, an understanding of old tech limitations and the foresight to see where technology is heading whilst dealing with the day to day.

To be successful in this role, you will need to think strategically, present Information Technology (IT) road maps, build project briefs, analyse business problems and work across the organisation. You will be a master communicator (verbal, presentations, written, formal and informal), able to understand complex problems very quickly, learn on the fly, juggle multiple priorities, identify opportunities where things can be improved and take the initiative to resolve.

The technologist role works in a team providing services to the Transport Canberra and City Services (TCCS) Directorate. While you do not have any direct reports this is a leadership position of influence, as such the team will be seeking your guidance and direction on a range of different support requests and issues – displaying a calm and resilient approach to problems as they arise. You will also be a trusted advisor to the Customer Engagement Services Branch Executive Branch Manager and the TCCS Chief Information Officer and the Senior Leadership team.

A background in Business Analysis, server, network, application development, architecture fields will give you a leg up in this role, working broadly across all areas gives you both legs up. But note, you will not be directly working on the 'tools', rather you will guide and coordinate work for those that do in order to help realise opportunities you have identified through business analysis and architectural methodologies.

So if you have the skills and the passion to help us improve Canberra through technology realisation please apply. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply

Eligibility/Other Requirements: Higher Education Studies in fields supporting required capabilities will be highly regarded.

Notes: Starts immediately up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: To apply for this position please send in a two page pitch with a current resume. In your two page pitch you will need to address:

Why you are the right person for the role and what you bring to it.

An achievement that you are proud of highlighting your skills.

What do you bring that goes beyond what we are asking for (keep to one paragraph or less).

In your pitch take into account both the position description and the information in this advertisement. The structure of the pitch is up to you.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Liam Mackay (02) 6205 3359 [Liam.Mackay@act.gov.au](mailto:Liam.Mackay@act.gov.au)

## **Access Canberra**

### **Projects, Governance and Support**

#### **Projects and ICT**

##### **Senior Director, Projects and ICT**

##### **Senior Officer Grade A \$153,041, Canberra (PN: 35193)**

Gazetted: 10 September 2021

Closing Date: 19 September 2021

Details: Do you enjoy a challenge and solving complex problems? Do you understand software development processes and have experience in developing and leading digital strategy and programs? Access Canberra is looking for a highly skilled leader with strong communication and relationship building skills, who can liaise with executives and leaders across Access Canberra and other parts of ACT Government and provide sound advice.

This opportunity will suit a skilled and motivated individual who can lead and coordinate a variety of digital programs which, as they are rolled out, will support Access Canberra to meet the needs of the community into the future. You will lead and motivate three teams who work flexibly.

Access Canberra leaders are pretty special – they are creative problem solvers with deep expertise, they work together to achieve outcomes, they take care of their people, and they have a keen sense of serving their community.

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 23 September 2021 up until 22 September 2022 with the possibility of permanency. This position is in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply. Selection may be based on application and referee reports only.

How to Apply: If you're interested in joining our team, send a copy of your curriculum vitae, including the contact details of one referee who has overseen your work and one referee who has reported to you, with a 'pitch' of no more than two pages telling us:

- a. what your biggest achievements have been in the last five years and how these successes are applicable to the duties of the Senior Director Projects and ICT (position description is attached), and
- b. how your ability, ingenuity, leadership and experience make you the best person for this role.

Your 'pitch' will be assessed against your Skills, Knowledge and Behaviour as set out in the Selection Criteria for the position. You're encouraged to contact Jerome Freestone to find out more about the role before applying, by phone at 6207 7783 or by email at [jerome.freestone@act.gov.au](mailto:jerome.freestone@act.gov.au).

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jerome Freestone (02) 6207 7783 [Jerome.Freestone@act.gov.au](mailto:Jerome.Freestone@act.gov.au)

## **Access Canberra**

### **Fair Trading and Regulatory Strategy**

#### **Compliance**

##### **Inspector**

##### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 00398)**

Gazetted: 10 September 2021

Closing Date: 24 September 2021

Details: Access Canberra's Compliance team is looking for an enthusiastic and dedicated Inspector to join the team in a regulatory inspector role. The team is responsible for regulating a large variety of legislation, including liquor, security, tobacco, agents, traders, gaming machines, casino, controlled sports and more. The team works collaboratively with investigation and licensing teams to ensure consistency in service delivery to both industry and the ACT public.

The successful applicant will be responsible for the conduct of compliance activities, including proactive targeted compliance programs, investigations, and complaint response. Applicants will need an eye for detail, good communications skills, ability to work under changing priorities and pressures, and be able to work effectively as part of a team.

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:

A full driver's licence is essential.

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

Notes: This is a temporary position available immediately until 31 May 2022 with the possibility of extension up to 12 months. A Merit Pool may be established from this selection process and may be used to fill vacancies over the next 12 months. This position works in an activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for this role please provide your curriculum vitae, including details of two referees and a two-page (maximum) document detailing why your skills, knowledge, behaviour and qualifications make you the best person for this role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Seamus McClelland (02) 6205 1548 [Seamus.McClelland@act.gov.au](mailto:Seamus.McClelland@act.gov.au)

### **Manager, Infringement Review**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52870)**

Gazetted: 10 September 2021

Closing Date: 24 September 2021

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver services.

The Infringement Review team adjudicates traffic and parking offenses and assesses withdrawals, extensions and disputes for parking and traffic camera infringements. This team will also be responsible for administering infringements issued through mobile device detection cameras which will be introduced as part of the Territory's Road Safety Camera Program.

This position requires good communication with an ability to contribute to and foster a positive team culture, while implementing and embedding processes and procedures in line with legislative requirements.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: To apply, provide your curriculum vitae and a two page pitch. Your pitch should explain how your Skills, Knowledge and Behaviour make you the best candidate for the role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Alex McPherson (02) 6207 4412 [Alex.McPherson@act.gov.au](mailto:Alex.McPherson@act.gov.au)

**Access Canberra**

**Canberra Licensing and Registration**

**Transport Licensing**

**Business Engagement Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 23118)**

Gazetted: 09 September 2021

Closing Date: 15 September 2021

Details: The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system. Business Support is a high performing team focused on quality outcomes and service delivery in a fast-paced environment.

The team is also responsible for providing:

Business system training

Updates to Road Transport specific policy and procedure

Guidance and advice on Road Transport legislation

Updates to the Access Canberra website, forms and related documents for Road Transport transactions

Communication to all rego.act stakeholders

Contribution to rego.act enhancements and projects

We are looking for a hardworking team player who has excellent attention to detail to fill the role of the Business Engagement Officer. The position is responsible for the design and implementation of forms, letters, publications, website content, and brochures reflecting policy and legislative amendments – to name a few!

This person will be motivated, confident on the phone and will also support helpdesk staff with system functionality and advice on Road Transport legislation, policy and business rules. Please apply if this is you!

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

Eligibility/Other Requirements:

The successful applicant needs to learn new concepts and technology quickly, and experience in the use of Indesign, SharePoint is highly desirable. The position is attached to a rotating roster of 8am-5.30pm Monday – Friday.

Notes: This is a temporary position available for up to 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a supporting statement of no more than one page outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Belinda Raczkowski (02) 6205 9775 [Belinda.Raczkowski@act.gov.au](mailto:Belinda.Raczkowski@act.gov.au)

**CSI - Shared Services**

**PSG**

**Commercial Services- Digital Records Support**

**Digital Records Officer**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 51572)**

Gazetted: 13 September 2021

Closing Date: 20 September 2021

Details: Are you someone who has a passion about providing excellent customer service, a high attention to detail and thrives in a busy customer focused environment?

We would love to hear from you.

The Digital Records Support team are looking for a highly motivated, and enthusiastic Digital Records Officer to provide support for the ACT Government's electronic document records management systems (EDRMS).

Digital Records Support (DRS) is essential in supporting Directorates in transitioning to one of the approved Whole of Government (WHOG) EDRMS platforms. The Digital Records Officer duties may include but not be limited to service desk responsibility which will see us looking for someone with fantastic customer services skills and great trouble shooting attributes.

If you are a positive, dedicated person and enjoy working in a dynamic team, then you are encouraged to apply. The ACT Public Service is a great place to work offering employees flexible working arrangements to ensure appropriate work life balance is maintained. Please go to <https://www.jobs.act.gov.au/work-with-us/best-service> to find out why the ACT Public Service is one of the best public services to work in.

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:**

Experience in one of the use of the ACTGOV EDRMS systems would be advantageous.

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

Selection may be based on application and referee reports only.

How to Apply: Please submit a written response of no more than 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, providing 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, experience and what you can bring to the role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Deanne Allum-Walsh (02) 6207 7075 [Deanne.Allum-Walsh@act.gov.au](mailto:Deanne.Allum-Walsh@act.gov.au)

## **Access Canberra**

### **Fair Trading and Regulatory Strategy**

#### **Compliance**

##### **Inspector**

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 42500, several)**

Gazetted: 15 September 2021

Closing Date: 29 September 2021

Details: Access Canberra's Compliance team is looking for enthusiastic and dedicated Inspectors to join the team in a regulatory inspector role. The team is responsible for regulating a large variety of legislation, including liquor, security, tobacco, agents, traders, gaming machines, casino, controlled sports and more. The team works collaboratively with investigation and licensing teams to ensure consistency in service delivery to both industry and the ACT public.

The successful applicant will be responsible for the conduct of compliance activities, including proactive targeted compliance programs, investigations and complaint response. Applicants will need an eye for detail, strong communication skills, ability to work under changing priorities and pressures, and be able to work effectively as part of a team.

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**

A full driver's licence is essential.

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

Notes: There are three temporary position available immediately up till 3 January 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and may be used to fill vacancies in both the Compliance or Investigations teams over the next 12 months. this position works in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.



How to Apply: To apply for this role please provide your curriculum vitae, including details of two referees and a two-page (maximum) document detailing why your Skills, Knowledge, Behaviour and qualifications make you the best person for this role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Janelle Grattidge (02) 6207 0067 [janelle.grattidge@act.gov.au](mailto:janelle.grattidge@act.gov.au)

### **Access Canberra**

**Engagement, Compliance and COVID-19 Response**

**Communication and Community Education**

**Director Communication and Community Education**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50116)**

Gazetted: 13 September 2021

Closing Date: 27 September 2021

Details: Are you a communications professional with a relentless drive to provide clear information to our community and to business – in the way they want to receive it?

Have a knack at working collaboratively with all stakeholders to ensure the audience is at the centre of all you do?

Do you think creatively and push the boundaries in how information is presented to achieve cut-through and effect behaviour change?

Then we want you!

Access Canberra is on the hunt for an experienced and motivated communication professional, someone who is a strategic thinker and a good stakeholder manager, to help a busy team deliver on multiple priorities simultaneously.

You will be joining a great, supportive and enthusiastic team and will work autonomously and with strong support from executive.

If you're successful, your role in the team will be to develop, deliver and improve content to support the way Access Canberra engages and educates industry to achieve positive outcomes – as well as many other professional challenges!

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to do something different – so get in quick to express your interest now!

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 November 2021 for up to twelve months with the possibility of extension.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the Selection Criteria, along with your curriculum vitae and details of two referees, one of which should have worked for you.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Emily Walker (02) 6205 0549 [Emily.Walker@act.gov.au](mailto:Emily.Walker@act.gov.au)

### **Access Rights Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 05233)**

Gazetted: 14 September 2021

Closing Date: 28 September 2021

Details: Are you someone who is customer focused and solutions orientated? are you able to stay cool, calm and collected in a fast-paced environment while upholding a high level of customer service? The Education ICT Team within Digital, Data and Technology Solutions is seeking a new team member to fill a vacancy in the role of Access Liaison Officer. The successful applicant will be responsible for accurately assessing network access, including creating or transferring user accounts, creating or modifying mailboxes, providing folder access permissions to network drives and the provision of other business enabling account management activities for school based customers and our Directorate partners.

The successful applicant will have strong communication and Excel skills and be a team player. If you are interested in a position that allows you to demonstrate and develop your technical, analytical and collaborative skills then the Education Access Team, part of the Customer Engagement Branch under Digital, Data and Technology Solutions needs you.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workplace 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 detail and can quickly adapt to a fast-paced environment. Experience in the use of ServiceNow and exceptional Excel skills would be an advantage.

**Notes:** This is a temporary position available from 7 October 2021 for a period of six months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. If you have any questions about the position, please contact the Contact Officer.

**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: Jamie Mahon (02) 6207 4069 Jamie.Mahon@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.

## **Digital, Data and Technology Solutions**

### **Senior Director, Technical Services Delivery**

#### **Senior Officer Grade A \$153,041, Canberra (PN: 14463)**

Gazetted: 14 September 2021

Closing Date: 24 September 2021

**Details:** The Digital, Data and Technology Solutions (DDTS) Group, led by the Chief Digital Officer (CDO), has responsibility to drive the ACT's digital agenda, lead the whole of government strategic direction for ICT and cyber security, and provide technical, tactical and transactional support for whole of government Information and Communication Technology (ICT).

The Senior Director will manage the Technical Services Delivery (TSD) team to achieve the core ICT cloud and on-premises infrastructure including Windows, UNIX and storage - including the development of new systems and product lifecycles.

The TSD team is part of the Technology Services Branch (TSB) which delivers a diverse and cohesive range of customer focussed and technically efficient products, support and core technology solutions that underpin service delivery across the ACT Government.

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 for six months with the possibility of an extension up to 12 months or permanency. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

**How to Apply:** Please include a current curriculum vitae as well as a one-to-two-page pitch addressing the requirements outlined in the 'what you will do' of the attached Position Description.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jonathan Owen 0418 867 301 Jonathan.Owen@act.gov.au

## **Economic Development**

### **Skills Canberra**

#### **Skills Programs Operations and Support**

#### **Vocational Education and Training Support Officer**

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52150)**

Gazetted: 14 September 2021

Closing Date: 28 September 2021

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to vocational education and training (VET), adult community education (ACE) and skilled migration in the ACT. Our purpose is to enable skills and workforce development to enhance Canberra's economic and social wellbeing. Our vision is a skilled Canberra for today and tomorrow.

As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

Our operating environment is dynamic and so we are aware, focussed, and flexible. We also like to have some fun along the way. This is a great time to join a branch which engages with and supports a sector that is critical to the quality of life and employment of many Canberrans, and to economic recovery and sustainability.

We are looking for the right person to become a member of our Field Officer team as the VET Support Officer. This person will (among other duties):

Manage complex stakeholder issues and complaints.

Provide administrative support to the Field Officer program.

Perform liaison visits and inspections as a Field Officer, if required.

Attend local industry and stakeholder events, and coordinate VET promotional and networking activities.

The position description contains further details of the role, and of the type of person we are after to fill it.

Prospective applicants are strongly encouraged to discuss the position with the Contact Officer before applying.

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**

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

An Australian-issued driver's licence to operate a vehicle within the ACT.

Workplace Health and Safety Induction (White Card) or willingness to obtain; [General Construction Induction Card \(White Card\)](#)

Notes: This is a temporary position available immediately up till 30 June 2022. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Our workforce is currently working in a hybrid of home and city office block. The successful candidate will be provided information on how to work from home safely and effectively. The city office block is designed for activity-based working (ABW) where officers do not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Please provide

Your curriculum vitae.

A maximum three-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and

The names and contact details of at least two referees who can attest to your work performance, ability, and attitude (one of whom is to be a current or very recent supervisor).

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kris McCreath (02) 6205 9065 [krisx.mccreath@act.gov.au](mailto:krisx.mccreath@act.gov.au)

## **Policy & Cabinet**

**Social Policy  
Child Safety  
Policy Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44160)**

Gazetted: 15 September 2021

Closing Date: 29 September 2021

Details: CMTEDD's Policy and Cabinet Division is seeking a motivated policy officer to fill a temporary vacancy in the Social Policy Branch until 31 December 2021. The role provides high quality advice to the Chief Minister, Cabinet and Head of Service on a wide range of social policy issues. The Social Policy Branch is responsible for progressing initiatives that support a safe and inclusive city for all Canberrans, for example the Reportable Conduct Scheme and oversight of Child Safe Standards

As policy officer the successful applicant will, under limited direction:

provide high-quality policy advice and analysis

prepare and coordinate briefings and correspondence on Cabinet, Assembly and ministerial business

contribute to developing legislation on a range of reform initiatives (in consultation with the Parliamentary Counsel's Office)

support the team to deliver multiple, time-critical competing priorities

represent the Branch at meetings and other events

undertake other duties as required.

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:

In their application, candidates should demonstrate their:

High standard of written and oral communication skills.

Research and analysis skills.

Ability to cultivate productive working relationships to achieve individual, team and/or organisational objectives.

Ability to develop and apply work knowledge, legislation, policy, procedures and guidelines to achieve organisational outcomes.

Ability to contribute to improved ways of working and engage with or create 'new thinking' at work.

Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace diversity, participative work practices, occupational health and safety principles and practices.

Notes: This is a temporary position available immediately until 31 December 2021 with the possibility of extension up to six months. Part Time hours will also be considered. Access to flexible work arrangements are available to staff during COVID-19 restrictions. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Selection may be based on application and referee reports, interviews may not necessarily be held.

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

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

Applicants should submit: A pitch no longer than 1000 words that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. A current curriculum vitae including contact details of two referees.

*Applications should be sent to the Contact Officer.*

Contact Officer: Jennifer Bauer (02) 6205 2607 [Jennifer.Bauer@act.gov.au](mailto:Jennifer.Bauer@act.gov.au)

**Access Canberra  
Projects, Governance and Support  
Projects and ICT, Strategic ICT**

### **Project Manager**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 14419)**

Gazetted: 15 September 2021

Closing Date: 22 September 2021

Details: Access Canberra relies heavily on its professional, dedicated staff and digital capabilities to ensure government services are developed to meet the needs of our community.

We're looking for an experienced Project Manager to get hands on and engage with the challenge set by the Territory's digital strategies and Access Canberra's priority list of projects. If you understand the benefits to be taken from planned and well-coordinated activities, enjoy wrestling with and overcoming operational and digital hurdles, and if managing projects which will improve the standard of living for all Canberrans is your cup of tea, then this might be just the opportunity you've been looking for!

Access Canberra plays a key role in delivering a broad program of works focused on improving community well-being, quality of life and safety at local and national levels. The successful applicant will be responsible for liaising with a range of internal and external stakeholders in managing the planning and implementation of important government initiatives including business re-engineering processes. As project manager you will need to be able to work collaboratively with a multi-disciplined team of business analysts, systems developers, and user acceptance testing officers to manage project implementation, so highly developed interpersonal and communication skills are a must.

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 until 5 November 2021 with the possibility of extension up to six 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. 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. Current and former ADF members are encouraged to apply. This position is available to ACT Government officers and employees only.

How to Apply: Please provide:

a supporting statement of no more than two pages outlining your experience and abilities as they relate to the selection criteria (under the headings of Skills, Knowledge and Behaviour) as outlined in the Position Description your curriculum vitae

names of two referees, one of which preferably being your current supervisor.

*Applications should be sent to the Contact Officer.*

Contact Officer: Jerome Freestone (02) 6207 7783 [Jerome.Freestone@act.gov.au](mailto:Jerome.Freestone@act.gov.au)

### **Workforce Capability and Governance**

#### **Strategy and Transformation Office**

#### **Director Projects and Communication**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52411)**

Gazetted: 13 September 2021

Closing Date: 27 September 2021

**Details:** Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you read between the lines and anticipate next moves? Can you provide clear directions and support to get your team across the finish line in a hard-fought game of Capture the Flag?

The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building long-term strategic planning. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to complex business challenges and opportunities. The STO creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems.

The occupant of the position needs to be a multi-disciplinary strategic thinker who has foresight and the ability to take a big-picture, long-term view of the ACTPS. The role requires the ability to make decisions, often with incomplete information, and to determine appropriate strategic responses to complex business challenges and

opportunities. Success in this role demands strong analytical orientation coupled with comprehensive knowledge of contemporary communications and engagement practices.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role where no day is the same, then this is for you.

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

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

How to Apply: To apply, submit a two-page pitch outlining how your Skills, Knowledge and Behaviour make you the best fit for the role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Caitlin Roy (02) 6207 4724 [Caitlin.Roy@act.gov.au](mailto:Caitlin.Roy@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](mailto:jobs@act.gov.au)**

### **Inclusion and Participation**

#### **Director**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52975)**

Gazetted: 13 September 2021

Closing Date: 27 September 2021

Details: The Office for Multicultural Affairs are looking for a passionate, dedicated and enthusiastic leader. The Office is responsible for providing advice to Government to strengthen the inclusion and participation of all people from culturally diverse backgrounds.

You will manage the development of strategic policy and program advice and lead on the development and adoption the new ACT Multicultural Recognition ACT.

If this sounds like the job for you, we would love to hear from you!!

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

Note: This is a temporary position available immediately for a period of 21 months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future vacancies.

How to Apply: Please submit a written application limited to a maximum of two A4 pages addressing the Selection Criteria in relation to the role to demonstrate your suitability for the position, along with your current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jenny Wells (02) 6207 9432 [Jenny.Wells@act.gov.au](mailto:Jenny.Wells@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.

### **Children Youth and Families**

#### **Children and Families**

##### **Child Development Service**

##### **Corporate Administration Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 36168)**

Gazetted: 13 September 2021

Closing Date: 27 September 2021

Details: The Child Development Service is seeking Expressions of Interest for a Corporate Administration Officer position. The Corporate Officer position will be focussed on supporting the Child Development Service to deliver the best possible outcomes through a range of administrative support functions to provide high quality customer services to clients and staff.

The role sits within the administration team to provide administrative, finance and business services to support the needs of the ACT community.

The Corporate Administration Officer is a member of a small team and requires excellent organisation and administration skills with proficiency with a variety of computer applications, databases and spreadsheets, and a focus on best practice business processes.

Eligibility/Other Requirements:

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

Experience in community engagement and customer service delivery.

Proficiency with Microsoft Office and database systems.

Current drivers licence.

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

Notes: This is a temporary position available for eight months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit their response with no more than two pages addressing the Selection Criteria, keeping in mind the duties outlined in the Position Description attached, 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 specific examples that clearly demonstrate your relevant skills of the position description. To assist with onboarding, please also include with your application (if available) a copy of your working with Vulnerable People (WWVP) check.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jenna Ohara (02) 6205 3758 [Jenna.OHara@act.gov.au](mailto:Jenna.OHara@act.gov.au)

## **Housing ACT**

### **Policy and Business Transformation**

#### **Solution Delivery**

##### **Project Officer**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52961)**

Gazetted: 10 September 2021

Closing Date: 8 October 2021

Details: The ACT Government Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

Housing ACT is a division of the Community Services Directorate. It is responsible for the provision of social housing and community services in the ACT. Housing ACT allocates, manages, and maintains more than 11,000 public and community housing properties. It also coordinates comprehensive support services and community participation programs for its tenants.

Housing ACT also provides support for people who are disadvantaged or experiencing a crisis. It does this through a variety of programs, including services targeted at preventing homelessness and assisting people to transit through homelessness into stable housing.

The Solution Delivery Unit is a leader in enabling and support services for Housing ACT. The primary focus of the Team is the effective implementation of strategic problem solving through comprehensive systems and people change management.

For further information on the role please refer to the Position Description.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Les McEachern (02) 6205 9505 [les.mceachern@act.gov.au](mailto:les.mceachern@act.gov.au)

## **Housing ACT**

### **Policy and Business Transformation**

#### **Solution Delivery**

##### **Assistant Director**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52884)**

Gazetted: 09 September 2021

Closing Date: 6 October 2021

Details: The Solution Delivery Unit is a leader in enabling and support services for Housing ACT. The primary focus of the Team is the effective implementation of strategic problem solving through comprehensive systems and people change management.

Under broad direction, you will manage all aspects of the Solution Management Office, including:

Oversight and management of a range of change management projects across Housing ACT, with a focus on the development and implementation of data, people and technology solutions for Housing ACT;

Proactively identify and manage priority issues requiring early attention;

Educate staff on, and be a champion of, the Business Process Review framework across Housing ACT;

Consult and engage regularly with stakeholders across Housing ACT, 3rd party vendors and across ACT Government to ensure that the Division has relevant systems, guidelines and procedures in place;

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

Undertake other duties appropriate to this level of classification that contribute to the Directorate.

**Eligibility/Other Requirements:**

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

Your suitability for this position will be assessed in three key areas:

##### **Professional and Technical Skills**

Proven abilities in developing and maintaining effective working relationships through an approachable style and achieving positive outcomes to complex problems.

Well-developed stakeholder management skills with the proved ability to develop meaningful relationships with people across various levels and to communicate complex and sensitive issues clearly and succinctly.

##### **Knowledge**

Sound understanding of and experience with business-critical systems, data and reporting requirements.

Proven experience in problem-solving, with the demonstrated ability to make sound judgements on sensitive, complex and competing issues.

Well-developed project management capability, including managing the establishment of robust plans, managing and reporting on progress, mitigating risk and realising benefits.

##### **Behavioural**

Demonstrated ability to build a culture of improvement and think broadly to develop solutions to complex problems.



Work collaboratively and create partnerships to achieve the goals of Housing ACT in the provision of social housing and community services in the ACT.

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

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

How to Apply: Please submit a two-page Expression of Interest addressing the Selection Criteria along with a current curriculum vitae.

*Applications should be submitted via the ApplyNow button below.*

Contact Officer: LesMcEachern(02)6205 9505 Les.McEachern@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](mailto:jobs@act.gov.au)**

### **Director Education Strategy**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 41300)**

Gazetted: 15 September 2021

Closing Date: 29 September 2021

Details: The Director, Education Strategy, will be responsible for leading and driving projects centred around achieving the Education Directorate's priorities and strategic vision. You will work as part of a small team with responsibility for aligning, connecting and collaborating with strategic partners and school communities to drive the vision and implementation of the Future of Education Strategy and the Directorate Strategic Plan.

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 from 1 November 2021 until 3 May 2022 with 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 provide a written response that addresses the selection criteria in a maximum of three pages. Please also identify two referees who have recent familiarity with your work, including if possible your current supervisor.

*Applications should be submitted via the ApplyNow button below.*

Contact Officer: Denise Ryan (02) 6207 0587 Denise.Ryan@act.gov.au

### **Business Services**

#### **People and Performance**

##### **Senior Advisor, Workforce Planning**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52468)**

Gazetted: 15 September 2021

Closing Date: 27 September 2021

Details: Are you a human resources professional who loves close interaction with clients and enjoys seeing the direct impact your work has on the community? Are you interested in partnering with schools to shape workforce plans that will empower young people to thrive? If so, then this role may be for you!

We are looking for a forward thinker with an analytical mindset who can play a key role in the Education Directorate's Schools Workforce Profile Project. In this role you will be working directly with school leadership teams to assist in the collection, validation and analysis of workforce data and information to support the mapping

of critical workforce gaps and risks for the ACT's public schools to identify workforce planning strategies and/or approaches.

To be successful in this role you will have skills in analysing data and research to underpin evidence-based advice and support; exceptional organisation skills and initiative to manage multiple priorities and demands; excellent stakeholder relationship skills to work collaboratively with schools and team members; and well-developed communication and influencing skills with an ability to analyse and find solutions to complex problems.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

Education Directorate 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.

Note: This is a temporary position available until 30 June 2021, with the possibility of extension up to 12 months. Under the current COVID-19 restrictions many staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the contact officer.

How to Apply: Please provide a two-page statement addressing your suitability against the Professional and Technical Skills, Knowledge and Behavioural Capabilities for this role with relevant examples outlined in the Position Description and your current curriculum vitae with contact details for at least two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Reika Cunningham (02) 6207 9876 [Reika.Cunningham@act.gov.au](mailto:Reika.Cunningham@act.gov.au)

## **School Performance and Improvement**

### **Dickson College**

#### **Business Manager**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 28625)**

Gazetted: 14 September 2021

Closing Date: 21 September 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. Dickson College is a Senior Secondary School in the inner north of Canberra. Dickson has an enrolment of 750 students. Most of the College's enrolment comprises of Year 11 and 12 students, with a small cohort of students in years 7-11 attending our Secondary Introductory English Centre (SIEC). At Dickson College, we aim to support and challenge each student to grow and thrive at school and beyond. We believe that developing highly capable, confident, and caring young people is fundamental to a successful future. Through a focus on effective teaching and student agency, we prioritise the learning and achievement of every young person in our care.

Our 2021-25 Improvement plan has two priorities:

Increase students' ability to demonstrate 21st Century skills (4 Cs - Communication, Creativity, Critical Thinking, and Collaboration).

Improve students' self-management capability.

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

Note: This is a temporary position available immediately until 30 June 2022 with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: Please submit 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.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Craig Edwards (02) 6142 0140 [Craig.Edwards@ed.act.edu.au](mailto:Craig.Edwards@ed.act.edu.au)

### **Legal Liaison Officer**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 04429)**

Gazetted: 14 September 2021

Closing Date: 27 September 2021

Details: The Education Directorate is seeking a self-motivated and service-oriented policy leader to fill a temporary vacancy as the Directorate's Legal Liaison Officer. The successful applicant will have an excellent understanding of public sector legislative, administration and accountability frameworks, exceptional interpersonal skills and demonstrated ability to prepare strategic advice on complex policy matters.

Notes: This is a temporary position available from 11 October 2021 until 11 March 2022 with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: To apply for this role applicants should prepare a pitch of no more than two pages that demonstrates skills and experience relevant to the Position Description. Applicants should also provide a copy of their resume and two written referee reports.

For further information, please contact the Executive Branch Manager Governance and Community Liaison, Kristen Laurent, via email at [kristen.laurent@act.gov.au](mailto:kristen.laurent@act.gov.au).

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kristen Laurent (02) 6205 6749 [Kristen.Laurent@act.gov.au](mailto:Kristen.Laurent@act.gov.au)

### **School Improvement**

#### **Ainslie School**

#### **School Staffing and Administration Officer**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 53188)**

Gazetted: 09 September 2021

Closing Date: 19 September 2021

Details: Ainslie School provides progressive, student centred education services for students from Preschool to Year 6 across three sites. Cultural integrity, human dignity and environmental sustainability are driving concepts in programs and practices across the school. The main site is in Braddon, with Preschool campuses in Ainslie and Reid. A staff of 40 support the delivery of playful and sophisticated education services to 411 students.

Ainslie Primary School is looking for an enthusiastic and dedicated person, with exceptional customer service skills to join the Ainslie School Front Office Team.

Under the direct supervision of the Business Manager, the officer contributes to administrative and business functions of the school, supporting the delivery of reliable and responsive services, including community liaison and records management. They provide a first point of contact for families, visitors and staff and exceptional customer service to community partners.

The role has a focus on managing and supporting staffing and human resource functions of the school. Supporting the Business Manager with daily finance functions including ordering, receipting, accounts payable, creating purchase orders and banking are associated responsibilities.

Flexible working arrangements accommodate work outside of normal business hours.

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

A First Aid Certificate or a willingness to undertake appropriate training is highly desirable.

Notes: This is a temporary position available immediately until 26 January 2022, with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria (professional/technical skills and knowledge and behavioural capabilities), together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role, including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Stavroula Lourandos 0418417654 [Stavroula.Lourandos@ed.act.edu.au](mailto:Stavroula.Lourandos@ed.act.edu.au)

### **Environment, Planning and Sustainable Development**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

#### **Chief Financial Officer, Finance Information and Assets**

**Temporary Vacancy (7 October 2021 to 6 April 2022, with the possibility of extension up to nine months)**

**Environment, Planning and Sustainable Development Directorate**

**Corporate Services and Operations**

**Position: E562**

**(Remuneration equivalent to Executive Level 1.4)**

Date circulated: 15 September 2021

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Do you think you have what it takes to lead EPSDD's Finance Information and Asset (FIA) branch? If you do then this is the opportunity to let us know what you have to offer, and we want to hear from you.

The FIA team supports the Directorate through the provision of a financial framework, across a diverse range of functions inclusive of strategic finance, digital solutions, assets, fleet and procurement.

The position requires a professional with demonstrated ability to manage complex and competing priorities and have appropriate skills, knowledge and experience in accounting.

The position will be filled for a period of six months, with the possibility of extension up to nine months in total.

To apply: Interested candidates should submit a two page pitch on why they would be a good fit for the role, candidates should include in their pitch something they have done that made a difference to their workplace (be that good or not so good) and a copy of a current curriculum vitae with contact details for two referees to Craig Simmons via email, [craig.simmons@act.gov.au](mailto:craig.simmons@act.gov.au) by COB Tuesday 21 September 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

Contact Officer: Craig Simmons 0417 206 293 [craig.simmons@act.gov.au](mailto:craig.simmons@act.gov.au)

## **Assistant Accountant**

### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 35608)**

Gazetted: 15 September 2021

Closing Date: 29 September 2021

Details: Do you enjoy working with numbers? Do you enjoy working collaboratively with people to resolve problems? The Asbestos Response Taskforce within the Development and Implementation Branch of the Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for an enthusiastic and skilled Assistant Accountant who wants to be part of a committed and customer focussed team to deliver quality outputs for the Directorate. You will be able to add value by assisting the Director, Finance, managing the business unit budget, undertaking regular and periodic reconciliations, monitoring financial commitments and expenditure, as well as compiling information for management reporting. This role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT Government for the Community. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other Requirements: Relevant qualifications in Finance and Accounting are highly desirable.

Notes: This is a temporary position commencing immediately up until the 23 December 2021 with the possibility of extension up to 30 June 2022. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do 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. If you do not wish to be placed in the merit pool, please indicate this with the contact officer.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Don Shashika (02) 6207 4845 Don.Shashika@act.gov.au

## **Environment**

### **ACT Parks and Conservation Service**

#### **National Parks and Catchments / Murrumbidgee River Corridor**

#### **Area Manager**

### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 04402)**

Gazetted: 13 September 2021

Closing Date: 23 September 2021

Details: Parks and Partnerships provides management responsibilities for Canberra Nature Park, Namadgi National Park, Murrumbidgee River Corridor, Tidbinbilla Nature Reserve, Molonglo River Park, Googong Foreshores and the Lower Cotter Catchment. The day to day management of the forestry and rural areas within the eastern part of ACT is also a responsibility of the section.

We are looking for a experienced Manger that can lead and manage the operations of the Murrumbidgee River Corridor delivering programs and projects to time and budget, implement natural resource management, asset protection and visitor programs and coordinate the delivery of best practice on ground services for Canberra's reserve and off reserve areas within the area of management, lead and motivate staff and develop and implement programs associated with workplace diversity, Industrial democracy, workplace health and safety and staff development and training. The successful applicant will also contribute to the strategic management of the section and branch as a member of the broader Management Team.

Eligibility/Other Requirements

Relevant qualifications and experience in environmental and/or natural resource management is preferred .

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

This position is classified as a Designated Fire Position under the Collective Agreement. Bushfire related activities, including bushfire suppression, is a mandatory component of the position. Appointment / promotion / transfer to the position is conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Peter Cotsell 0448 228 489 peter.cotsell@act.gov.au

## **Climate Change and Energy**

### **Climate Change and Energy Programs**

#### **Sustainable Household Scheme**

##### **Program Officer**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 50583)**

Gazetted: 13 September 2021

Closing Date: 27 September 2021

Details: The Climate Change and Energy Programs business unit is seeking to employ a Program Officer to cover a 12 month period of maternity leave, working as part of the Sustainable Household Scheme project team. The Sustainable Household Scheme offers zero-interest loans to eligible ACT households to assist with the upfront costs of investing in energy efficient home upgrades.

The successful applicant will work as part of the small project team to assist with the implementation of the Scheme. The role will include assisting with the development of program materials and communication materials, engaging with industry and community members about the Scheme, and liaising with external stakeholders. Other work may include assisting with procurement processes, contract management and writing Ministerials and briefs. The role also includes ongoing collaboration with other teams in the Division. After hours and weekend work may be required to assist with workshops and attend events.

Eligibility/Other Requirements: Some after hours and weekend work may be required

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

this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: This temporary vacancy will be covering a 12-month maternity leave period.

Applications are sought from potential candidates and should include:

Supporting statement that addresses the Selection Criteria (two pages maximum)

Curriculum vitae

Contact details of at least two referees

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Bonnie Jackson (02) 6207 7242 bonnie.jackson@act.gov.au

## **Office of the Deputy Director-General, Planning and Sustainable Development**

### **Executive Assistant**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 33237)**

Gazetted: 09 September 2021

Closing Date: 22 September 2021

Details: The Deputy Director-General Planning and Sustainable Development is seeking an enthusiastic and knowledgeable Executive Assistant to join the team permanently. The Deputy Director-General has a wide range of responsibilities within the portfolio including, planning policy, building policy, land strategy, infrastructure planning, statutory planning, leasing, surveyor general, urban renewal, asbestos response taskforce, due diligence and direct sales. The role requires someone who can work in a fast paced environment and in-tune with matters from across the portfolio and the whole directorate. In the position you will work with the Executive Officer and wider support team, reporting to the Senior Director, Office of the Director-General.

The position is required to manage the day-to-day operations of the Deputy Director General Office, including diary management and coordination, management of Ministerials and correspondence, meeting requests and stakeholder management and liaison. The successful applicant will be expected to develop an understanding of the work and directorate in fulfilling this 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.

If you require additional information about this role, please contact Ms Sarah Crisp via [sarah.crisp@act.gov.au](mailto:sarah.crisp@act.gov.au) or 02 6207 0665.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Selection Criteria and a current curriculum vitae. You should nominate referees in your application.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sarah Crisp (02) 6207 0665 [Sarah.Crisp@act.gov.au](mailto:Sarah.Crisp@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](mailto:jobs@act.gov.au)**

### **Protective Security and Emergency Management Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 05224)**

Gazetted: 14 September 2021

Closing Date: 28 September 2021

Details: The Governance and Business Improvement Branch is seeking expressions of interest from motivated professionals to assist in the delivery of the Justice and Community Safety Directorate's protective security and emergency management capabilities. Working closely with the Agency Security Advisor, the officer will take a lead role in developing and undertaking a project to review the Directorate's protective security arrangements against the ACT Government's Protective Security Framework. The successful applicant will be able to employ their analytical and research skills in order to draft robust governance documentation and recommend better practice solutions.

Eligibility/Other Requirements: Whilst knowledge and experience in security and/or emergency management is desirable, it is not essential if you can demonstrate an aptitude for developing and implementing effective governance systems.

Notes: This is a temporary position available until 30 June 2022. 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. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Lauren Callow (02) 6213 0762 [Lauren.Callow@act.gov.au](mailto:Lauren.Callow@act.gov.au)

### **Senior Director, Infrastructure and Environment**

#### **Senior Officer Grade A \$153,041, Canberra (PN: 47817)**

Gazetted: 13 September 2021

Closing Date: 28 September 2021

**Details:** The Information and Communication Technology (ICT), Capital Works and Infrastructure Branch are seeking a motivated and enthusiastic person to fill the role Senior Director, Infrastructure and Environment. The Senior Director, Infrastructure and Environment, working under the direction of the Senior Director, Capital Works and Infrastructure, is responsible for managing project assignments, including environmentally sensitive projects, in accordance with relevant procurement frameworks and legislation. The position is also responsible for the delivery of strategic and operational asset management, developing and maintaining all associated business documentation to a high standard, and providing high level leadership to the team.

The Senior Director, Infrastructure and Environment, will also cultivate, and nurture collaborative working relationships with key internal and external stakeholders, including key government agencies and authorities, and represent the branch and the directorate at committee level as required.

**Eligibility/Other Requirements:**

Qualifications in Architecture, Engineering, or Project Management is highly desirable.

A driver's licence is required.

**Notes:** This is a temporary position available until 2 September 2022 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a response, no longer than two pages, outlining how you meet the Behavioural Capabilities, Technical skills and knowledge components outlined in the Position Description. You should also provide a current curriculum vitae including the details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kuga Kugathas (02) 6207 1755 [Kuga.Kugathas@act.gov.au](mailto:Kuga.Kugathas@act.gov.au)

### **Perpetrator Response Advisor, Family Violence Safety Action Pilot**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52839)**

Gazetted: 10 September 2021

Closing Date: 29 September 2021

The Victims of Crime Commissioner is working with the Coordinator-General for Family Safety to implement a pilot project which brings together a broad range of government and non-government agencies to assess and respond to family violence risk outside of the criminal justice system. The Family Violence Safety Action Pilot has been developed as a response to the fact that many victims and perpetrators of family violence are not involved in the criminal justice system, and that the current Covid-19 health crisis has escalated risk for many family violence victim survivors. The Pilot is based at Victim Support ACT, within the ACT Human Rights Commission.

The Pilot's purpose is to:



Ensure that information available to different agencies can be considered holistically to identify and assess risk to a client or clients (including children); and

enable services providers to act collaboratively to address and manage risk for individuals and families.

The Opportunity:

As the Perpetrator Response Advisor within the Family Violence Safety Action Pilot, you will provide domestic and family violence-informed case coordination to high-risk perpetrators. This will include working closely with community and government stakeholders, engaging with perpetrators of domestic and family violence as well as direct contact with people using domestic and family violence.

This role works in the Pilot team alongside the Victim Survivor Case Coordinators, the Assistant Coordinator and the Pilot Coordinator to provide wrap-around service responses in high-risk domestic and family violence cases.

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

Eligibility/Other Requirements:

To be successful in your application for this role you will have:

Demonstrated experience working with people using domestic and family violence and with Aboriginal and Torres Strait Islander clients.

Knowledge and understanding of perpetrator-focused risk management responses.

Engagement skills that support working with perpetrators of violence and increasing their motivation to engage in behaviour change programs.

Outstanding interpersonal skills, and the ability to work collaboratively with internal and external stakeholders.

Excellent oral and written communication skills.

Demonstrated ability to manage work priorities and adapt to a dynamic work environment.

Notes: Successful applicants should ideally be available to commence in their new role within two weeks of acceptance of offer. This is a temporary position available immediately until 30/06/2022 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description and provide a written pitch of up to two pages. The pitch should demonstrate your ability to perform the role considering the required Professional/Technical Skills, Knowledge and Behavioural Capabilities. Please also provide a current curriculum vitae including the details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Nina BirkI (02) 6205 2222 [Nina.BirkI@act.gov.au](mailto:Nina.BirkI@act.gov.au)

## **Legislation Policy and Programs**

### **Civil Law**

#### **Senior Director - Civil Law**

#### **Senior Officer Grade A \$153,041, Canberra (PN: 46234)**

Gazetted: 10 September 2021

Closing Date: 29 September 2021

Details: The Legislation, Policy and Programs Division (LPP) advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory.

The Civil Law Group, within the Civil and Regulatory Law Branch in (LPP) is made up of three streams of work: general civil law/housing and consumer protection; access to justice; and human rights and social policy. The group develops and implements policy, law reform, legislation and programs relating to general civil law; administrative law; access to justice; legal assistance; courts and tribunals; citizens' rights and consumer protection; residential tenancies; defamation; human rights; discrimination; privacy; courts and tribunals; retirement villages; commercial law; property.

The Senior Director directly leads a stream of work within the Civil Law (for example, the general civil law/housing and consumer protection team). As required, the Senior Director may also take on responsibilities in relation to the overall management of the Civil Law Group including coordination and governance. In addition, the Senior Director will personally deal with sensitive and significant matters as required.

#### Eligibility/Other Requirements

Extensive experience in policy and legislation development, and a solid background in general/public law and policy will be highly regarded.

A law degree and other relevant tertiary qualifications and experience in appropriate field is highly desirable.

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

How to Apply: Interested 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: Daniel Ng (02) 6207 0674 daniel.ng@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](mailto:jobs@act.gov.au)**

#### **Project Development and Support**

##### **Ministerial, Governance and Corporate Support**

##### **Ministerial and Government Business**

##### **Ministerial and Assembly Liaison Officer**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 47782)**

Gazetted: 14 September 2021

Closing Date: 28 September 2021

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

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

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

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

The Ministerial and Assembly Liaison Officer reports to the Director, Ministerial and Government Business within the Ministerial, Governance and Corporate Support Business Unit. Working with a high level of autonomy as part of a small, fast-paced team, this position will coordinate Assembly and Government Business for Major Projects Canberra (MPC) and contribute to the preparation of ministerial replies, briefs, constituent inquiries and day to day Government business.

This position will have significant contact with officers of all levels, including various Minister's offices, requiring a high degree of sensitivity as well as a highly responsive approach in responding to tight deadlines.

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

#### Eligibility/Other Requirements

##### **Mandatory**

Experience with Assembly, Cabinet and Ministerial processes.

#### Desirable

A good working knowledge of Objective and/or SharePoint would be an advantage.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Vilma Bell (02) 6205 7812 vilma.bell@act.gov.au

### **Office of the Legislative Assembly**

#### **Parliamentary Support**

#### **Committee Support**

#### **Committee Secretary/Senior Research Officer**

#### **Administrative Services Officer Class 6/Senior Officer Grade C \$88,899 - \$120,436, Canberra (PN: OLA, several)**

Gazetted: 13 September 2021

Closing Date: 14 October 2021

Details: The Office of the Legislative Assembly (the Office) is an independent statutory agency established under the *Legislative Assembly (Office of the Legislative Assembly) 2012 Act* (the OLA Act). The Office's function is to support the Legislative Assembly, its committees, and members of the Assembly and their staff.

Much of the detailed work of the Assembly is done by committees, made up of MLAs from across the parties. A major element of committee work is conducting inquiries into issues important to our communities. Committees are supported by the Office's Committee Support unit whose staff manage the day to day operation of committees and their inquiries by providing impartial procedural advice and practical support through activities such as drafting committee reports and other documents, research, organising hearings, and administration.

The Office is conducting a bulk recruitment round for Committee Secretaries (SOGC) and Senior Research Officers (ASO6).

Committee Secretaries are responsible for managing the work of Assembly committees and providing impartial and accurate procedural advice to committee members. Secretaries also prepare briefing materials for inquiries, analyse evidence, undertake research and draft reports.

Senior Research Officers (SRO) assist Committee Secretaries to support the Assembly's committees, primarily by undertaking research and analysis, including preparing briefs, papers and other background material and by providing some administrative assistance.

Candidates for both positions must demonstrate a high degree of professionalism, the ability to build and maintain workplace relationships, and need to develop a solid understanding of relevant parliamentary practice and procedure.

Notes: There are several temporary positions available at both the ASO6 and SOG C level for a period up to 12 months with the possibility of extension and/or permanency. A merit pool may be established from this selection process and may be used to fill future vacancies within the Committee Support team over the next 12 months.

How to Apply: Please indicate which position you would like to apply for and submit a written response to the Selection Criteria located in the position description providing specific examples (no more than 1,500 words), your curriculum vitae and the names and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: David Monk (02) 6205 0129 david.monk@parliament.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](mailto:jobs@act.gov.au)**

**Suburban Land Agency**

**Finance, Valuations and Digital Solutions**

**Valuations and Advisory Services**

**Director, Valuations and Advisory Services**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 33701)**

Gazetted: 13 September 2021

Closing Date: 27 September 2021

Details: An exciting opportunity has become available within one of the ACT Government's most agile and dynamic agencies. This diverse role offers a unique opportunity to work in a hybrid commercial and government setting. The Suburban Land Agency (the Agency) is looking for a strong leader who enjoys a fast paced, dynamic environment to join the Finance, Digital Solutions and Valuation team.

The Director, Valuations and Advisory Services is a key leadership role within the Agency, having carriage of the Valuations and Advisory business unit. Reporting to the Chief Financial Officer, the business unit is responsible for overseeing valuations and related advice for the purpose of informing decisions relating to reserve (sale) prices, revenue forecasting, taxation reporting and business case development.

To succeed in this role, you will be a strong strategic leader with experience in related land and property matters, such as pricing, complex commercial property contracts and crown leases.

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

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: Joey Lee (02) 6205 3367 [Joey.Lee@act.gov.au](mailto:Joey.Lee@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](mailto:jobs@act.gov.au)**

**Chief Operating Officer**

**Governance and Ministerial Services**

**Governance**

**Director Corporate Strategy and Reporting**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 13802)**

Gazetted: 14 September 2021

Closing Date: 28 September 2021

Details: The Governance team within TCCS is responsible for the oversight of audit, compliance, business continuity, insurance coordination, risk management, quality management, records management and corporate planning/reporting. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated applicants for the role of Director, Corporate Reporting and Planning which sits within the Governance team and is responsible for overseeing the whole of government reporting and planning requirements, internal Executive reporting, and the Governance framework for the Directorate. This role also supports strategic and business planning for the Directorate, and coordinates the drafting, publishing, and tabling of the Directorate's annual report.

The successful applicant will have high level experience in corporate planning, developing, and implementing Governance frameworks, policies, and procedures, aligned with the organisation's Quality Management System. The applicant will also have demonstrated ability in researching, analysing, and preparing concise relevant and timely briefings and written reports with attention to detail. You will also have the ability to manage workloads and priorities to deliver a range of projects to timely completion and excellent oral and written communication skills with the ability to negotiate and make sound, well-informed decisions.

Eligibility/Other Requirements:

Proven high level experience in a policy development environment.

Ability to deliver a range of information sessions on policy matters with consideration of the needs of work areas.

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

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

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae with details of at least two referees, and an application of no more than two pages setting out why you are the best person for the role, with reference to the Selection Criteria.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Chris Wilson (02) 6205 3404 Chris.Wilson@act.gov.au

## **Transport Canberra and Business Services**

### **Chief Executive Officer and Executive Branch Manager, ACT Cemeteries Authority**

**Executive Level 1.2 \$225,196 - \$233,809 depending on current superannuation arrangements, Canberra (PN: E1134)**

Gazetted: 14 September 2021

Closing Date: 16 September 2021

Details: Applications are sought for a temporary vacancy as Chief Executive Officer and Executive Branch Manager, ACT Cemeteries Authority for a period of two - three months pending longer term filling.

The Cemeteries and Crematoria Authority Board is looking for a highly motivated Chief Executive Officer capable of navigating a complex and at times ambiguous stakeholder environment. This position requires a person with strong project management and community engagement skills able to operate at a strategic and operational level in a compassionate and authentic way to deliver high quality services.

The position of Chief Executive Officer is a member of and reports to the Board of the ACT Cemeteries and Crematoria Authority and has an additional reporting line to the Executive Group Manager, Territory and Business Services within the Transport Canberra and City Services Directorate.

The Chief Executive Officer leads a team of indoor and outdoor staff providing quality burial services to the community across three cemeteries at Woden, Gungahlin and Hall. The role implements Board approved strategies to modernise quality services which are inclusive, accessible and broaden community engagement and interaction.

The successful candidate will require executive level capabilities to lead the operational management of the organisation including governance, management reporting, resource management (financial, physical and human resources), stakeholder engagement (community, Minister, Board, TCCS Executive and other Directorates/organisations) and future planning. The Chief Executive Officer must align the organisation's culture to reflect Board, government and community expectations and values.

Candidates with experience in operating a government or small/medium business enterprise, and/or relevant industry experience are encouraged to apply.

Remuneration: The position attracts a remuneration package ranging from \$225,196 - \$233,809 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,249.

Note: This is a temporary opportunity available for two - three months commencing as soon as possible. The successful applicant will be appointed as the Chief Executive Officer and Executive Branch Manager, ACT Cemeteries Authority by the Board under section 80 of the *Financial Management Act 1996* and sections 117 and 118 of the *Cemeteries and Crematoria Act 2020*.

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

*Applications should be sent to the Contact Officer.*

Contact Officer: Craig Jordan 0409 791 163 [craig.jordan@act.gov.au](mailto:craig.jordan@act.gov.au)

## **Chief Operating Officer**

### **Employee Relations**

#### **Director Employee Relations**

#### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 16197)**

Gazetted: 10 September 2021

Closing Date: 24 September 2021

Details: The Employee Relations team in People and Capability, Transport Canberra and City Services (TCCS) is seeking a committed, enthusiastic person to lead an innovative, engaged and professional team. This role will be confronted with tough conversations and will require a highly skilled professional who can effectively manage conflict and interact with workers at all levels, including executive. Being able to interpret and apply legislation, think on your feet, problem solve and make sound decisions is essential.

The ideal candidate will:

be a people focussed leader with a strong, considered and engaging approach to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence,  
have an eye for detail and be equipped with exceptional communication (oral and written) and stakeholder engagement skills,  
possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner,  
be able to align team performance and develop capacity to achieve organisational objectives; and  
model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

This role requires someone who has experience with, and a strong understanding of reportable conduct processes, as this is an inherent requirement of this role, as is the requirement to work closely with the Ombudsman's office.

The ACT Public Service is committed to building a culturally diverse workforce and 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: Tertiary studies or extensive relevant experience in a human resource related discipline are highly desirable. Certificate IV in Government (Investigations) or similar highly desirable.

Note: An order of merit list will be established to fill future vacancies within the team either permanent or for higher duties over the next 12 months. This position works in a workplace designated for Activity Based Working (ABW). ABW is transformational in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two-page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kim Ivens (02) 6205 2070 [Kim.Ivens@act.gov.au](mailto:Kim.Ivens@act.gov.au)

## **Infrastructure Delivery and Waste**

### **ACT NoWaste**

#### **Business Analytics and Support**

#### **Customer Service Officer, ACT NoWaste**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 00695)**

Gazetted: 10 September 2021

Closing Date: 24 September 2021

Details: Ever wondered how waste and recycling are managed?

Are you looking to join an innovative and improvement-focused team?

We are looking for a passionate and driven individual who is seeking an opportunity to make a difference in the everyday experience of Canberra residents with waste and recycling services by joining our Customer Service Team.

A team player willing to learn about the quickly-evolving environment we are operating in and wanting to contribute positively to our organisation.

Who are we? 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 and provides support, analysis and advice 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;

Leading project management and administration contributions to ACT NoWaste business systems – weighbridge system and Salesforce platform modules (kerbside collection services system, contract management system and licensing and compliance system);

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

Providing customer support on requests for kerbside collections; and,

Providing input in to TCCS and external data reporting requirements.

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

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

How to Apply: In order to apply, please submit your curriculum vitae and a cover letter discussing your experience and aptitudes against the Technical Skills and Knowledge as well as against the Behavioural Capabilities listed. Your cover letter may not exceed two pages.

Shortlisted applicants will be required to undertake a written test as part of their interview process.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Candice Wright (02) 6205 1149 [candice.wright@act.gov.au](mailto:candice.wright@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.

## **City Services**

### **ACT NoWaste**

#### **Branch Executive Officer**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 50037)**

Gazetted: 10 September 2021

Closing Date: 28 September 2021

Details: ACT NoWaste is unique in recycling and waste management in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at local, regional and national levels.

We make a difference to our community, seeking to reduce waste, increase reuse and recycling, contribute to action on climate change and support the ACT's transition to a more circular economy.

We are seeking an Executive Officer to support the work of the Branch and help us as we strive for excellence in everything we do.

Our Executive Officer is central to facilitating the smooth running of the Branch by coordinating and supporting Ministerial, Executive and constituent correspondence. The role will also coordinate Branch reporting and monitoring to the Executive.

As Branch Executive Officer, you will be proactive, organised and work well under pressure. This role requires someone who can inspire, and positively influence both team and individual outcomes. You will have the skills to deliver results and develop capacity and capability within our teams. Our ideal candidate will be able to 'wear multiple hats', be able to juggle priorities, be resilient and tactful and will be passionate about what they do.

Eligibility/Other Requirements:

A driver's licence class C is desirable.

Note: This is a Temporary position available for a period of nine months with the possibility of permanency. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a response of up to four pages to the Skills and Knowledge and Behavioural Capabilities outlined in the Position Description as well as a copy of your curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Katherine Harrington (02) 6205 4878 Katherine.Harrington@act.gov.au

## **City Services**

### **Infrastructure Delivery and Waste**

#### **ACT NoWaste Director, Service Delivery**

##### **Director, Service Delivery**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50046)**

Gazetted: 09 September 2021

Closing Date: 30 September 2021

Details: As Director, Service Delivery you are a key leader of a team committed in delivering high quality waste and recycling services for the Territory. This includes managing the delivery of complex service provisions to the community through outsourced waste and recycling services contracts.

As a Director in ACT NoWaste you will have an ability to lead and inspire your staff, a sound understanding of service design and delivery, and experience in interpreting and applying legislation.

Tasks that you enjoy at work will include building and maintaining strong working relationships, interpreting, and applying best practice in the management and delivery of contracted municipal services and producing clear written documents for a range of audiences.

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

How to Apply: A written response to the Selection criteria in four pages or less and a curriculum vitae. The Selection criteria that you require for the written response can be found in the heading "What you require" under skills/knowledge and behaviours the Position description.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Gayan Ratwatte (02) 6207 6031 Gayan.Ratwatte@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](mailto:jobs@act.gov.au)**



## **Assistant Director**

### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53280)**

Gazetted: 14 September 2021

Closing Date: 28 September 2021

Details: WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act), *Workers Compensation Act 1951* and *Dangerous Substances Act 2004* (DS Act).

WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator. We are implementing a planned program of work to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator.

The Assistant Director, Systems will plan and manage the implementation and continuous improvement of the regulator's case management system (Salesforce). This will include managing relationships with software vendors, hardware vendors, Shared Services ICT and Transport and City Services ICT Teams. In addition, the Assistant Director will manage contracts, support and software licenses.

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

Eligibility/Other Requirements: Tertiary qualifications in a related area are desirable but not essential.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 provide a one page pitch (maximum) addressing the Selection Criteria in the IDEAL CANDIDATE section of the Position Description. Please provide an up to date curriculum vitae which includes the names of two referees, one of your referees must be your current supervisor. Failure to follow these instructions may mean that your application for this vacancy is not considered.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Matt Davis (02) 6205 2618 [MattE.Davis@worksafe.act.gov.au](mailto:MattE.Davis@worksafe.act.gov.au)

## **Strategy & Occupational Hygiene**

### **Assistant Director, Media and Communication**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 42360)**

Gazetted: 13 September 2021

Closing Date: 27 September 2021

Details: The Assistant Director, Media and Communication is involved in the development of WorkSafe ACT's communication, engagement, media and public information activities.

You will deliver strategic and operational communication, public information and media services for WorkSafe ACT. This involves providing high quality and responsive public information about WorkSafe ACT's regulatory activities and working collaboratively with stakeholders, internal and external.

You will work with the WHS Commissioner, Deputy WHS Commissioner and Senior Director, Strategy & Occupational Hygiene on WorkSafe ACT's long-term and high-priority projects and initiatives as well as strategic internal communication.

Please note you will be required to manage a multidisciplinary team, including supervising staff, mentoring and managing workloads. The ability to work flexibly with some out of hours work is 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.

Eligibility/Other Requirements:

Relevant tertiary qualifications, and/or a minimum of three years relevant experience is highly desirable. Knowledge and experience in communication, engagement and issues management for sensitive and high-pressure situations and to tight deadlines.

Knowledge and expertise in Government communication methods and practices.

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

How to Apply: Please provide a one page pitch (maximum) addressing the Selection Criteria included in the Ideal Candidate section of the Position Description. Please include an up-to-date curriculum vitae which includes the names of two referees, one who must be your current supervisor. Failure to follow these instructions may mean your application is not considered.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jackii Shepherd (02) 6205 4654 Jackii.Shepherd@worksafe.act.gov.au

## **Compliance and Enforcement**

### **Senior Inspectors**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 51515, several)**

Gazetted: 09 September 2021

Closing Date: 22 September 2021

Details: The occupants of each of these roles will be leading and overseeing the work and output of a team of inspectors who are primarily responsible for compliance and enforcement activities under the WHS Act, DS Act and the Workers Compensation Act. You will be responsible for providing support, guidance, and advice to your team in performing regulatory activities. You will be liaising with industry representatives and other stakeholders. You will be preparing reports using WorkSafe ACT tools for senior management. You will be expected to develop strategies and work plans, and respond to incidents in accordance with WorkSafe ACT's strategic plan and the Agency's annual business plan to promote regulatory excellence for WorkSafe ACT. The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work. WorkSafe ACT currently has two permanent vacancies leading the general team (which deals with both WHS and workers' compensation regulation) and one leading the psychosocial team. A merit list will be created and used to fill further identical vacancies. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, women, 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:

- Ability to perform the functions of an authorised Inspector in accordance with relevant legislation, including completion of required mandatory training for Workers' Compensation legislation as a delegated/appointed person/Authorised officer by the WHS Commissioner.
- At least diploma level qualifications in Government Inspection and/or Work Health and Safety and/or Investigations and/or Psychology and/or a related discipline and/or willingness to progress towards such a qualification is desirable but not essential.
- Current unrestricted driver's licence.
- Willingness to participate in an after hours on-call and telephone roster when required.
- Willingness to participate in programmed after hours compliance activities when required.

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. 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 provide a one page (maximum) pitch addressing the Selection Criteria in the IDEAL CANDIDATE section of the Position Description. Please provide an up to date curriculum vitae which includes the names of two referees, one of which must be your current supervisor. Failure to follow these instructions may result in your application not being considered.

Applications should be submitted via the Apply Now button below.

### **Director, Compliance and Enforcement**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 05752)**

Gazetted: 09 September 2021

Closing Date: 15 September 2021

Details: As a key leader within Compliance and Enforcement, the Director will provide strategic oversight of a team of inspectors responsible for conducting inspections and workplace visits to ensure duty holders meet their statutory obligations to provide a safe workplace without risks to employees' health and safety. This team has an emphasis on the building and construction industry and hazardous chemicals.

The Director is also responsible for leading the implementation and continuous improvement of the regulator's case management system (Salesforce) and the continued development and implementation of WorkSafe ACT's Standard Operating Procedures and operational policies and planning. You will form part of WorkSafe ACT's Senior Leadership Group and will be expected to play a key role in meeting our strategic commitment to regulatory excellence.

The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, women, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other Requirements:

- Relevant qualifications are highly desirable. Significant experience in fields such as health and safety, law enforcement, policing, audit, government inspections or law.
- Ability to perform the functions of an authorised Inspector in accordance with relevant legislation.
- Current unrestricted drivers' licence.

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

How to Apply: Please provide a one page pitch (maximum) addressing the Selection Criteria outlined in the Ideal Candidate section of the Position Description. Please ensure you also address the essential requirements outlined in the Position Description. Please provide a copy of your curriculum vitae and the names of two referees, one of your referees must be your current supervisor. Failure to meet these requirements may mean your application is not considered as part of this process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Alford (02) 6205 4261 [Robert.Alford@worksafe.act.gov.au](mailto:Robert.Alford@worksafe.act.gov.au)

## **APPOINTMENTS**

### **ACT Audit Office**

**Senior Administrative Officer - Professional \$886,899 - \$101,743**

Snehal Silla, Section 68(1), 10 September 2021

### **ACT Health**

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Alexandra Hambesis, Section 68(1), 20 September 2021

### **Canberra Health Services**

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

Anju Bhattarai, Section 68(1), 16 September 2021

**Health Service Officer Level 4 \$55,637 - \$57,766**

Paul Hill, Section 68(1), 13 September 2021

**Administrative Services Officer Class 2/3 \$59,016 - \$71,963**

Hayley Johnstone, Section 68(1), 13 September 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Katherine Robinson, Section 68(1), 13 September 2021

**Health Service Officer Level 3 \$53,886 - \$55,637**

Robin Thomas, Section 68(1), 14 September 2021

**Health Professional Level 2 \$68,809 - \$94,461**

Kathryn Brooks, Section 68(1), 14 September 2021

**Administrative Services Officer Class 4 \$74,237 - \$80,381**

Ashley Young, Section 68(1), 15 September 2021

**Canberra Institute of Technology**

**Teacher Level 1 \$78,538 - \$104,793**

Melissa Bulger, Section 68(1), 13 September 2021

**Chief Minister, Treasury and Economic Development**

**Building Trade Inspector \$98,381 - \$111,887**

Michael Bate, Section 68(1), 6 September 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Lizania Gorman, Section 68(1), 13 September 2021

**Senior Information Technology Officer Grade C \$111,887 - \$120,436**

Ashneel Maharaj, Section 68(1), 15 September 2021

**Administrative Services Officer Class 5 \$82,506 - \$87,331**

Shenlan Peng, Section 68(1), 6 September 2021

**Community Services**

**Administrative Services Officer Class 6 \$88,899 - \$101,743**

Anna McLaurie, Section 68(1), 13 September 2021

**Education**

**School Assistant 2/3 \$50,184 - \$61,194**

Matthew Gray, Section 68(1), 15 September 2021

**School Assistant 2/3 \$50,184 - \$61,194**

Lewis Ophel, Section 68(1), 10 September 2021

**School Assistant 3 \$56,858 - \$61,194**

Katerina Velanis, Section 68(1), 12 September 2021

**Environment, Planning and Sustainable Development**

**Park Ranger 2 \$74,237 - \$80,381**

Bede Moses, Section 68(1), 13 September 2021

**Administrative Services Officer Class 6 \$88,899 - \$101,743**

Scott Woodard, Section 68(1), 6 September 2021

**Justice and Community Safety**

**Administrative Services Officer Class 5 \$82,506 - \$87,331**

Nicole Coates, Section 68(1), 9 September 2021

**Administrative Services Officer Class 5 \$82,506 - \$87,331**

Matilda Smith, Section 68(1), 9 September 2021

**Major Projects Canberra**

**Administrative Services Officer Class 6 \$88,899 - \$101,743**

Ana Maka, Section 68(1), 13 September 2021

**Suburban Land Agency**

**Senior Officer Grade C \$111,887 - \$120,436**

Sarah Curby, Section 68(1), 9 September 2021

**Transport Canberra and City Services**

**Bus Operator - Training \$72,609**

John Burkhart, Section 68(1), 16 August 2021

**Bus Operator - Training \$72,609**

Deepak Kumar, Section 68(1), 16 August 2021

**Bus Operator - Training \$72,609**

James Lester, Section 68(1), 16 August 2021

**Senior Officer Grade A \$153,041**

Matthew Parker, Section 68(1), 13 September 2021

**Bus Operator - Training \$72,609**

Roslyn Perkins, Section 68(1), 16 August 2021

**Bus Operator - Training \$72,609**

Dinis Prego, Section 68(1), 16 August 2021

**Bus Operator - Training \$72,609**

Jamie Tandy, Section 68(1), 16 August 2021

**General Service Officer Level 3/4 \$52,441 - \$57,268**

Mark Thompson, Section 68(1), 1 September 2021

**Bus Operator - Training \$72,609**

Maddison Young, Section 68(1), 16 August 2021

## **TRANSFERS**

### **ACT Health**

#### **Marilynne Read**

From: Senior Officer Grade C \$111,887

ACT Health

To: Senior Officer Grade C \$111,887 - \$120,436

ACT Health, Canberra (PN. 44147) (Gazetted 1 December 2020)

### **Canberra Health Services**

#### **Lainie Hart**

From: Health Professional Level 4 \$111,887

Canberra Health Services

To: Health Professional Level 4 \$111,887 - \$120,436

Canberra Health Services, Canberra (PN. 25833) (Gazetted 6 April 2021)

### **Chief Minister, Treasury and Economic Development**

#### **Dylan Graham**

From: Information Technology Officer Class 1 74,237

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 1 \$71,963 - \$81,917

Chief Minister, Treasury and Economic Development, Canberra (PN. 05135) (Gazetted 21 October 2020)

### **Justice and Community Safety**

#### **Shynead Delaney Kaak**

From: \$59,016 - \$71,963

Canberra Health Services

To: Ambulance Support Officer 1 \$61,197 - \$65,034

Justice and Community Safety, Canberra (PN. 40096) (Gazetted 7 September 2021)

## **PROMOTIONS**

### **ACT Health**

#### **DIGITAL SOLUTIONS**

#### **INFORMATION AND DATA MANAGEMENT**

#### **DATA GOVERNANCE HUB**

#### **Bridget MacLean**

From: Senior Officer Grade C \$111,887 - \$120,436

ACT Health

To: † Senior Officer Grade B \$131,773 - \$148,344

ACT Health, Canberra (PN. 53262) (Gazetted 23 July 2021)

#### **Health Systems, Policy and Research**

#### **Preventive and Population Health**

**Health Promotion**

**Emma Spicer**

From: Senior Officer Grade C \$111,887 - \$120,436

ACT Health

To: †Senior Officer Grade B \$131,773 - \$148,344

ACT Health, Canberra (PN. 47160) (Gazetted 18 March 2021)

**Canberra Health Services**

**Rebecca Lee**

From: Health Professional Level 2 \$68,809 - \$94,461

Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 25264) (Gazetted 22 June 2021)

**Canberra Health Services**

**Danielle Treloggen**

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Canberra Health Services

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Canberra Health Services, Canberra (PN. 42838) (Gazetted 23 August 2021)

**Chief Minister, Treasury and Economic Development**

**Shared Services ICT**

**Customer Engagement Services**

**CIT ICT**

**Karun Agarwal**

From: Information Technology Officer Class 2 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 19249) (Gazetted 8 February 2021)

**Tegan Connors**

From: Administrative Services Officer Class 2/3 \$59,016 - \$71,963

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 55254) (Gazetted 3 August 2021)

**Policy and Cabinet**

**Cabinet, Assembly and Government Business**

**Tracey Elliott**

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 32282) (Gazetted 14 January 2021)

**Digital, Data and Technology Solutions**

**Customer Engagement Services**

**CIT ICT**

**Lara Gallagher**



From: Administrative Services Officer Class 5 \$82,506 - \$87,331  
Chief Minister, Treasury and Economic Development  
To: Information Technology Officer Class 2 \$88,899 - \$101,743  
Chief Minister, Treasury and Economic Development, Canberra (PN. 05407) (Gazetted 9 June 2021)

## **Corporate**

### **Corporate Management**

#### **Concierge and Building Services Team**

##### **Karen Jahne**

From: Administrative Services Officer Class 3 \$66,867 - \$71,963  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$88,899 - \$101,743  
Chief Minister, Treasury and Economic Development, Canberra (PN. 50349) (Gazetted 27 April 2021)

## **CSI - Shared Services**

### **PSG**

#### **Commercial Services- Digital Records Support**

##### **Megan Levy**

From: Administrative Services Officer Class 4 \$74,237 - \$80,381  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$82,506 - \$87,331  
Chief Minister, Treasury and Economic Development, Canberra (PN. 52695) (Gazetted 21 July 2021)

## **Access Canberra**

### **People, Governance and Support**

#### **Governance and Workforce Capability**

##### **Fiona Tandy**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743  
Chief Minister, Treasury and Economic Development  
To: † Senior Officer Grade C \$111,887 - \$120,436  
Chief Minister, Treasury and Economic Development, Canberra (PN. 41202) (Gazetted 2 August 2021)

## **Digital, Data and Technology Solutions**

### **Customer Engagement Services**

#### **CITICT**

##### **Alexander Turner**

From: Information Technology Officer Class 1 \$71,963 - \$81,917  
Chief Minister, Treasury and Economic Development  
To: Information Technology Officer Class 2 \$88,899 - \$101,743  
Chief Minister, Treasury and Economic Development, Canberra (PN. 05407) (Gazetted 9 June 2021)

## **Community Services**

### **Children Youth and Families**

#### **Child Youth Protection Services**

##### **Practice and Performance**

##### **Katherine Collins**

From: Child and Youth Protection Professional Level 5 \$136,626 - \$153,403  
Community Services  
To: † Child and Youth Protection Professional Level 6 \$158,160  
Community Services, Canberra (PN. 03004) (Gazetted 12 January 2021)

**Housing ACT  
Client Services Branch  
Development and Support**

**Lei Huang**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

ACT Health

To: †Senior Officer Grade C \$111,887 - \$120,436

Community Services, Canberra (PN. 46377) (Gazetted 1 July 2021)

**Education**

**Service Design and Delivery  
Student Engagement**

**Clinical Practice**

**Catherine Axelby**

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Education

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Education, Canberra (PN. 24519) (Gazetted 6 August 2021)

**School Performance and Improvement**

**Tuggeranong Network**

**Gordon Primary School**

**Belinda Fenn**

From: **School Leader B** \$173,364

Education

To: †School Leader A 2 \$186,748

Education, Canberra (PN. 01804) (Gazetted 16 July 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.

**Margaret Hendry School**

**Maxine Galante**

From: \$75,443 - \$112,930

Education

To: †School Leader B \$151,757

Education, Canberra (PN. 49222) (Gazetted 13 July 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.

**Service Design and Delivery**

**Learning Wellbeing Policy Service Design/Universal School Support**

**EBM's Office**

**Katy Last**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Education

To: †Senior Officer Grade C \$111,887 - \$120,436

Education, Canberra (PN. 00161) (Gazetted 11 August 2021)

**School Performance and Improvement**

**North Canberra and Gungahlin**

**Gold Creek School**

**Tamsyn Terry**

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 06933) (Gazetted 30 June 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Environment, Planning and Sustainable Development**

**Kirsty Babington**

From: Technical Officer Level 3 \$77,011 - \$87,032

Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$88,899 - \$101,743

Environment, Planning and Sustainable Development, Canberra (PN. 14218) (Gazetted 20 July 2021)

**Amanda Johnson**

From: Technical Officer Level 3 \$77,011 - \$87,032

Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$88,899 - \$101,743

Environment, Planning and Sustainable Development, Canberra (PN. 20119) (Gazetted 20 July 2021)

**Justice and Community Safety**

**Dianne Gordon**

From: Senior Officer Grade B \$131,773 - \$148,344

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$153,041

Justice and Community Safety, Canberra (PN. 27615) (Gazetted 12 July 2021)