



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 04 November 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>

**Executive Group Manager, Population Health Division**

**Temporary Vacancy (immediately to 1 March 2022)**

**ACT Health**

**Population Health**

**Position: E1217**

**(Remuneration equivalent to Executive Level 2.3)**

Circulated to: ACTPS Senior Executive List

Date circulated: 2 November 2021

An opportunity exists for the temporary filling of the new role of Executive Group Manager, Population Health Division.

The role offers an excellent opportunity to influence the health of the ACT population, by applying best practice population health principles to the ACT Government's programs and services. This role will be key in ensuring cohesive approaches across all work undertaken both within the Division and across the broader Directorate and the Territory. The role requires capacity to build strong relationships, meet Government and ACT Health priorities, deal with complex matters within tight deadlines, and have a strong commitment to providing high quality population health services and programs in accordance with the values of ACT Health.

To be successful in this position, you will have a demonstrated track record of successfully leading a policy and program team in a complex environment.

Reporting to the Director-General, the Executive Group Manager Population Health Division, will be responsible for:

- Promoting and driving population policy initiatives and reforms across the Territory to improve health outcomes for the community.
- Driving policy development, strategic planning, and project management, including
  - managing contracts and grants with non-government organisations,
  - engaging in National discussions in relation to population health policy and research, and
  - influencing positive population health outcomes through evidence-based research and initiatives.
- Providing leadership and professional direction to senior technical staff in a wide range of disciplines involved in population health programs.
- Monitoring emerging policy and political trends to identify opportunities for population health research to inform policy change at the local and national level.
- Leading research and innovation that enhances the health and wellbeing of the community across the continuum of care, including
  - coordinating and managing research ethics and governance,
  - managing compliance and operations of pre-clinical laboratories to support the activities of researchers and students and partner institutions.
- Ensuring a citizen focus in all aspects of the Divisions work, including high-level liaison with external agencies to develop partnerships to assist success in program and service outcomes.
- Advising senior management of issues and/or risks to stakeholder relationships as soon as they arise so risks can be managed effectively.
- Providing high level strategic advice to the Minister and Director-General related to the functional areas of accountability for the position.
- Championing and driving change in a challenging, complex, and dynamic environment.

- Building and maintaining strategic partnerships across Commonwealth, State and ACT government and agencies, and with industry and stakeholders to secure their involvement and support in the development and implementation of high level, strategic policy.
- Undertake the non-legislative, executive management of the new Division, comprising three branches - Preventive and Population Health (PPH), the Centre for Health and Medical Research (CHMR), Health Protection Services (HPS), and two business units - Alcohol and Other Drug Policy and Epidemiology.

**To apply:** Please provide a maximum of a two-page pitch describing your experience against the Executive Capabilities to Rebecca Cross via email, [rebecca.cross@act.gov.au](mailto:rebecca.cross@act.gov.au) by **COB Tuesday 9 November 2021**. See <https://www.jobs.act.gov.au/jobs/act-health/temporary/e1217>.

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

**Remuneration:** The position attracts a remuneration package ranging from \$311,959 - \$324,457 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$249,963. Contact Officer: Rebecca Cross (02) 5124 9400 [rebecca.cross@act.gov.au](mailto:rebecca.cross@act.gov.au)

## Corporate and Governance

### Strategic Finance

#### Budget Management Unit

##### Senior Director, Budget Management Unit

##### Senior Officer Grade A \$153,041, Canberra (PN: 18577)

Gazetted: 08 November 2021

Closing Date: 15 November 2021

**Details:** Expressions of Interest from suitably qualified and experienced candidates are being sought to temporarily fill the role of Senior Director, Budget Management Unit, ACT Health Directorate for up to five months.

The position is responsible for the development of the ACT Health Budget in accordance with the ACT Government budget processes and rules. This involves coordination of the Business Case process, development of the budgeted financial statements and coordination of the Health Budget Statements including performance measures. The position is responsible for implementing sound methodologies for the distribution of internal budgets including the calculation and distribution of pay rise funding resulting from enterprise bargaining agreements.

This position is required to take a leading role in the management of financial information systems used by ACT Health, in particular in relation to budgeting, as well as coordination of the annual review of fees and charges, management of the departmental cashflow requirements, financial delegations and quarterly reporting on performance measures.

Your application will be treated in the strictest of confidence.

**Note:** This is a temporary position available from 8 November 2021 up until 6 April 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only

**How to Apply:** Please submit no more than a two-page pitch addressing the capabilities and Job Specific criteria, a curriculum vitae and contact details of two referees to Jean-Paul Donda via email, [jeanpaul.donda@act.gov.au](mailto:jeanpaul.donda@act.gov.au)

**Applications should be submitted to the Contact Officer.**

Contact Officer: JeanPaul Donda (02) 5124 9641 [JeanPaul.Donda@act.gov.au](mailto:JeanPaul.Donda@act.gov.au)

## Public Health Protection and Prevention

### Health Protection Service

#### Business Management Services

##### Team Leader

##### Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 17540)

Gazetted: 08 November 2021

Closing Date: 15 November 2021

**Details:** Are you interested in helping to protect the health of the Canberra community? Would you like to work with a committed team providing excellent customer service to the public and internal business units?

The Health Protection Service within ACT Health is looking to hire a suitably qualified and enthusiastic individual to support the vital work of the branch by providing frontline customer service and administration.

The successful applicant will provide leadership to team of administrative staff team that supports the work of our business units, especially our regulatory functions, assisting the public to apply for licences, permits, registrations

and approvals. The successful applicant will be required to maintain a high-level of confidentiality, follow procedures accurately, and exercise sound judgement.

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 from 23 November 2021 up until 27 August 2022 with the possibility of permanency.

**How to Apply:** Please submit a written application of no more than two pages demonstrating that you meet the requirements of the position listed under 'What you require' in the Position Description. Please also submit a curriculum vitae.

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

Contact Officer: David Mills (02) 5124 9105 David.Mills@act.gov.au

## Health System Policy and Research

### Public Health Protection and Regulation

#### Health Protection Service

##### Data Officer

##### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 53686, several)**

Gazetted: 08 November 2021

Closing Date: 15 November 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 Data Officer is responsible for the technical management of all databases and systems related to COVID-19, including case management and quarantine databases, and develop projects and system solutions to help support and improve the public health response to COVID-19. The Data Officer will have a critical role in undertaking analysis and reporting of complex datasets and health-related data. Demonstrated ability in well-developed analytical skills, good attention to detail, and great teamwork and interpersonal skills is integral to 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.

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

**How to Apply:** If you are interested in this exciting position, you can apply by providing the following documents: a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current curriculum vitae and contact details of two referees, one being your current supervisor.

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

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 Jodie.Junk-Gibson@act.gov.au

## Health Systems Policy and Research

### Public Health Protection and Regulation

#### Health Protection Service/Communicable Disease Control

##### Immunisation Coordinator

##### **Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 21872)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** The Communicable Disease Control Section (CDC) of the Health Protection Service (HPS) is a multidisciplinary section including nurses, epidemiologists, public health professionals and administrative officers. CDC is responsible for a range of functions aimed at minimising the harm caused by the spread of communicable diseases in our community. CDC has three units: the Disease Surveillance Unit; the Immunisation Unit and the Infection Control Unit.

The Immunisation Coordinator is responsible for providing professional and technical support to the Immunisation Unit in the implementation of immunisation programs in the ACT. You will be responsible for leading the provision

of evidence based professional advice and technical support to the Immunisation Unit on immunisation and related matters. This includes the provision of advice to immunisation providers, agencies, individuals, and the public.

**Eligibility/ Other Requirements:** Be registered or be eligible for registration as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

**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 future identical vacancies over the next 12 months.

**How to Apply:** Please submit your curriculum vitae with names of two references, and a maximum two A4 page response to the Selection Criteria.

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

Contact Officer: Carolyn Banks (02) 5124 9242 Carolyn.Banks@act.gov.au

## Digital Solutions Division

### Technology Operations

#### Support, Architecture and Software hub

##### Concierge

#### Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: 50064)

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** Are you a customer service focussed person who enjoys a busy environment with competing priorities? Would you like to be part of a small team that represents the first point of contact for the ACT Health directorate? The Digital Solutions Division within ACT Health is recruiting a Concierge to deliver concierge services to ACT Health and those attending the building. You will have strong customer service skills, strong organisational skills, be adaptable and flexible, and have well developed interpersonal and negotiation skills.

#### Eligibility/Other Requirements

This role requires you to obtain and maintain an Australian Government NV1 Security Clearance. To obtain this, 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 you have already commenced, your employment will be terminated.

Bowes Street Concierge operates from 7.00am to 7.00pm Monday - Sunday and the successful applicant must be able to commence at 7.00am or work until 7.00pm throughout the week on a rotational basis.

**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.

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

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

Contact Officer: Genine Mckinnon (02) 5124 5000 genine.mckinnon@act.gov.au

## Corporate and Governance

### People and Culture

#### Rostering Senior Advisor

#### Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53347)

Gazetted: 04 November 2021

Closing Date: 18 November 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 Rostering Senior Advisor undertakes a range of duties that will support the response to COVID-19 across the ACT jurisdiction. These duties will include supporting the senior leadership team with the rostering of staff within the HECC, having a proactive and flexible problem-solving approach, assist with recruitment and workforce resourcing related activities and supporting our workforce and other related activities supporting the Public Health Emergency Directions. The role will also involve collaboration and consultation with a wide range of stakeholders.

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

**How to Apply:** If you are interested in this exciting position, you can apply by providing the following documents: a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current curriculum vitae and contact details of two referees, one being your current supervisor.

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

Contact Officer: Stephen Carter (02) 5124 9826 Stephen.Carter@act.gov.au

### Health System Policy and Research

#### Office of Professional Leadership and Education

##### Administrative Support Officer

##### Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53738)

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** The Office of the Chief Nursing and Midwifery Officer is looking for an enthusiastic, motivated and skilled person to join our dedicated team.

We work in a fast-paced environment, but we do like to enjoy ourselves at the same time. The Office is located in Bowes Street, Woden although at the moment we are working from home.

The successful candidate's principal focus will be to provide business, administration and project management support to the Chief Nursing and Midwifery Officer.

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 position is temporary for up to 12 months with possibility of extension 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:** Please submit a two-page written "pitch" responding to the Professional/Technical Skills and Behavioural Capabilities in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

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

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

### ACT Integrity Commission

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

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

#### Systems Administrator

##### Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53820)

Gazetted: 08 November 2021

Closing Date: 2 December 2021

##### Details: **AGENCY OVERVIEW**

The ACT Integrity Commission (ACTIC) is an independent body that has powers under the Integrity Commission Act 2018 to investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public sector. To complement its investigative, referral and preventative functions, the ACTIC will also deliver anti-corruption advisory, education and training services. The ACTIC commenced the operational component of its work on 1 December 2019.

The Commission is moving to an independent IT system. As part of that transition the occupant of this position will work closely with the CEO and an identified IT consultancy, to design, develop and transition the Commission to achieve independent IT functionality.

#### **POSITION OVERVIEW**

The Systems Administrator will, once an independent IT network has been established, primarily be responsible for ensuring the continued operation of the Commission's ICT environment. Secondary duties include assisting Commission staff with ICT issues, and the Computer Forensics Specialist.

As part of this role, you will be required to work with internal and external stakeholders and third-party contractors to design, support and extend core enterprise systems. You will support the enterprise architecture by developing and implementing the infrastructure standardisation and improvement initiatives as and when required. This role is instrumental in Problem Management - to resolve ICT Problems, develop solutions to reduce incidents and to recover from unplanned critical events.

#### **WHAT YOU REQUIRE**

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

High level technical experience, expertise and comprehensive knowledge of systems administration, preferably in a government environment.

Well-developed research and high-level analytical skills.

Advanced oral and written communication skills, enabling effective communication with a wide range of people both within and external to the Commission, which includes an ability to explain complex technical digital concepts in non-technical language.

#### **Professional / Technical Skills and Knowledge**

Associate or Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent experience

Minimum 3 years of database, network administration, or system administration experience

System administration and IT certifications in Linux, Microsoft, or other network related fields are desirable

Strong knowledge of systems and networking software, hardware, and networking protocols

Experience with scripting and automation tools

Strong performance history in developing and implementing IT strategy and plans, including implementation of road maps for architecture and resource allocation, hardware and software management, vendor management and risk management

Strong knowledge of security, storage, data protection, and disaster recovery protocols

#### **Specific technologies:**

Microsoft Windows Server

VMWare

Office365 including Exchange, SharePoint and Teams

Cisco hardware and software

Cloud infrastructure (AWS/Azure)

#### **Behavioural Capabilities**

Organisational abilities; include the ability and flexibility to effectively manage and prioritise multiple tasks to meet tight deadlines.

Strong Analytical and problem-solving skills.

Initiative and attention to detail.

Ability to work autonomously under limited direction.

Ability to work collaboratively within a small team.

#### **Compliance Requirements/ Qualifications**

This position will require, at a minimum, an NV1 security clearance or the ability to achieve such clearance. .

Approval to commence employment may be granted by the Commissioner or CEO based on successful acquisition of an appropriate clearance.

It is a requirement of the position that the applicant has not worked within the ACT Government for a minimum of 5 years

A driver's license is required.

**How to Apply:** Please provide in your submission, a one page pitch, highlighting your skills and experience, and a recent curriculum vitae.

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

Contact Officer: Shaun Curtis (02) 6207 4548 [Shaun.Curtis@integrity.act.gov.au](mailto:Shaun.Curtis@integrity.act.gov.au)

**Calvary Public Hospital Bruce**

**Calvary Public Hospital Bruce**

**Breast Care Nurse**

**Registered Nurse - Specialist Breast Care**

**Registered Nurse Level 3 \$108,237 - \$112,691, Canberra (LP7026)**

Gazette Date: 10 November 2021

Closing Date: 23 November 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 17187

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

Contact Officer: Fiona Carruthers (02) 6201 6111 [fiona.carruthers@calvary-act.com.au](mailto:fiona.carruthers@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Closer to Home Team**

**Registered Nurse - Geriatric Rapid Acute Care Evaluation (GRACE)**

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

Gazette Date: 10 November 2021

Closing Date: 21 November 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 17189

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

Contact Officer: Louise Roberts [louise.roberts@Calvary-act.com.au](mailto:louise.roberts@Calvary-act.com.au)

**Calvary Public Hospital Bruce**

**ICU/CCU**

**Registered Nurse - ICU/CCU**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (Various)**

Gazette Date: 10 November 2021

Closing Date: 03 May 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 17173

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

Contact Officer: Amanda O'Donnell [amanda.o'donnell@calvary-act.com.au](mailto:amanda.o'donnell@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**ICU**

**Career Medical Officer**

**Career Medical Officer \$136,888 - \$165,393, Canberra (LP6707)**

Gazette Date: 10 November 2021

Closing Date: 21 November 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 17249

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

Contact Officer: Miffany Callan (02) 6201 6798 [miffany.callan@calvary-act.com.au](mailto:miffany.callan@calvary-act.com.au)



**Calvary Public Hospital Bruce**

**Special Care Nursery**

**Registered Nurse - Special Care Nursery**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (LP9088)**

Gazette Date: 10 November 2021

Closing Date: 23 November 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 17129

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

Contact Officer: Janine McEwan (02) 6201 6619 [janine.mcewan@calvary-act.com.au](mailto:janine.mcewan@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Facilities Department**

**Gardener**

**Health Service Officer Level 6 \$61,498 - \$64,144, Canberra (6007719)**

Gazette Date: 10 November 2021

Closing Date: 21 November 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 17219

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

Contact Officer: Darrin Brown [darrin.brown@calvary-act.com.au](mailto:darrin.brown@calvary-act.com.au)

**Canberra Health Services**

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

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

**Rehabilitation Aged and Community Services**

**University of Canberra Hospital**

**Stromlo-Neurological Rehabilitation Unit Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 40031, several - 01YRS)**

Gazetted: 05 November 2021

Closing Date: 19 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**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. We are looking for senior Registered Nurses with exceptional skills and leadership to work in Stromlo ward at the University of Canberra Hospital in Bruce.

Stromlo-Neurological Rehabilitation Unit, providing care for people with a range of neurological conditions including but not limited to stroke, brain injury, spinal cord injury, motor neurone disease, multiple sclerosis and Guillain-Barre syndrome.

#### **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**

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:**

Relevant registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of five years' experience working professionally in the acute and sub-acute hospital setting is preferred.

Hold a current driver's license.

The successful applicant will need to be available and be able to work full-time rotating roster this includes weekends and night duty.

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

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

#### **NOTES**

There are several temporary positions available for 11 months with the possibility of permanency. Part-time hours will be considered and the salary noted above will be paid pro-rata.

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

Contact Officer: Donna Gaisford (02) 6142 6745 donna.gaisford@act.gov.au

#### **Medical Services**

##### **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 - 01YUU)**

Gazetted: 10 November 2021

Closing Date: 9 December 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

The Pharmacy Department at Canberra Health Services is looking for talented, dynamic, and highly motivated pharmacists to join the clinical pharmacy team. Construction of a new clinical services building is currently underway to modernise and enhance care for the population across the Territory. The expansion includes a new emergency, surgical and critical healthcare facility at the existing hospital campus.

The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program and has an excellent intern training program. The successful candidate will be joining the organisation at an exciting time where the department is looking to introduce advanced training residencies and the implementation of a partnered pharmacist charting model at Canberra Health Services

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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 and 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**

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**

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.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

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

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

**Women Youth and Children**

**Women Youth and Children Executive**

**Senior Project Officer**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 45314 - 0121J)**

Gazetted: 08 November 2021

Closing Date: 25 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Canberra Health Services' Division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Health Services, Community Health Centres, client's homes, schools and Child and Family centres. As part of the leadership team, working closely with the WYC DON/M, Expansion Project Team, WYC, HR Business Partner and Finance Department this temporary position will lead project activities related to workforce for the Centenary Hospital for Women and Children (CHWC) Expansion Project

**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 and an ability to determine priorities with a high degree of drive.

Adaptability and flexibility to meet competing priorities and the ability to work as part of a team.

**Position Requirements/Qualifications:**

Qualifications in Health related field with relevant post graduate education would be highly desirable

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

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.

**NOTES**

This is a temporary position available until June 2022 with a possibility of extension.

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

Contact Officer: Cathy O'Neill 0466 015 661 Cathy.O'Neill@act.gov.au

## **Allied Health**

### **Acute Allied Health Services**

#### **Physiotherapist Cardiorespiratory**

#### **Physiotherapist (Cardiorespiratory)**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 53594 - 01Z1Y)**

Gazetted: 08 November 2021

Closing Date: 22 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **POSITION OVERVIEW**

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

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

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

Physiotherapists play a key role in the multidisciplinary management of neurology and neurosurgery patients across the care continuum.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

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

##### **Mandatory:**

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

Tertiary qualifications or equivalent in Physiotherapy

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

Current driver's licence

**Other:**

The successful applicant will need to be available for weekend, after-hours and/or shift work pattern depending on the clinical area.

HP3s in the Cardiorespiratory team may work or rotate across different service areas to meet operational requirements and to support staff development opportunities.

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

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

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

**Notes:** A merit list will be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Katherine Goodsell (02) 5124 2154 [Katherine.Goodsell@act.gov.au](mailto:Katherine.Goodsell@act.gov.au)

**Medical Services**

**Pharmacy**

**Lead Pharmacist – Cancer Services**

**Pharmacist Level 4 \$118,525 - \$127,598, Canberra (PN: 28888 - 01YUS)**

Gazetted: 08 November 2021

Closing Date: 25 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

**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**

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 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).

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (preferably supported by the development of an Advance Pharmacist Practice Portfolio).

Able to demonstrate competency standards at the Consolidation Level of the Advanced Pharmacy Practice Framework for Australia within the haematology/oncology area as a minimum.

**Highly Desirable**

Membership of a professional organisation linked to the area of specialty (e.g. Clinical Oncology Society of Australia (COSA), ISOP, HOPA etc)

Research experience and/or publication in peer reviewed journals.

Project management and management experience.

Current Driver's license

**The successful applicant will need to:**

Be available for occasional weekend and after-hours work, including on call, 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.

**Prior to commencement successful candidates will be required to:**

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

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

Undergo a pre-employment Police check.

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

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

**Medical Services**

**Imaging**

**Team Leader**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 18527 - 01YT9)**

Gazetted: 08 November 2021

Closing Date: 25 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

This position will be required to lead and support the Medical Imaging Administration team, under direction of the Administration Manager. The successful applicant will be required to problem solve and communicate effectively



with internal and external stakeholders. They will be highly motivated to complete tasks on time and be able to work independently and as a part of a team.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Effective communication skills; and

Strong organisational skills with a strong work ethic

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

Relevant secondary qualifications and a minimum of 2 years' experience working professionally in a clinical administrative position is desirable.

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

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

#### **Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

**Note:** This position is a temporary vacancy for up to three months with possibility of extension and/or permanency.

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

Contact Officer: Rashmi Srihari (02) 5124 2798 rashmi.srihari@act.gov.au

#### **Nursing Administration**

##### **Graduate Nurse Holding Pool**

##### **Registered Nurse Level 2**

##### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 50832)**

Gazetted: 08 November 2021

Closing Date: 21 November 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/>

In accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement, this is an opportunity for permanent Registered Nurses (RN) Level 1 to apply for personal reclassification to RN Level 2, based on their experience, skill and ability. This opportunity applies only to the applicant's current area of specialty.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities:**

Strong organisational skills with a high degree of drive.

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

Commitment to patient safety, positive workplace culture and contributing to developing CHS as a learning organisation.

#### **Eligibility/Other Requirements:**

Relevant Registered Nurse qualifications and a minimum of five years' post graduate nursing experience is required.



The successful applicant will need to:

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.

**Note:** To be eligible to apply for a promotion to RN Personal Classification Level 2, applicants must be:  
an Australian citizen or permanent resident;  
a permanent employee of Canberra Health Services.

**In addition applicants must have:**

attended an information session regarding Level 2 Career advancement within the two years prior to application;  
completed 100% of their mandatory training;

a current Performance Plan which includes Level 2 Career advancement goals;

minimum five years full time equivalent post graduate experience including recent relevant experience within the specialty area (this will be assessed by hours worked which must be 8550 hours at a minimum). International experience may be considered in line with the Australian Qualifications Framework

participated in quality improvement initiatives or other similar activity (e.g. auditing, standard champion)

If evidence of these requirements is not provided with the application, the application will not proceed for assessment/interview.

Contact Officer: Melissa O'Brien (02) 5124 7130 melissa.o'brien@act.gov.au

## **Women, Youth and Children**

### **Department of Obstetrics and Gynaecology**

#### **Sonographer**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 37893 - 01Z1B)**

Gazetted: 08 November 2021

Closing Date: 25 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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 Fetal Medicine Unit within The Canberra Hospital is seeking a suitable qualified sonographer.

The successful applicant must have appropriate qualification, obstetric and gynaecological imaging experience and have the ability to work independently within a team environment. This position requires a high level of communication skills and sensitive interaction in a high risk obstetric environment.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Ability to work effectively with other health professionals to provide multidisciplinary care

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

##### **Mandatory**

Be registered with the Australian Sonographer Accreditation Registry (ASAR).

Tertiary qualifications or equivalent in Medical Sonography and eligibility for membership of the appropriate professional organization.

Be registered under the Working for Vulnerable People Act.

Certification in the 11-14 week (NT certification), or completion of the theoretical course in working towards certification.

**Desirable:**

Experience in obstetric and gynaecological imaging

Experience in research and teaching

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 and vaccination processes against specified infectious diseases.

Undergo a pre-employment Police Check.

**Notes:** This is a temporary part-time position available at (24) hours per week for 12 months with the possibility of extension and/or permanency. The above full-time salary will be paid pro-rata.

Contact Officer: Dr Meiri Robertson (02) 512 47461 [Meiri.Robertson@act.gov.au](mailto:Meiri.Robertson@act.gov.au)

**People and Culture**

**Director, Positive Workplace**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 43597 - 01Z1D)**

Gazetted: 09 November 2021

Closing Date: 16 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

Workforce Culture and Leadership is a specialist team within People and Culture focussing on improving workplace culture; increasing staff engagement; staff health and wellbeing; elevating leadership/management skills; and supporting change management to support CHS staff to provide high quality patient care/experience.

In September 2018, the ACT Government committed to holding an Independent Culture Review (Review) into the workplace culture in the delivery of ACT public health services. The Review was tasked with making clear recommendations to address specific issues that will improve workplace culture. The Fostering Organisational

Culture Improvement Strategy (Strategy) outlines how CHS will address these specific issues and remain focused on its strategic priority of offering current and future staff 'a great place to work'.

Reporting to the Senior Director, Workforce Culture and Leadership and working in partnership with the Senior Leadership Team, the Director Positive Workplace will coordinate and drive the progression of the culture initiatives outlined in the Strategy. The Director will also identify and evaluate initiatives and oversee and report on the implementation of the Review recommendations for CHS. This will be an inclusive process across the organisation and will be primarily focussed on ensuring a positive, supportive and sustainable culture in CHS into the future.

The Director works closely with the Culture Review Implementation Branch in the ACT Health Directorate (ACTHD) and the Project Manager Calvary Public Hospital Bruce to ensure effective and efficient implementation of the Review recommendations.

#### **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**

1. Strong organisational skills with a high degree of drive.
2. Strong leadership, including high emotional intelligence, self-awareness, and capacity to develop collaborative relationships with key stakeholders.
3. Strong communication, analytical and problem-solving skills in dealing with complex situations.
4. Strong interpersonal skills to negotiate and influence for organisational change.

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

- Experience in developing and implementing major cultural change initiatives in a complex organisation
- Experience in the use of project management strategies.
- 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.
- Registration under the ACT *Working with Vulnerable People Act 2011*.

#### **NOTES**

This is a temporary position available immediately for eight months (until June 2022), with the possibility of extension.

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

Contact Officer: Natalie Winter (02) 5214 6130 [Natalie.Winter@act.gov.au](mailto:Natalie.Winter@act.gov.au)

#### **Clinical Services**

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

#### **Community Nursing**

#### **Complex Care CNC Community Nursing**

#### **Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22594 - 01YYS)**

Gazetted: 04 November 2021

Closing Date: 23 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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, Community Health Centres, Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: Reliable, Progressive, Respectful and Kind.

RACS has recently established the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Hospital (UCH) is part of Canberra Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

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

#### **Behavioural Capabilities**

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

Well-developed organisation and time management skills

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

Relevant registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Must hold a current drivers' licence.

Comprehensive recent community nursing experience; minimum of three years' (ideal five years) working directly with patients with complex care needs (preferred).

Experience working collaboratively with patients with complex care needs; working across the acute and community health care agencies to facilitate a safe discharge from hospital.

Experience developing effective relationships to build the capacity and autonomy of nurses, allied health professionals and other health care agencies when supporting patients with complex care needs

Sound understanding of community nursing and the primary health care environment, proven experience in the provision of complex clinical nursing care, nursing assessment risk assessment, risk mitigation and nursing interventions

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

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:**

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

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for a period of three months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Contact Officer: Wendy Woodman (02) 5124 1298 [wendy.woodman@act.gov.au](mailto:wendy.woodman@act.gov.au)

#### **Women Youth and Children**

##### **Health Service Officer**

**Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731), Canberra (PN: 30401 - 01208)**

Gazetted: 04 November 2021

Closing Date: 23 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Department of Neonatology is a tertiary level 6 neonatal service for the ACT and Southern NSW including Intensive Care (NICU), Special Care (SCN) and the retrieval service (ACT NETS). There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment. This is a full time permanent position.

#### **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 and an ability to determine priorities 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](#).

#### **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: Lori Grlj (02) 5124 7333 [Lori.grlj@act.gov.au](mailto:Lori.grlj@act.gov.au)

#### **Acute Allied Health Services**

##### **Physiotherapy**

##### **Administration Officer**

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 21352 - 01YZR)**

Gazetted: 04 November 2021

Closing Date: 18 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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/>

Acute Allied Health Services (AAHS) are provided to a range of clients in the acute inpatient setting and specialised outpatient services at Canberra Hospital. Under general direction you will be required to provide administrative support within AAHS Physiotherapy Women's Health and Paediatric services based in the Centenary Hospital for Women and Children. You will be responsible for booking and scheduling client appointments, referral management, data entry, banking, and general administration tasks.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

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

Understanding of medical terminology and experience working professionally in an acute health care setting is preferred.

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

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

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

Undergo a pre-employment National Police Check.

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

**Notes:** This is a temporary part-time position available at (18.38) hours per week for 11.5 months with the possibility of extension and/or permanency. A merit selection list may be used to fill similar temporary, permanent or casual vacancies in the next 12 months.

Contact Officer: Mel Ryan 6174 7383 [Mel.Ryan@act.gov.au](mailto:Mel.Ryan@act.gov.au)

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

#### **Community Care Nursing**

#### **Clinical Development Nurse (Community Nursing)**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 41958, several - 01YYI)**

Gazetted: 04 November 2021

Closing Date: 17 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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 Care (RACC) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of Canberra

Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting. Community Care Program is seeking Expressions of Interest from suitably qualified and experienced Community Registered Nurses for a Register to fill possible planned vacancies in the Clinical Development Nurse Role over the next 12 months. This is a full-time role, working under limited direction of the Nurse Manager. You will perform the duties of a, Clinical Development / Nurse Registered Nurse Level 2, to provide education and training for Nursing staff across the community care program.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Ability to lead by positive example including mentoring and provision of education

Organisational and time management skills

Well-developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

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

Relevant registered or eligible for registration qualifications and a minimum of four years' experience working professionally in post graduate qualifications and recent experience in a wide range of clinical environments is preferred.

Must hold a current Australian drivers' 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](#).

Relevant Certificate in training and assessment or have successfully completed train the trainer courses, with CHS.

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

#### **NOTES**

There are several temporary positions available for three months with the possibility of extension and/or permanency. A merit list may be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Carmel Brayne (02) 5124 1439 [Carmel.Brayne@act.gov.au](mailto:Carmel.Brayne@act.gov.au)

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

#### **Community Nursing**

#### **RN2 Community Nursing**

#### **RN2 Community Nursing**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 19407 - 01YZA)**

Gazetted: 04 November 2021

Closing Date: 22 November 2021

Community Care Program is seeking Expressions of Interest from suitably qualified and experienced Community Nurses to create a Register to fill possible/planned temporary/permanent RN2 vacancies over the next 12 months. Previous community nursing experience is preferred however Community care program does provide a comprehensive orientation training program.

**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.



Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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 rehabilitation, 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 values: reliable progressive, respectful, and kind.

The Community Care Program (CCP) Community Nursing Service is a nurse-led service that provides community-based nursing care to residents of the ACT in a clinic or home setting. The Community Care Program emphasises person-centered care that is integrated into the patients' life. Services provided include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care.

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

#### **About You**

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##### **Behavioural Capabilities**

A positive, collaborative and effective communicator with well-developed written, oral and interpersonal skills including negotiation and liaison abilities.

Organisational ability and time management skills.

Self-motivated with the ability to work autonomously which includes a commitment to a consultative, collaborative team approach.

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

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

Tertiary qualifications in Bachelor of Applied Science in Nursing

Must hold a current driver's licence

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position (Desirable)

Previous community nursing experience (Desirable)

The successful applicant will need to be available for occasional weekend shifts and to work across multiple sites.

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:

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

Undergo a pre-employment National Police Check.

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

A merit list will be created that may be used for both temporary and permanent vacancies over the next 12 months.

Contact Officer: Carmel Brayne (02) 5124 1484 [Carmel.brayne@act.gov.au](mailto:Carmel.brayne@act.gov.au)

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

##### **Community Nursing**

##### **Stomal Therapy CNC Community Nursing**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 28119 - 01YYK)**



Gazetted: 04 November 2021

Closing Date: 17 November 2021

Details: Community Care Program is seeking Expressions of Interest from suitably qualified and experienced Community Nurses for a Register to fill possible planned vacancies for the Clinical Nurse Consultant – Stomal Therapy RN3.1 position. This is a full-time specialist role which provides high level clinical leadership, education and consultancy in the field of Stoma Therapy nursing to staff managing patients with stoma care needs and covers all areas of the ACT. Interested nurses should have a wide range of clinical experience and be committed to consumer centred care with a multidisciplinary focus.

**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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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, Community Health Centres, Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: Reliable, Progressive, Respectful and Kind.

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

The Community Nursing Service provides advice, education and clinical care for residents of the ACT, in their own homes or in Community Health Centres, with a range of clinical needs. The service is a nurse-led program that aims to promote wellness and help people stay safe at home. The Service connects with other Canberra Health Service Programs to support an integrated healthcare experience.

#### **Duties**

Under limited direction of the Belconnen Nurse Manager you will provide high level clinical leadership, education and consultancy in the field of Stoma Therapy nursing to staff managing patients with stoma care needs. The position is primarily based at the Belconnen Community Health Centre with satellite clinics operating from other Health Centres. You will:

Build knowledge and expertise, while providing clinical leadership and consultancy in stoma therapy management to patients, nurses and other stake holders to ensure patient centred care principles and best practice standards are achieved.

Establish and maintain professional relationships with the multidisciplinary team, including internal and external stakeholders, to build awareness and understanding of the needs of stoma therapy patients.

Lead education and training in stoma therapy management in the Community Care Program. Including monitoring evidence based best practice and trends and adjust education in response to evolving service direction or clinical need.

Provide monthly clinical activity reports and initiate and participate in policy/procedure development, risk management, quality activities and research.

Participate in forums and meetings within the Community Care program such as Practice Development Reference Group, Clinical Governance and represent CHS as directed.

Provide advice to the service leadership about ongoing activities, and opportunities and needs with regards to stomal therapy.

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

#### **About You**

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### **Behavioural Capabilities**

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

Individual initiative with strong problem solving and consultation skills.

The ability to work autonomously and as part of the MDT.

Tertiary or post graduate qualifications and recent clinical experience in a wide range of Community Health and/or hospital settings applicable to the position (essential).

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

Relevant registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current Australian driver's licence.

Post Graduate Certificate in Stomal Therapy Nurse Management.

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:

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

Undergo a pre-employment National Police check.

**Note:** This is a temporary position available for a period of three months with the possibility of extension and/or permanency.

Contact Officer: Carmel Brayne (02) 5124 1484 [Carmel.brayne@act.gov.au](mailto:Carmel.brayne@act.gov.au)

### **CHS Chief Operating Officer Clinical Services**

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

**Perinatal Mental Health Clinician**

**Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 39651 - 01YZL)**

Gazetted: 08 November 2021

Closing Date: 22 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

### **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 Perinatal and Infant Mental Health Consultation Service (PIMHCS) is a community based, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. We aim to provide specialist perinatal consultation, mental health assessment and advice to clients and to referring services.

The role will require the team member to provide triage, assessment and clinical interventions to perinatal women and their families, experiencing mental health with complex psychosocial issues.

Health Professional Officers within the CAMHS are expected to be actively involved in professional development and supervision, participate in quality 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.

### **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:  
Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.  
Commitment to achieving positive outcomes for mother, their infants, families and/or carers.  
Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

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

**Position Requirements/Qualifications:**

**Mandatory for all disciplines:**

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

A current Driver's Licence.

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

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

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

**Highly desirable for all disciplines:**

Experience working with mothers, infants and adults with a mental illness.

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.

Undergo reference checks.

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.

**Notes:** This is a permanent part-time position at (22.05) hours per week and the above full-time salary will be pro rata. An Order of Merit may be used to fill future identical full time and part time temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only

Contact Officer: Bridget Dillon (02) 5124 3133 [bridget.dillon@act.gov.au](mailto:bridget.dillon@act.gov.au)

**Clinical Services**

**Surgery**

**Intensive Care Unit**

**Health Service Officer - Intensive Care Unit**

**Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731), Canberra (PN: 53824, several - 01Z29)**

Gazetted: 10 November 2021

Closing Date: 29 November 2021

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

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**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**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 Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic and Trauma. The unit participates in international multi-disciplinary and multi-center research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

Working within a busy and fast paced healthcare environment, the Health Service Officer (HSO) is responsible for supporting clinical team members by ensuring clinical resources including equipment and stock, are available, easily accessible and in good working order at all times. The HSO works within the ICU multidisciplinary team and must demonstrate excellent communication and interpersonal skills. The HSO must also ensure that knowledge of infection prevention and control principles are applied when working in this role.

The successful applicant will be provided with comprehensive orientation program and ongoing education to support your training and transition into your new role.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Ability to work independently and as part of a multidisciplinary team

Excellent communication and interpersonal skills to support the daily operations and service delivery.

Demonstrates flexibility to work in a 24-hour rotating roster including morning, evening and night shifts.

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

Passionate in working in a hospital-based critical care environment or similar role.

Committed in protecting and promoting patient-centred care through fostering safe and healthy working environment.

#### **Desirable:**

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

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

#### **Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

**Note:** These are temporary positions available for a period of six months with the possibility of extension.

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

Contact Officer: Prince Rupert Ramirez (02) 5124 2756 [princerupert.ramirez@act.gov.au](mailto:princerupert.ramirez@act.gov.au)

#### **Medicine**

#### **Emergency Department**

#### **Administration Officer**

#### **Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 15150, several Expected Vacancies-0122K)**

Gazetted: 10 November 2021

Closing Date: 17 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

## 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. 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 Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing and allied health staff.

The Administration Officer is responsible for the administrative activities within the Emergency Department such as patient registration, bed management, discharging patients and the coordination of medical records whilst providing high quality customer service 24 hours a day, 7 days a week.

The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster. This is an expected vacancy and a merit list will be created.

## 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

Provide a high level of administrative support under pressure

Excellent customer service skills

Be a proactive, enthusiastic and strong communicator

Be able to quickly acquire knowledge and understanding of situations and subject matter.

### Position Requirements/Qualifications:

The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster.

Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential.

Knowledge of the Emergency Department Information System (EDIS) is desirable but not essential.

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

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

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

Undergo a pre-employment National Police Check.

**Notes:** Permanent and temporary roles will be offered from this process. A merit list will be created for any future vacancies within the next 12 months.

Contact Officer: Sarah Ryan (02) 5124 8386 [Sarah.Ryan@act.gov.au](mailto:Sarah.Ryan@act.gov.au)

## Office of Research and Education

### Office of Deputy CEO

### Senior Project Officer – Learning Organisation

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 54086 - 01Z4U)**

Gazetted: 10 November 2021

Closing Date: 24 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

## POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Canberra Health Services has a strong commitment to research, education and teaching as advances in medical, nursing, allied health and other research contribute directly to improved patient outcomes. The Office of Research and Education (ORE) provides governance and oversight of research, education and teaching within CHS. Reporting to the Executive Director of Research and Academic Partnerships, the Senior Project Officer will lead, organise and help execute strategic organisational-wide projects related to learning and teaching, with the overall aim of delivering continuous system-wide improvements through multiple Learning Health System domains. The Senior Project Officer will provide high-level advice and support to the Executive Director Research and Academic Partnerships and will be a secretariat of the CHS Learning and Teaching Committee with specific responsibilities centred on projects that contribute to an advanced learning organisation that is centred on providing exceptional care. This is a key management role requiring a high level of innovation, experience and project management skills. In this role, you will be required to engage with senior leaders in the organisation to develop and support their teams and partners in change management activities, as well as championing new processes through the organisation to support a positive learning culture, whilst creating reciprocal partnerships.

#### **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**

- Well-developed collaboration, leadership and management experience, including ability to collaborate with others to achieve results.

High level interpersonal skills in order to influence and lead change.

Effective communication skills and the ability to develop and maintain networks across CHS and our academic partners.

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

Relevant post graduate qualifications relevant to a learning health system is preferred.

Be eligible to apply for honorary academic title at the Australian National University Medical School is preferred.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Nicole Stevenson 0411154648 [Nicole.Stevenson@act.gov.au](mailto:Nicole.Stevenson@act.gov.au)

#### **Clinical Services**

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

#### **Community Care Program**

#### **Physiotherapist**

#### **Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 11822, several - 01YIJ)**

Gazetted: 10 November 2021

Closing Date: 29 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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. Our staff are committed to the delivery of health services that reflect the Canberra Health Service's vision and CHS is committed to supporting staff in their professional journey.

RACS services work collaboratively with patients, clients, and individuals, involving their carers and family, as well as other services within and external to ACT Health. Community Care Physiotherapy services are offered from community health centres across the ACT. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele. The RACS Physiotherapy service is a dynamic team of physiotherapists collaborating with exercise physiologists and allied health assistants. We work together to enhance function, activity, and independence for our patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient (University of Canberra Hospital) and community-based rehabilitation (Brindabella Rehabilitation Team at UCH), inpatient acute care of the elderly (The Canberra Hospital), a community-based falls and falls injury prevention program, a Transitional Therapy and Care Program and community-based outpatient physiotherapy services (Gungahlin, Belconnen, Phillip, and Tuggeranong Community Health Centres). Successful applicants will be required to work at any of these locations. Successful applicants will be offered 4x3 month rotations through many (but not all) of these services and locations via a 12-month temporary full-time contract (start 10 Feb 2022 and finish 15 Feb 2023). There may also be the opportunity to work overtime on Saturdays as part of a voluntary roster. Normal working hours are Mon – Fri, 8.30am to 4.51 pm with an hour for lunch.

Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. Opportunities for Quality Improvement activities and evaluation/audit of physiotherapy interventions are plentiful. Professional support is also available from the 2 clinical educators within RACS physiotherapy. Limited supervisory experience may also be offered as we host work experience students and allied health assistant students.

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#### **Behavioural Capabilities**

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

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

Strong interpersonal and communication skills and confidence communicating across a range of media.

Critical thinking skills and ability to form defensible conclusions based on clinical reasoning, evidence and sound judgement.

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

Degree in Physiotherapy.

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

Current Driver license

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:**

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

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

Undergo a pre-employment Police check.

**Note:** There are several temporary positions available for a period of 12 months. Selection may be made on written applications alone. This selection round may be used to fill other temporary vacancies at the same level and there may be a possibility of an extension.

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

Contact Officer: Judy Stone 0401 692 520 [judy.stone@act.gov.au](mailto:judy.stone@act.gov.au)

## **Nursing and Midwifery**

### **Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 37992 - 01226)**

Gazetted: 10 November 2021

Closing Date: 24 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

### **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 role encompasses the Medical Oncology and Radiation Oncology Inpatient Unit, Ward 14B. It provides patient centred, holistic care with a focus on wellness. Care is multidisciplinary, provided by an integrated team of medical, nursing and allied health professionals considering all relevant treatment options and collaboratively developing an individual treatment plan for each patient. The Clinical Nurse Consultant (CNC) is responsible for the maintenance and upholding standards of nursing care within Ward 14B including human and financial management. This involves fostering an environment which actively encourages the development of expert nursing skills and professional development within the area, supporting a positive workplace culture and environment. This position is responsible for driving service innovation and for the development of models of care for enhanced service provision. The position is Monday to Friday, business hours with some flexibility required.

### **ABOUT YOU**

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### **Behavioural Capabilities**

1. Leadership qualities in managing and positively influencing teams, processes and practice improvement.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs
3. Highly organised and self-motivated.
4. High-level interpersonal skills.

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

- Relevant post graduate qualification (or equivalent) in Medical Oncology Nursing or similar qualifications and a minimum of five years' experience working professionally in cancer services is preferred.

- Post graduate qualification in Leadership (or equivalent) and demonstrated experience in successfully leading a team

- The successful applicant will be registered (or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

- 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.

### **NOTES**

This is a temporary position available for nine months.

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

Contact Officer: Catherine Young 0412 501 716 [cathya.young@act.gov.au](mailto:cathya.young@act.gov.au)



## Medicine

### Canberra Sexual Health Centre

#### Clinical Nurse Consultant

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22387 - 01YYT)**

Gazetted: 10 November 2021

Closing Date: 24 November 2021

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Canberra Sexual Health Centre (CSHC) is based at The Canberra Hospital. We provide clinic-based care for sexual health and HIV patients from across the ACT and regional areas, along with assessment, screening, information, education, and referral of patients accessing services in outreach settings. Our clinic runs using an electronic medical record (EMR) and a booked appointment system. We have a strong philosophy of teamwork, evidence-based practice and continuing professional development.

Note: This position is temporary, full time through to August 2022, with the possibility for extension.

#### ABOUT YOU

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Behavioural Capabilities

Exceptional interpersonal, leadership and communication skills and ability to actively encourage a positive team culture

The ability to work in a composite management and clinical role

The ability to actively lead and contribute to CSHC's transition to EPIC DHR

#### Position Requirements/Qualifications:

##### Mandatory requirements:

Demonstrated experience and relevant postgraduate qualifications in healthcare management or similar

Demonstrated experience and relevant post graduate qualifications in sexual health or similar field

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

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

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

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

Undergo a pre-employment Police check

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

**Notes:** This is a temporary position available for 10 months with the possibility of extension.

Contact Officer: Cat Brown (02) 5124 2200 [Cat.Brown@act.gov.au](mailto:Cat.Brown@act.gov.au)

## Medicine

### Cardiology Department

#### Electrophysiology Nurse

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 38887 - 01YTU)**

Gazetted: 10 November 2021

Closing Date: 29 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **POSITION OVERVIEW**

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

The Cardiac Electrophysiology (EP) Service at Canberra Hospital is delivered through consolidated delivery of services for patients with cardiac rhythm disorders by a team of highly specialised clinicians. The service will provide patients with timely and accurate diagnoses and therapies. Electrophysiologists will partner closely with other Cardiologists and the multidisciplinary team to achieve best outcomes for patients with simple to complex cases. Electrophysiology procedures are performed in patients with cardiac rhythm disturbances. These investigations are used to study the electrical function of the heart to determine its susceptibility to very fast or very slow rhythms which may need specific treatment.

The main role of the registered nurse in this service is to provide support to patients with rhythm disorders. The registered nurse will require advanced clinical skills in Cardiovascular nursing, have complex decision-making skills and require clinical competencies to deliver advanced nursing practice for individuals. Experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. The position will run nurse led clinics with the support of Cardiologists, to assist in pre and post-operative device education and follow up.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Advanced knowledge of cardiovascular disease and anatomy

Strong organisational and leadership skills with a high degree of drive

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

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

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

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

Have an understanding of how the [National 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: Michelle Lander (02) 5124 7216 [michelle.lander@act.gov.au](mailto:michelle.lander@act.gov.au)

#### **Nursing and Midwifery**

**Clinical Nurse Consultant ( Haematology)**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 24398 - 01Z24)**

Gazetted: 08 November 2021

Closing Date: 22 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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 Haematology Outpatient Service is a dedicated unit providing a variety of procedures and treatments within an Ambulatory setting to patients with malignant and non-malignant haematological disorders in the ACT community. Nursing staff are key members of the multidisciplinary team and work within a supportive environment to develop professionally and deliver patient centred care.

The Clinical Nurse Consultant (CNC) is responsible for the maintenance of and upholding standards of nursing care within the Haematology Outpatients Unit, including human and financial management. This involves fostering an environment which actively encourages the development of expert nursing skills and professional development within the area, supporting a positive workplace culture and environment.

The position is Monday to Friday, business hours with some flexibility required.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. Leadership qualities in managing and positively influencing teams, processes and practice improvement.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs
3. Highly organised and self-motivated.
4. High-level interpersonal skills.

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

- Relevant post graduate qualification (or equivalent) in Haematology Nursing or similar qualifications and a minimum of five years' experience working professionally in cancer services is preferred.
- Post graduate qualification in Leadership (or equivalent) and demonstrated experience in successfully leading a team
- The successful applicant will be registered (or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- 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.

#### **NOTES**

This is a temporary position available for 11 months.

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

Contact Officer: Catherine Young (02) 5124 8557 [cathya.young@act.gov.au](mailto:cathya.young@act.gov.au)

#### **Women Youth and Children**

##### **School Services Program**

##### **Health Care Access at Schools**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 01261, several - 0123A)**

Gazetted: 10 November 2021

Closing Date: 29 November 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

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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 Healthcare Access at School (HAAS) program is delivered in a partnership between Canberra Health Services and the Education Directorate.

The program supports students in ACT public schools with a range of health conditions who require complex or invasive tasks or procedures to be undertaken during school hours.

Under the HAAS Program, the Registered Nurse provides training for school-based staff to ensure they are competent and confident in meeting the healthcare needs of individual students, allowing these students to safely attend school.

The HAAS nurse also provides a link between families, schools and the child's health professionals.

This is an opportunity to use your valuable knowledge and skills in a different way; one that has a long lasting beneficial outcome for children and young people living with complex health conditions, their families, and their schools. The HAAS team is positive and dynamic, and you will be welcomed and well supported as you learn the role.

The office is based at 1 Moore Street Canberra City with travel in to schools or to meet with families on most days.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Adaptability and flexibility to accommodate change and provide a responsive approach to meet the needs of the stakeholders

An ability to work respectfully in partnership with a range of stakeholders

Ability to contribute positively to team culture, demonstrating kindness to colleagues and clients

Well-developed communication and interpersonal skills

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

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in paediatrics is preferred. The successful applicant will need to;

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.

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

Hold a current driver's licence

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

Undergo a pre-employment National Police Check.

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

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

**Note:** This is a temporary full-time or part-time position for six months initially; Monday to Friday 0800-1630hrs.

This position may be decided on application and referee reports only. There is the possibility of extension, increased hours and/or permanent appointment.

Contact Officer: Catherine Whitehead 0408648945 [Catherine.whitehead@act.gov.au](mailto:Catherine.whitehead@act.gov.au)

**CHS Chief Operating Officer Clinical Services**

**CHS Cancer and Ambulatory Support**

**Palliative Care psychosocial liaison**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 24266 - 01YNL)**

Gazetted: 09 November 2021

Closing Date: 23 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**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 Cancer and Ambulatory services Division is responsible for the care and support of patients who have cancer.

Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 14B and Ward 14A at the Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology, Palliative Care and Immunology.

The Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours.

The role of Palliative Care Psychosocial consultant is HP3 level is part time at .60FTE. The position reports to the Palliative Care Clinical Nurse Consultant and is an integral member of the specialist team. The current vacancy is expected to be from ASAP for 6 months inclusive with the possibility of other opportunities over the next twelve months.

Working closely with other disciplines in all wards in Canberra Hospital, the role provides leadership in psychosocial care of patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues and staff consultation.

The Palliative Care Psychosocial Liaison will have an understanding of issues relating to death, palliative care and survivorship and a commitment to working within an inter-professional environment. The overall function of the position is to promote positive client outcomes through the provision of high quality consultation and clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

**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:

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

**Position Requirements/Qualifications:**

**For Social Work:**

Tertiary qualifications in Social Work

Current membership of the Australian Association of Social Workers

3 years' experience post bachelor's degree qualification in Social Work

Experience in Clinical Supervision

Previous experience/qualifications in group facilitation

**For Psychology:**

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

3 years experience post registration

Registration under the Working with Vulnerable People Act 2011.

Minimum of 3 years clinical experience post qualification.

**Desirable:**

Area of Practice Endorsement e.g. Clinical Psychology, Health Psychology or Counselling Psychology

Board approved supervisor for Higher Degree programs and Registrar programs

Previous experience/qualifications in group facilitation

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.

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 part-time position available at (22) hours per week for six months. The above full-time salary will be pro-rata.

Contact Officer: Erin Wells 0466322676 [Erin.Wells@act.gov.au](mailto:Erin.Wells@act.gov.au)

**Women's, Youth and Children**

**Community Health Programs**

**Youth Health Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 41588, several - 01Z2H)**

Gazetted: 10 November 2021

Closing Date: 29 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**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 School Youth Health Nurse (SYHN) Program employs Registered Nurses with knowledge and experience in adolescent health who provide targeted primary health care for students attending ACT Government Secondary Schools.

This is an exciting role for a registered nurse interested in advocating for and supporting young people to access healthcare providers in our community. The successful applicant will be employed in ACT Government Secondary Schools

The Youth Health Nurse plays a vital role in the school community in addressing contemporary health and social issues faced by young people with a focus on health promotion and primary healthcare including individual consultations, health education and small group education.

The program's core elements are:

Adolescent focused individual consultations

Small health promoting group work

Support for teachers to deliver the health curriculum

Support for health promotion activities within the school

The position is based in ACT Government Secondary Schools, with 1 day per week working from the City Health Centre, at 1 Moore Street, Canberra City.

**Note:** This position is under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017- 2019. This program does not provide or teach first aid, care for wounds or administer medication.



## 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.

You will have the ability to work independently as an integral part of a diverse team within the school community. You will be engaging with young people and enjoy a strong work/life balance. In this role, you will enjoy stand down period during school holiday periods giving you the opportunity to spend time with your family or advance your career.

### Behavioural Capabilities

Adaptable and flexible to accommodate change and provide a responsive service to meet client's needs.

Able to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

Be a strong advocate for the health care needs of young people.

Kindness.

### Position Requirements/Qualifications:

#### Mandatory:

Be Registered or be eligible for Registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Experience working in adolescent health.

Current Driver's Licence.

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

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

#### Desirable:

More than 4 years' experience working in adolescent health.

Additional qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health.

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

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

Undergo a pre-employment Police check.

**Notes:** This is a temporary position available for three months with the possibility of extension and/or permanency.

Contact Officer: Sarah Cullen 0466827495 [Sarah.Cullen@act.gov.au](mailto:Sarah.Cullen@act.gov.au)

## Division of Surgery

### Urology

#### Specialist / Senior Specialist - Urology

#### Specialist / Senior Specialist - Urology

#### Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 32646 - 01Z28)

Gazetted: 10 November 2021

Closing Date: 19 November 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/> Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra

Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

The Division of Surgery is responsible for delivering inpatient and outpatient surgical 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, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

These Units are supported by administration support officers.

The Urology Unit provides an on-call service across both Canberra and Calvary Public Hospitals. The Unit is part of the Canberra Hospital, the major tertiary hospital in the region serving the ACT and much of South-Eastern NSW. The Canberra Hospital also incorporates the Clinical Skills Centre of the Australian National University Medical School.

The Urology Unit currently consists of 6 VMO Urologists, 1 accredited Post Graduate Fellow and 4 registrars (1 accredited / 3 unaccredited).

**Note:** This is a temporary position for a period of 11 months. Selection may be based off written applications and referee reports only.

**Remuneration:** \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

#### **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.

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

##### ***For employment at either the Specialist 1-5 or Senior Specialist***

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the of the Royal Australian College of Surgeons.

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.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

Laparoscopic urological training and previous experience as primary surgeon.

Hold a current ACT driver's licence.

##### ***For Senior Specialist we will also expect that you:***

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

**Prior to commencement successful candidates will be required to:**



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

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: Margot Green 0402 121 333 [margot.green@act.gov.au](mailto:margot.green@act.gov.au)

### **CHS Chief Operating Officer Clinical Services**

#### **CHS Surgery**

#### **Administrative Assistant- Ophthalmology Outpatients**

#### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 04312 - 01Z2G)**

Gazetted: 10 November 2021

Closing Date: 29 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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/> Exciting opportunity exists for a dynamic and motivated staff member interested in the position of Administrative Assistant within the Outpatient Ophthalmology Administration Team. The successful applicant will be enthusiastic, have excellent interpersonal skills and excellent customer service skills. This position provides administrative and general office support to the Outpatient Ophthalmology Department with duties including booking appointments, referral management, screening telephone calls, filing and data entry. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the outpatient ophthalmology team as necessary.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Applicants will need to have excellent communication, organisational and time management skills, with an ability to liaise effectively with staff at all levels

#### **Desirable**

A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS

#### **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:**

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

Undergo a pre-employment Police check.

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

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

**Office of the Chief Executive Officer**

**Specialist / Senior Specialist – Executive Director, Medical Services**

**Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 41489 - 01YZP)**

Gazetted: 10 November 2021

Closing Date: 17 November 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/> Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

The Executive Director, Medical Services is responsible for effectively managing all Strategic direction and operations across their service areas as well as innovation, accountability and change. The Executive Director will provide high level insights and guidance in the operation of organisation wide patient flow systems and processes to improve access and performance and will maintain effective linkages across CHS and other ACT services to ensure they are person and family centred.

The Executive Director is accountable and responsible for implementing reforms aimed at increasing effectiveness and efficiency and implementing best practice access initiatives across CHS in line with the Clinical Services Plan ensuring care is person centred, safe, effective and high quality. This will incorporate a whole of organisation view of strategic outcomes and the program of change for CHS.

As this is an operational role, the Executive Director will work autonomously in order to efficiently lead the operational services in their area of responsibility.

The Executive Director reports to the Chief Executive Officer, Canberra Health Services and plays a vital role as part of the organisational executive. This role will consult and engage with the Chief Operating Officer and the Chief Executive Officer on high-level operational issues and change initiatives. The role will additionally consult and liaise with the other Service Stream Executive Directors on demonstrating a collaborative approach to the delivery of health services within their service stream and across Canberra Health Services.

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

**Remuneration:** \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

**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.

**Position Requirements/Qualifications:**

***For employment at either the Specialist 1-5 or Senior Specialist***

1. Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.
2. Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) or equivalent specialist qualifications.
3. Be registered under the Working With Vulnerable People Act.

4. Extensive knowledge of health systems and the delivery of health systems in a tertiary setting.
5. Previous experience in leading and managing complex clinical services at a senior level
6. Demonstrated involvement in implementing organisational reform agendas improving outcomes and quality
7. Extensive knowledge and demonstrated experience in best-practice and contemporary management and leadership approaches.
8. Administrative or Management Tertiary qualification is desirable
9. Previous experience in managing clinical services in a public health setting is desirable
10. Detailed understanding of leadership, financial risk management, strategic direction-setting and challenges facing health care service delivery.
11. Have an understanding of how the National Standards and Quality Health Service National Standards and Quality Health Service (NSQHS)
12. 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.
13. Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.
14. Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

***For Senior Specialist we will also expect that you:***

15. Have demonstrated advanced clinical experience outlined in a curriculum vitae that clearly and comprehensively outlines the applicant's professional history.
16. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
17. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
18. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.
19. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
20. Be able to demonstrate that they are performing at a level consistent with this competency framework.

**Prior to commencement successful candidates will be required to:**

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

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: Dave Pepper (02) 5124 4700 dave.pepper@act.gov.au

**CHS Chief operating officer clinical services**

**CHS Cancer and Ambulatory Support**

**Specialist Palliative Care Consult Liaison**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 53796 - 01YX2)**

Gazetted: 09 November 2021

Closing Date: 23 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**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 Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

The Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The role of Palliative Care Nurse is a Registered Nurse Level 2 position. The position reports to the Palliative Care Clinical Nurse Consultant and is an integral member of the specialist team. The position is a critical reference point for patients and families with complex nursing, medical and psychosocial needs relating to their overall diagnosis, treatment or adjusting to a new palliative care diagnosis.

The role also provides support and education for staff across diverse professional background and as such is a highly experienced professional.

Working closely with other disciplines in all wards in Canberra Hospital, the role provides leadership in nursing care of patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis and leadership in palliative care conversations.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Strong organisational skills with a high degree of drive

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

ability to prioritise workloads

Well developed negotiation skills

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

##### **Mandatory:**

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

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

##### **Highly Desirable:**

At least three years post graduate experience in working with people with life limiting illnesses and/or post graduate education in palliative care

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.

#### **NOTES**

This is a temporary position available for six months with the possibility of extension and/or permanency.

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

Contact Officer: Erin Wells 0466 322 676 [Erin.Wells@act.gov.au](mailto:Erin.Wells@act.gov.au)

#### **Canberra Health Services**

Nursing Administration Graduate Nurse Holding Pool

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 50832)

Gazetted: 8 November 2021

Closing Date: 21 November 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 centered 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/>

In accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement, this is an opportunity for permanent Registered Nurses (RN) Level 1 to apply for personal reclassification to RN Level 2, based on their experience, skill and ability. This opportunity applies only to the applicant's current area of specialty.

**ABOUT YOU**

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**Behavioral Capabilities:**

- Strong organisational skills with a high degree of drive.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Commitment to patient safety, positive workplace culture and contributing to developing CHS as a learning organisation.
- 

**Eligibility/Other Requirements:**

Relevant Registered Nurse qualifications and a minimum of five years' post graduate nursing experience is required.

The successful applicant will need to:

- 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.

**Note:** To be eligible to apply for a promotion to RN Personal Classification Level 2, applicants must be:

- an Australian citizen or permanent resident;
- a permanent employee of Canberra Health Services.

**In addition applicants must have:**

- attended an information session regarding Level 2 Career advancement within the two years prior to application;
- completed 100% of their mandatory training;
- a current Performance Plan which includes Level 2 Career advancement goals;
- minimum five years full time equivalent post graduate experience including recent relevant experience within the specialty area (this will be assessed by hours worked which must be 8550 hours at a minimum). International experience may be considered in line with the Australian Qualifications Framework
- participated in quality improvement initiatives or other similar activity (e.g. auditing, standard champion)

If evidence of these requirements is not provided with the application, the application will not proceed for assessment/interview.

Contact Officer: Melissa O'Brien (02) 5124 7130 [melissa.o'brien@act.gov.au](mailto:melissa.o'brien@act.gov.au)

**Canberra Health Services**

**Infrastructure and Health Support Services**

**Canberra Hospital Expansion Program Administrator**

**Administrative Services Officer Class 5 \$82,506 - \$87,331 , Canberra (PN: 50255 - 01YRE)**

Gazetted: 11 November 2021

Closing Date: 25 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Canberra Hospital Expansion Project includes a new Clinical Services Building (CSB) on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, coronary care and support services, such as a central sterilising services department and a helicopter Landing Site. The CSB will be located to the Northern end of the campus, between Hospital Road and Palmer Street, displacing existing aged administration, accommodation and outpatient buildings (Building 5 and 24).

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

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

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

1. Strong organisational skills with the ability to manage competing priorities and attention to detail.
2. Well-developed analytical and problem-solving skills.
3. Well-developed written and oral communication skills.
4. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

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

##### **Desirable:**

- Proficiency in the use of Microsoft Office including Word, Excel and PowerPoint.
- Administration experience and expertise including the ability to plan, coordinate and prioritise work within a multi-skilled, fast paced and dynamic team office environment.
- The successful applicant will:
- 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.

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

Contact Officer: Vanessa Brady 0404 364 949 [Vanessa.Brady@act.gov.au](mailto:Vanessa.Brady@act.gov.au)

**Chief Operating Officer, Clinical Services**

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

**Administrative Officer**

**Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 48130 - 0123K)**

Gazetted: 10 November 2021

Closing Date: 24 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation

**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.

The ADS are seeking an administrative service officer to provide high level administrative support to staff supporting people with substance misuse disorders in the public health sector, Alcohol and Drug 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**

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

Effective communication skills within a customer service environment

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

**Position Requirements/Qualifications:**

Previous experience in Administrative Role

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 Reference checks

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.

**Notes:** This is a temporary position available for six months with the possibility of extension and/or permanency.

Contact Officer: Jodie Kenny (02) 5124 7967 [jodie.kenny@act.gov.au](mailto:jodie.kenny@act.gov.au)

**Clinical Services**

**Women, Youth and Children**

**Maternity**

**Continuity of Midwifery Care - Case Load Midwife**

**Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 21096, several - 01239)**



Gazetted: 10 November 2021

Closing Date: 29 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas, providing specialised maternity care to all risk women and babies. Our continuity of midwifery care program provides maternity care to low risk women planning to birth in the Birth Centre environment and also continuity of midwifery care to 'all risk' women with a plan to birth in our Birthing Suite. The program also offers publicly funded homebirth to women meeting eligibility requirements.

The advertised position is for a case load midwife providing continuity of midwifery care during the antenatal, birth and postnatal periods to 35-40 women a year in the community

#### **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**

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

Promote positive workplace behaviours and be committed to role modelling these

An ability to work respectfully in partnership (with a range of stakeholders) while simultaneously demonstrating leadership

Ability to work autonomously while working effectively within a small team environment

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

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

This is an on-call position and when on call needs to be available within 30 minutes of the Centenary Hospital for Women and Children

Eligible for registration as a Midwife with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Must hold a current driver's license.

Understand 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:**

Provide suitable references

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

Undergo a pre-employment Police check.

**Note:** These are temporary positions available for a period of 11.5 months with the possibility of permanency.

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

Contact Officer: Julianne Nissen (02) 5124 7348 [julianne.nissen@act.gov.au](mailto:julianne.nissen@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)

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

##### **CIT Education Services**

##### **Project Manager**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 55776)**

Gazetted: 10 November 2021

Closing Date: 17 November 2021

**Details:** An opportunity is available in Canberra Institute of Technology (CIT) Education Services for two months with the possibility of extension.

The tasks may include one or more of the following functions

With limited direction, you will lead projects across one or more of the following areas:

System enhancements and implementations

Business process changes

Compliance to support CIT's adherence to the VET Quality Framework

Communication strategies

Improving the student experience such as improving engagement and retention

Policy writing

Other projects relevant to Education Services

You will need to demonstrate and lead staff in achieving high-level customer service to CIT teachers and students, the ability to work under pressure and to meet deadlines.

Work from home arrangements may be negotiated for part of the week according to operational demands.

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 starting immediately for two months with the possibility of extension for six months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a one-page pitch showing how and why you are best placed to meet the requirements, along with a detailed curriculum vitae (max four pages) and the names and contact details of two referees (one should be a current/recent supervisor/manager).

Please contact Matt Ryan on 6207 4870 or [matthewc.ryan@cit.edu.au](mailto:matthewc.ryan@cit.edu.au) for further information.

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

Contact Officer: Matthew Ryan (02) 6207 4870 [MatthewC.Ryan@cit.edu.au](mailto:MatthewC.Ryan@cit.edu.au)

#### **CIT Pathways College**

##### **Student Support**

##### **Manager International and Student Support Pastoral Care**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 18571)**

Gazetted: 10 November 2021

Closing Date: 24 November 2021

**Details:** The Manager of Canberra Institute of Technology (CIT) international and Student Support pastoral care is part of the CIT Student Support management team.

CIT Student Support is a large team that provides student counselling, disability services and a range of other services including pastoral care, academic support, and student mentoring. This position will contribute to provision of overall student support services, with a focus on international students' pastoral care and general students' pastoral care and mentoring services. This position reports to the Senior Manager, CIT Student Support.

**Eligibility/Other Requirements:** Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (WWVP) (Background Checking) Act 2011* maybe 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:** 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:** Provide a written response to the Selection Criteria of no more than three pages. Provide your curriculum vitae, two completed referee reports, and evidence of WWVP registration.

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

Contact Officer: Rhonda Fuzzard (02) 6207 4914 Rhonda.Fuzzard@cit.edu.au

#### **CIT Corporate Services**

##### **CIT Student Information Management Systems**

##### **Customer Support Officer - Banner Assist**

##### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 17171)**

Gazetted: 08 November 2021

Closing Date: 15 November 2021

Applications are invited for a Customer Support Officer within the Student Management Systems Team at Canberra Institute of Technology (CIT). This position provides support to users of CIT's Student Information Management System, Banner, and involves;

Receiving and attending to enquiries

Provide basic system and procedural advice and assistance to Banner users

Maintain and update Banner user account information

Carry out data retrieval and reporting tasks

Assist with staff training in basic Banner use

General administrative support as required.

To be successful in this role, a good working knowledge of the Banner application, especially around applications, enrolments, CRN creation and Banner Self-Service is an advantage. As this is an email and telephone support role, you will need to be a good communicator with excellent client service skills.

This position is available from 3 December 2021 until 6 June 2022 with a possibility of extension.

Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

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

Applicants are required to address the Selection Criteria in the Position Description (maximum four pages) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Contact Officer: Peadar O'Loughlin (02) 6207 4120 Peadar.O'Loughlin@cit.edu.au

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

##### **Online Learning Developer**

##### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52315)**

Gazetted: 05 November 2021

Closing Date: 12 November 2021

**Details:** Are you ready to take your online learning and design skills to the next level? Canberra Institute of Technology (CIT) Education Services is seeking a talented and experienced learning developer with advanced Moodle building skills, ready to work across CIT, to support departments to develop a range of flexible and engaging student-focused training solutions.

If you're looking for your next dynamic career challenge, innovative and experienced leaders will encourage and support you to develop your interests and expertise as you contribute to digital learning transformation at CIT.

Key skills for the position include:

Ability to lead and support staff in developing contemporary and engaging online learning resources for vocational training.

Experience and knowledge of the current vocational education and training environment including the ability to contribute to quality outcomes for students and industry.

Demonstrated ability to build and maintain connections, share learned experiences, and adapt to an evolving environment, by positively engaging with stakeholders, exploring systems and understanding the context within.

Ability to consistently display the CIT cultural traits (Customer Centric, Professional, Collaborative, Trusted, Adaptable, Accountable and Inspirational) in all professional interactions.

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

**Eligibility/ Other Requirements:**

**Desirable:**

At least two years full time experience in a VET or higher education environment in an online learning development role.

Qualifications in graphic design, ICT, business or education.

**Note:** The successful candidate will need to be able to start as soon as possible. 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:** Submit a maximum two-page pitch presenting your skills and experience in leading online VET course design and how you can contribute in this role to support vocational education and leadership in digital learning transformation at CIT.

Include a detailed curriculum vitae that focuses on your experience and how it will contribute to the role (max six pages) including the names and contact details of two referees (preferably with one as your current manager).

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

Contact Officer: Sarah Seymour (02) 6207 3231 [Sarah.Seymour@cit.edu.au](mailto:Sarah.Seymour@cit.edu.au)

**Chief Minister, Treasury and Economic Development**

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

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

**Economic Development Directorate**

**Venues Canberra**

**Commercial and Operations Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 30705)**

Gazetted: 08 November 2021

Closing Date: 15 November 2021

**Details:** Venues Canberra manage GIO Stadium, Manuka Oval and Exhibition Park in Canberra. We are seeking an experienced Commercial and Operations Officer for a temporary contract. The position is responsible for working closely with the Senior Venue Manager at EPIC and the Director of Commercial of Venues Canberra in increasing event days and revenue at our venues. The successful applicant will have the ability to lead and manage a sales team to meet agreed targets and prepare and deliver event, commercial and marketing plans. We are looking for someone who has excellent attention to detail and time management skills as you coordinate booking enquiries, maintain financial records and promote our venues.

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 ability to perform after hours, public holiday or weekend work

C Class driver's licence

**Notes:** This is a temporary position available immediately until 31 January 2022 with the possibility of extension up to six months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants should complete a two page Expression of Interest and send it to the contact officer.

**Applications should be sent to the Contact Officer**

Contact Officer: Amal Davis (02) 6205 4948 [Amal.Davis@act.gov.au](mailto:Amal.Davis@act.gov.au)

**Policy and Cabinet**

**Executive Group Manager, Policy and Cabinet**

**Executive Level 2.3 \$311,959 - \$324,457 depending on current superannuation arrangements, Canberra (PN: E766)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** The Executive Group of Policy and Cabinet are looking for an individual who can lead the Division and teams in developing, implementing, and coordinating key government and strategic policy and initiatives. Policy and Cabinet play a key role within the Chief Minister, Treasury and Economic Development Directorate as a Central Agency. We provide high quality policy advice and support to the ACT Government, including coordinated and integrated policy development and service delivery across government agencies, and deliver agile, responsive, and innovative public service to deliver on key government priorities.

The Executive Group Manager is responsible for identifying, developing, and collaborating with stakeholders on policy issues and government opportunities. Current key priorities for the Division include:

Leading efforts across the ACT Public Service to reduce discrimination and improve outcomes for people of diverse sexualities, genders, bodies and relationships through the Office of LGBTIQ+ Affairs.

promoting inter-directorate cooperation and outcomes through directorate committees and ongoing arrangements such as the Strategic Board, and its committees.

leading the Government's engagement with regional stakeholders on mutually beneficial activities including the NSW government, the Cross-Border Commissioner, the Canberra Region Joint Organisation, the Yass Valley Council and the Queanbeyan-Palerang Regional Council.

Embedding the ACT Wellbeing Framework as a basis for assisting government decision making, supporting Public Service engagement, building an evidence base for what works for wellbeing, and reporting on wellbeing outcomes.

The Executive Group Manager reports directly to the Deputy Director-General, Policy and Cabinet and operates in an environment of responsiveness and accountability. The position works collaboratively with Ministers' offices, other Executives, and officers across the ACTPS and key government and non-government stakeholders, particularly business and industries in the Territory.

The position of Executive Group Manager, Policy and Cabinet Division requires a person with exceptional leadership and management skills to provide strategic direction in public policy, regulation, and project implementation.

**Remuneration:** The position attracts a remuneration package ranging from \$311,959 - \$324,457 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$249,963.

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

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

**How to Apply:** If this interests you, please submit a two-page expression of interest and curriculum vitae.

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

Contact Officer: Leesa Croke (02) 6207 3751 leesa.croke@act.gov.au

### **Digital, Data and Technology Solutions Customer Engagement Services Branch ICT Support Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46517)**

Gazetted: 04 November 2021

Closing Date: 18 November 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 EPSDD ICT Team within Digital, Data and Technology Solutions is seeking a new team member to fill a vacancy in the role of ICT Support Officer. The successful application will be responsible for coordinating asset allocation, including managing stock levels, maintaining accurate asset information, ensuring network access, software deployment, voice requests and other business are completed in a timely manner directly supporting Environment, Planning and Sustainable Development Directorate and other agency partners.

The successful applicant will have strong communication, highly organised and an enthusiastic team player. If you are interested in a position that allows you to demonstrate and develop your organisational, analytical and collaborative skills then the EPSDD ICT 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, self-motivated, have excellent attention to detail and can quickly adapt to a fast-paced environment. Experience in the use of ServiceNow or another ITSM job logging tool and exceptional communication skills would be advantageous.

**Notes:** This is a temporary position available from 29th November 2021 for a period of twelve months with the possibility of extension. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

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: John Reis (02) 6207 0718 John.Reis@act.gov.au

**Access Canberra**

**Projects, Governance and Support**

**Strategic ICT**

**Software Test Officer**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 21228)**

Gazetted: 04 November 2021

Closing Date: 11 November 2021

**Details:** The team plays a lead role in the coordination of a range of quality assurance processes across our ICT systems, supports project management activities within Access Canberra. The team contributes to strategic planning processes and supports the successful implementation of projects with touch points that cross organisational boundaries.

Do you have experience in preparing and reviewing test plans, test scripts and test cases? Are you able to proactively manage multiple tasks and are a whiz at being able to identify, collect, analyse and interpret information? Then this position may be 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.

**Eligibility/Other Requirements**

Previous testing experience.

Rego.act experience highly desirable.

**Notes:** This is a temporary position available immediately up to till 30/06/2022 with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** If this sounds like you, please submit your application ensuring you attach your curriculum vitae with a two page pitch outlining why you're the best person for the job.

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

Contact Officer: Sue Galinec (02) 6207 7601 sue.galinec@act.gov.au

**Treasury**

**ACTIA / Finance team**

**Director Financial Services**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 09723)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** Do you have experience in delivering the full range of financial services in a public sector environment? Do you have excellent technical and analytical skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority (ACTIA), an ACT Government Statutory Authority, is looking for an enthusiastic, positive and motivated individual, who has a passion for strategic leadership to join us as the Director, Financial Services. You will lead a small fully integrated finance team in providing the full range of financial support services to the ACT Insurance Authority including but not limited to financial and management reporting, internal and external budgeting, costing, cash management, FMIS administration and AP / AR processing. Additionally, you will also be responsible for driving the development, maintenance and implementation of financial policies and procedures relevant to the delivery of services in ACTIA. The role is also a member of the ACTIA Leadership team responsible for providing input and on-going management of ACTIA's Strategic Direction, Governance framework and operational performance.

This is an exciting opportunity for a highly dedicated and contemporary accounting professional with demonstrated experience in leading and managing a team responsible for providing the full gambit of finance related functions to ensure accurate and timely delivery of outputs. To be successful in this position requires relevant experience, very good technical accounting skills, excellent people management, communication and organisational skills (oral, written, interpersonal and negotiation), attention to detail and a focus on continuous improvement, aiming for best practice in the execution of the duties.

If you are such an individual as described above and keen to make a difference, we would like to hear from you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Tertiary qualification in accounting/finance or related field is highly desirable.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA.

**Notes:** This is a temporary position available for three months with the possibility of extension and/or permanency.

**How to Apply:** Please send your two page pitch along with your curriculum vitae and contact details of at least two referees.

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

Contact Officer: Ross Burton (02) 6207 5863 [Ross.Burton@act.gov.au](mailto:Ross.Burton@act.gov.au)

## **Shared Services and Property**

### **ACT Property Group**

#### **Assistant Director Sustainability**

#### **Administrative Services Officer Class 6/Senior Officer Grade C \$88,899 - \$120,436, Canberra (PN: 09936)**

Gazetted: 05 November 2021

Closing Date: 24 November 2021

**Details:** ACT Property Group are looking for someone who is passionate about and has experience in achieving sustainability and energy efficiency outcomes in buildings and properties. The person will work closely with the building owner on achieving improvements in government buildings. This position will work with staff across the organisation and occupants of properties to raise awareness about environmental sustainability options. This includes investigating, planning, coordinating and facilitating delivery of environmental sustainability projects, initiatives, policies and procedures. This position will also monitor energy management across ACT Property Group managed properties and assets, to ensure that energy savings opportunities are identified and achieved.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.



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:**

Substantial experience in resource efficiency, delivery of environmental sustainability initiatives and program development to deliver against Government policy.

Relevant training and/or qualifications in environmental sustainability, building or project management are highly desirable

Hold or have the capacity to obtain White Card and Asbestos Awareness.

A current driver's licence (car) is desirable but not required

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable.

**Notes:** This is a temporary position available for six months with the possibility of extension up to 12 months. This position will be filled at either the ASO6 or SOGC level depending on skills and experience. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

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

Contact Officer: Tania Shaw 0417 207 990 [Tania.Shaw@act.gov.au](mailto:Tania.Shaw@act.gov.au)

## **Shared Services and Property**

### **ACT Property Group**

#### **Corporate Governance - ACT Property Group**

#### **Communications and Web Content Development Officer**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 25301)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** The communications and web content development officer works to ensure that ACT Property Group's internal and external communications are up to date and relevant. This position works with each aspect of the ACT Property Group's business to ensure we maintain appropriate and high-quality communication with our stakeholders and the community. This will include tasks like web page development and updating, photography, drafting content and contributing to drafting of procedures.

This role supports the internal and external communication requirements of ACT Property Group. You will facilitate the publication of digital content; monitor, analyse, evaluate and report on the effectiveness of current communication strategies, make recommendations to senior management on improvements and liaise with stakeholders to ensure that ACT Property Group is effectively reaching its target audiences.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

**Eligibility/Other Requirements:**

A driver's licence (car) is highly regarded.

Qualification/s in communications or IT are desirable.

**Notes:** This is a temporary position available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

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

Contact Officer: Antonia Parkes (02) 6205 5384 [Antonia.Parkes@act.gov.au](mailto:Antonia.Parkes@act.gov.au)

**Communications and Engagement**

**Executive Support Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 22774)**

Gazetted: 05 November 2021

Closing Date: 24 November 2021

**Details:** Are you well-organised, reliable and able to demonstrate good judgement? Are you interested in providing support to an Executive Office and to a branch that ensures that the Canberra community is well informed on government programs, policies and services?

The CMTEDD Communication and Engagement group is looking for a Executive Support Officer to join our dynamic Executive Office for 6 months with the possibility of permanency.

This position provides strategic, operational and administrative support to Senior Executives of Communications and Engagement division and is also responsible for the overarching business and financial management of the division.

What will your duties and responsibilities be?

1. Provide executive support to the Executive Group Manager (EGM) and other Senior Executives, coordinate division workflow, and provide administrative support across the division.
2. Coordinate division business reporting, records management and external requests as required.
3. Provide assistance in undertaking the financial management of division budget.
4. Provide assistance in processing invoices, reconcile credit cards and travel statements.
5. Assist in providing high level advice and managing human resource requirements.
6. Foster and support positive and productive relationships within CMTEDD and across ACT Government Directorates.

This position does not involve direct supervision of staff.

**Professional/Technical Skills and Knowledge**

1. Demonstrated administrative, organisational and coordination skills of a high order, focusing on the ability to plan, coordinate and prioritise work activities to meet deadlines.
2. Demonstrated sound judgement skills including the ability to work independently and collaboratively. The occupant of this position requires to be proactive, adaptable and calm under pressure.

3. Demonstrated ability to establish cooperative professional relationships, communicate effectively, orally and in writing.

**Behavioural Capabilities**

1. Demonstrated ability to consistently display high quality customer service principles, practices and attributes.
2. Understanding of and demonstrated commitment to the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety Initiatives.

If this role sounds like you, get in touch!

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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Relevant experience in the Australian or ACT Public Service is highly desirable.

An ACT Government CMTEDD baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

The ability to work flexibly under limited supervision is required.

**Notes:** This is a temporary position available for 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. 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.

**How to Apply:** If you are interested in joining our dedicated Executive Office, please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A maximum two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

tell the panel how your abilities, experience and behavioural capabilities make you the best person for this role.

Applicants must submit a current resume including details of work history (roles, timing, responsibilities and achievements) and two referees including their contact details.

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

Contact Officer: Trish Johnston 0417 832 995 [Trish.Johnston@act.gov.au](mailto:Trish.Johnston@act.gov.au)

**Communications and Engagement**

**Whole of Government Communications and Engagement**

**Content**

**Senior Content Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 35880)**

Gazetted: 05 November 2021

Closing Date: 24 November 2021

**Details:** The CMTEDD Communication and Engagement team are looking for an ASO6 Senior Content Officer to fill a parental leave backfill position for up to 12 months, with possibility of extension, commencing on 4 January 2022 (flexible).

The role is an exciting opportunity in CMTEDD's Content team. The successful applicant will report to the Director, Content (Our Canberra). They will create engaging written and digital content for whole-of-government channels including the Our Canberra website, e-newsletter and print publication, as well as the ACT Government's social media channels.

Who are we looking for?

An enthusiastic and motivated communications professional with a passion for digital communication and an eagerness to work across the ACT Government's priority projects.

**What will your duties and responsibilities be?**

Create engaging written and digital content for whole-of-government print publications, websites and digital channels, including social media and e-newsletters.

Support the implementation of engaging and interactive digital content strategies, for whole-of-government projects, services and initiatives. This includes interviewing noteworthy people for publications, taking photos and/or managing professional photography shoots.

Collaborate with stakeholders, subject matter experts and multidisciplinary teams within other directorates and Ministerial offices to source, design, edit and approve content.

Bring an audience-first lens to your work, informed by research, insights and evaluation.

Assist the wider team with the coordination, implementation and evaluation of communications activities as required.

Provide communications and online services support at the Public Information Coordination Centre (PICC) in times of a Territory emergency.

Provide administrative support as required.

**Selection criteria for this opportunity:**

Demonstrated high work ethic and sound organisational skills including the ability to effectively manage multiple tasks, work under pressure and adapt to changing priorities.

Demonstrated experience in creating digital content for different channels and audiences including websites, social media and photography.

Demonstrated experience of collaborating with stakeholders, subject matter experts and multidisciplinary teams to source, design, edit and approve content.

Understanding of and demonstrated commitment to the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives.

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**

Relevant tertiary education qualifications such as in Communications, Journalism, Media Studies and/or Public Relations is desirable.

A current driver's license is desirable.

**Notes:** This is a temporary position available for a period of 12 months with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 one-page pitch outlining your suitability along with your curriculum vitae and referee contact details.

Any enquiries can be directed to the Contact Officer.

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

Contact Officer: Grace Keyworth (02) 6205 9193 [grace.keyworth@act.gov.au](mailto:grace.keyworth@act.gov.au)

**Workforce Capability and Governance**

**Industrial Relations and Public Sector Employment**

**Public Sector Employment**

**Objections and Appeals Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 31000)**

Gazetted: 08 November 2021

Closing Date: 24 November 2021

**Details:** Do you know how to read a room? Are you a people person? Do you look forward to checking in with your team members every morning? Do you value being around colleagues who share a strong work ethic but also a solid sense of humour?

The Industrial Relations and Public Sector Employment (IRPSE) team has a highly connected and collaborative work culture and would welcome a person who has the interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the Chief Minister, Treasury and Economic Development directorate which leads strategic thinking in Industrial Relations and the Public Sector Employment Framework across the ACTPS.

The team is responsible for developing, negotiating, and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation, and interpretation of Public Sector employment related legislation.

This exciting opportunity exists for a positive, highly motivated and organised professional to play a vital role in acting as the first point of contact to a broad range of stakeholders, including Appeal Panels, Union Officials, HR Directorates, Delegates and the ACT Government Solicitors Office.

The Objections and Appeals Officer will work on behalf of the Convenor of Appeals to facilitate the work of Appeal Panels, in accordance with relevant legislative and industrial frameworks. The successful individual will effectively manage the appeals inbox and will coordinate multiple appeals cases in relation to workplace investigations (misconduct), promotions, underperformance and/or other HR disciplines in a timely and efficient manner.

The Objections and Appeals Officer may be required to develop, review and update correspondence and undertake research or draft non-routine correspondence in relation to appeals or may provide assistance with the enterprise bargaining process, participate in enterprise bargaining negotiations or ad-hoc business as usual tasks.

If this position interests you, we'd love to hear from you!

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

**Eligibility/Other Requirement:** Familiarity or educational qualifications in industrial relations or human resources will be regarded.

**Note:** This is a temporary position available for up to 11 months with the possibility of extension up to 12 months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date. 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 applications and referee reports only.

**How to Apply:** Suitability for this position will be assessed on your skills, knowledge and behavioural capabilities in relation to the duties/responsibilities listed in the Position Description. Please submit a personal pitch (of no more than two pages) in response to your suitability for this position, curriculum vitae and contact details of two referees.

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

Contact Officer: Ray Ren (02) 6207 1181 Ray.Ren@act.gov.au

## Digital, Data and Technology Solutions

### ACT Digital Branch

#### Assistant Director, Service Design and User Research

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53752)**

Gazetted: 08 November 2021

Closing Date: 22 November 2021

**Details:** The ACT Digital Branch within Digital, Data and Technology Solutions, is responsible for driving the ACT's digital service delivery agenda to make it easier and more convenient for citizens and businesses to connect and do business with government. Our Service Design team is seeking suitable applicants for the position of Assistant Director, Service Design and User Research to lead the design of services and conduct user research to support delivery of an integrated digital experience.

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

**How to Apply:** In your application please include:

Curriculum vitae;

A written statement of claims against the criteria specified under Professional/Technical Skills and Knowledge capabilities, Behavioural capabilities, and the skills set out in the Skills Framework for the Information Age. These required capabilities and skills are detailed in the Position Description; and

Contact details of two referees.

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

Contact Officer: Tracey Smith (02) 6207 6112 TraceyL.Smith@act.gov.au

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

### **Customer Engagement Services**

#### **CMTEDD and JACS ICT team**

##### **Project Delivery Officer**

##### **Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 14573)**

Gazetted: 09 November 2021

Closing Date: 23 November 2021

**Details:** As a Senior officer within the CMTEDD and JACS ICT Team, you will navigate and promote the ICT services that the Digital, Data and Technology Solutions Group provides. We are looking for someone who can quickly establish rapport and maintain strong collaborative relationship with directorate clients. We are after someone who has ability to liaise and negotiate with and provide a range of ICT advice to a range of stakeholders. You will work effectively with technical and Change and Release management to drive and coordinate multiple minor projects and complex tasks in a fast paced and complex environment.

A typical day may include:

Provide support, with the delivery of multiple small IT projects, major Changes, and managed work initiatives according to agreed standards and follow DDTS's project reporting procedures.

Provide analysis and improvements to existing business systems and processes, by creating and maintaining quality business systems data in the Configuration Management Data Base (CMDB).

Provide technical support in coordinating, actioning, authorising and monitoring of ICT service requests, incidents and changes

Attend stakeholder meetings associated with Project management issues

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.

An ACT Government CMTEDD Baseline clearance is required for this position.

Travel between sites may be required

To be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will understand functional components of ICT business systems running on enterprise servers. You will have the ability to understand and perform basic problem solving or root cause analysis. You will be able to effectively self-manage, prioritise tasks, and escalate problems when needed.

**Note:** This is a temporary position available immediately until September 2022 with the possibility of extension or permanency. A Merit Pool will be established from the selection process and will be used to fill any further vacancies over the next 12 months

**How to Apply:** To apply for this role please provide your curriculum vitae including details of two referees and two-page pitch setting out why you would like to undertake the role, the skillset you would bring and how you would make a positive impact in the role.

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

## **Economic Development**

### **Executive Branch Manager, Events ACT**

#### **Executive Level 1.3 \$240,095 - \$249,378 depending on current superannuation arrangements, Canberra (PN: E1042)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** Events ACT is responsible for coordinating, managing and delivering a range of events that are important to the city and the community, including: Floriade, Floriade NightFest, Enlighten Festival, Canberra Nara Candle Festival, New Year's Eve celebrations, Australia Day celebrations, Reconciliation Day and Windows to the World. Events ACT also provides advice and support to the events and festival sector and provides coordination and facilitation to external events that have a direct impact on government infrastructure and directorate operations, including management and administration of the ACT Event Fund.

This position is responsible for collaboratively developing and implementing high quality, evidence-based events policy and programs, to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra.

**Remuneration:** The position attracts a remuneration package ranging from \$240,095 to \$249,378 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$185,671.

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

**How to Apply:** If you think you have what it takes to take on the challenge of this important role to support the on-going success of Economic Development, please provide your two-page pitch.

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

Contact Officer: Daniel Bailey (02) 6207 5618 [daniel.bailey@act.gov.au](mailto:daniel.bailey@act.gov.au)

## Digital, Data and Technology Solutions

### Customer Engagement Services

#### CMTEDD AND JACS ICT Team

#### Business Systems Support Officer

#### Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 01249)

Gazetted: 08 November 2021

Closing Date: 23 November 2021

As a Senior officer within the CMTEDD and JACS ICT Team, you will navigate and promote the ICT services that the Digital, Data and Technology Solutions Group provides. We are looking for someone who can support ICT business critical systems, solve problems, engage with both technical and business systems users, external vendors in an embedded ICT team setting. We are after someone who can provide excellent customer service and can own problems to resolution.

A typical day may include:

Problem solving, diagnosis and root cause analysis.

Creating and managing change requests for business applications and coordinating with technical teams and business users.

Engaging with business teams to understand current business applications issues and provide/facilitate resolution.

Raising business systems incidents and change requests with software vendors and coordinating resolution.

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:** An ACT Government CMTEDD Baseline clearance is required for this role. To be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will understand functional components of ICT business systems running on enterprise servers and possess a working knowledge of databases. You will have the ability to understand and perform basic problem solving or root cause analysis. You will be able to effectively self-manage, prioritise tasks, and escalate problems when needed.

**Note:** These a permanent position available immediately. A Merit Pool will be established from the selection process and will be used to fill any further vacancies over the next 12 months. Please note, this position will be located in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Travel between sites may be required.

**How to Apply:** To apply for this role please provide your curriculum vitae including details of two referees and two-page pitch setting out why you would like to undertake the role, the skillset you would bring and how you would make a positive impact in the role.

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

Contact Officer: Peadar Oloughlin (02) 6207 4120

## Workforce Capability and Governance

### Strategy and Transformation Office

#### Senior Director Whole of Government Cultural Transformation

#### Senior Officer Grade A \$153,041, Canberra (PN: 53724)

Gazetted: 10 November 2021

Closing Date: 6 December 2021

**Details:** The Senior Director Whole of Government Cultural Transformation is a high-profile, whole of government role that provides critical advice on cultural safety, cultural competency, and cultural reform for the ACTPS.



The role responds directly to the ACT Aboriginal and Torres Strait Islander Agreement 2018-2028 and aligns to ACTPS' commitment and guiding principle of Collaborating and Building Partnerships that make a Difference. Visible and effective leadership, advocacy and co-design including Working With models when engaging and collaborating with Aboriginal and Torres Strait Islander staff is essential.

The Senior Director will provide cultural leadership of a multidisciplinary team to deliver service wide programs to enhance broader cultural competency and improve the cultural safety in the ACTPS. The strategic focus areas are: Cultural safety – improving and embedding the understanding of Aboriginal and Torres Strait Islander culture in the workplace to support culturally safe workspaces and services and create a more inclusive ACTPS.

Career pathways – diversify and strengthen the pathways into and across the ACTPS.

Career development and advancement – individual career development and advancement plans supported by targeted development initiatives and advancement opportunities.

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 organisational transformation or cultural reform is highly desirable

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

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe 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 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical permanent or temporary vacancies over the next 12 months.

**How to Apply:** Please review the Position Description for details about the role and submit a written application of up to two pages addressing your suitability for the role taking into account the Professional/Technical Skills and Knowledge and Behavioural capabilities.

Applications should include a current curriculum vitae with the details of two referees (one must be a current supervisor).

For further information on eligibility requirements, please go to: <https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>.

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

Contact Officer: Jen Campbell (02) 6207 3867 [JenA.Campbell@act.gov.au](mailto:JenA.Campbell@act.gov.au)

**Access Canberra**

**Environment Protection Authority**

**Environment Protection**

**Environment Protection Officer**

**Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 10691)**

Gazetted: 09 November 2021

Closing Date: 23 November 2021

Details: The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our Vision is a sustainable environment for future generations.

The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, waste, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2004*, *Clinical Waste Act 1990* and the *Lakes Act 1970*.

Eligibility/Other Requirements: Relevant qualifications and/or experience in environment, natural resources, compliance and/or enforcement.

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: Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities.

Please submit:

a response addressing the skills, knowledge and behaviour in relation to the duties/responsibilities in the Position Description; and  
curriculum vitae.

Contact Officer: Rodney Dix (02) 6207 2586 [Rodney.Dix@act.gov.au](mailto:Rodney.Dix@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.

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

## **Shared Services and Property**

### **ACT Property Group**

#### **Estate and Procurement Management**

#### **Property Asset Manager**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 39702)**

Gazetted: 09 November 2021

Closing Date: 26 November 2021

**Details:** This role is suited to someone with a background in building or property asset management and a commitment to ensure good management of government property. Working in a team you will assist with ensuring the building assets managed by ACT Property Group are managed well through the life cycle. You will need to be able to see the big picture, forward plan and build a case for the required resources and priorities. The role may supervise other staff providing operational property management or focus on more strategic asset management. The team ensures that buildings are inspected, planned maintenance and inspection programs are in place and that reactive maintenance is managed effectively. The role may also involve management of contracts for the aquatic facilities owned by ACT Property Group and analysis of the unplanned maintenance activities and has an overarching view on the buildings operations.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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**

Hold or have the capacity to obtain White Card and Asbestos Awareness.

A current driver's licence (car)

Qualification/s in asset/property management, project management, building trades, commercial real estate and/or procurement are desirable.

**Notes:** This is a temporary position available for a period of 12 months the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

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

Contact Officer: Tania Shaw (02) 6205 9937 [tania.shaw@act.gov.au](mailto:tania.shaw@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.

## **Procurement ACT**

### **Goods and Services Procurement Branch**

#### **Sourcing, Advice and Supply Team**

#### **Assistant Director - Procurement**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 11176)**

Gazetted: 09 November 2021

Closing Date: 23 November 2021

**Details:** The Sourcing, Advice and Supply team within Procurement ACT is looking for a enthusiastic and experienced procurement professional to fill an Assistant Director position within the Team.

In addition to generalist public sector procurement skills, we are looking to develop Branch capability across a range of general areas, such as strategic and analytical thinking, leadership and team development, project management, communication, negotiation, written and representational skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

The successful applicant will be self-motivated, responsive, show initiative, have sound judgement, professional resilience and personal drive. We are looking for applicants that can think on their feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with Territory strategic goals.

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

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Please provide written responses to the Selection Criteria located in the Position Description and a copy of your curriculum vitae.

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

Contact Officer: Matthew Hart (02) 6205 2063 [matthew.hart@act.gov.au](mailto:matthew.hart@act.gov.au)

## **Access Canberra**

### **Outdoor Activation Taskforce**

#### **Team Leader**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53487)**

Gazetted: 09 November 2021

Closing Date: 14 November 2021

**Details:** Are you sick of doing the same thing day in, day out? Do you like talking to people? Can you multi-task and are self-motivated? If this sounds like you then consider this your calling. There is no time to feel bored in this position as you will need to think outside the square and problem solve all whilst keeping your cool.

In this role you will have a unique opportunity to work in a Taskforce, supporting local businesses expand outdoor dining options as an approach to their economic recovery following the extended COVID-19 lockdown. You will have the opportunity to work with passionate, innovative and experienced leaders who will encourage and support you to develop your interests and expertise. To be successful you will need to have a 'can-do' attitude coupled with highly developed interpersonal skills and a desire to provide exceptional customer service.

With that in mind, if you are someone who loves to find solutions to complex issues (or even better you can fix problems before they occur), someone who can provide support to customers, stakeholders and the Outdoor Activation Taskforce to help Canberra recover economically and once again become one of the most liveable cities in the world, then this is a great opportunity 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:** This is a temporary position available immediately until 31 March 2022 with possibility of extension up to six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

**How to Apply:** Please send your curriculum vitae with a maximum one-page pitch outlining why your skills, knowledge and behaviour make you the best person for this role. The duties and responsibilities for the role are outlined in the attached Position Description.

**Applications should be submitted via the Contact Officer.**

Contact Officer: Leah McHenry (02) 6205 0797 Leah.McHenry@act.gov.au

## Access Canberra

### Outdoor Activation Taskforce

#### Coordination Officer

#### Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 53488)

Gazetted: 09 November 2021

Closing Date: 14 November 2021

**Details:** Are you sick of doing the same thing day in, day out? Do you like talking to people? Can you multi-task and are self-motivated? If this sounds like you then consider this your calling. There is no time to feel bored in this position as you will need to think outside the square and problem solve all whilst keeping your cool.

In this role you will have a unique opportunity to work in a Taskforce, supporting local businesses expand outdoor dining options as an approach to their economic recovery following the extended COVID-19 lockdown. You will have the opportunity to work with passionate, innovative and experienced leaders who will encourage and support you to develop your interests and expertise. To be successful you will need to have a 'can-do' attitude coupled with highly developed interpersonal skills and a desire to provide exceptional customer service.

With that in mind, if you are someone who loves to find solutions to complex issues (or even better you can fix problems before they occur), someone who can provide support to customers, stakeholders and the Outdoor Activation Taskforce to help Canberra recover economically and once again become one of the most liveable cities in the world, then this is a great opportunity 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:** This is a temporary position available immediately until 31 March 2022 with possibility of extension up to six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please send your curriculum vitae with a maximum one-page pitch outlining why your skills, knowledge and behaviour make you the best person for this role. The duties and responsibilities for the role are outlined in the attached Position Description.

**Applications should be submitted to the Contact Officer.**

Contact Officer: Leah McHenry (02) 6205 0797 Leah.McHenry@act.gov.au

## Economic Development

### Skills Canberra

#### Analytics and Policy Services

#### Assistant Director Analytics and Policy Services

#### Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 34940)

Gazetted: 09 November 2021

Closing Date: 16 November 2021

**Details:** Skills Canberra is seeking to fill a temporarily vacant position in the Analytics and Policy Services team.

#### What will you do?

As Assistant Director you will manage a small team undertaking data analysis, research and consultation tasks of a complex nature encompassing a major area of Skills Canberra's operations. Your work will assist in answering

critical questions for decision makers and guide allocation of training expenditure. You will also provide high level analytics support to other teams within Skills Canberra.

**What you require?**

You will have highly developed ability to analyse vocational education and training statistics and financial data to inform evidence-based recommendations. You will bring your high standards of customer service, together with your aptitude for cultivating productive working relationships to assisting Skills Canberra meet a range of deliverables and timelines. Your excellent ability to deliver results and behave ethically and with accountability will set you apart from the rest.

**About Skills Canberra**

Skills Canberra is responsible for the provision of strategic advice and overall management of vocational education and training (VET). Skills Canberra also manages Commonwealth and ACT funding directed to VET programs in the ACT.

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 4 January 2022 to 21 December 2022 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role. This position is usually in an activity-based working (ABW) environment.

**How to Apply:** Please submit the following:

your current curriculum vitae

the names and contact details of two referees, including your current manager or supervisor

a supporting statement, of no more than 1800 words, addressing each selection criteria and providing evidence of your suitability for the role. Include examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Shortlisted applicants will be required to provide reports from two referees. It is preferable that one of your referees is your current manager or supervisor. Referees must use the official referee report template found 'here'.

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

Contact Officer: Timothy Sealey (02) 6205 7052 [Timothy.Sealey@act.gov.au](mailto:Timothy.Sealey@act.gov.au)

**Digital, Data and Technology Solutions**

**Strategic Business Branch**

**Portfolio Governance and Support Services**

**Assistant Director Change and Communications**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53522)**

Gazetted: 09 November 2021

Closing Date: 26 November 2021

**Details:** The ACT Government's Digital, Data and Technology Solutions (DDTS) Group has a line-up of ICT projects that will help improve the lives of Canberrans and transform the way the ACT Government does business. It's an exciting time, so we need an influential communicator to drive communication and change management support for this important work.

In this varied, hands-on role, you will also manage internal communication for the branch, including a newly redeveloped intranet presence. You will have a small team of skilled communication professionals to manage and you will be able to draw on the support of communication and change teams in other DDTS branches.

To succeed in this role, you will be experienced in organisational change management and a great writer who is able to explain technical and abstract information to different audiences in plain English. You will work with program and project managers to ensure change and communication remains an important part of the project lifecycle and to manage demand for working coming through the project pipeline.

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

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

**Notes:** This is a temporary position available immediately for a period of six months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit your curriculum vitae, contact details for two referees, and a two-page (maximum) pitch that addresses the 'What you require' section of the Position Description by the due date. A general statement is preferred; you don't need to address criteria separately.

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

Contact Officer: Donald Hage (02) 6205 1530 donald.hage@act.gov.au

## **Workforce Capability and Governance**

### **Workplace Safety and Industrial Relations**

#### **Injury Management**

##### **Rehabilitation Case Manager**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44303)**

Gazetted: 09 November 2021

Closing Date: 23 November 2021

**Details:** An exciting opportunity exists in the Injury Management Team, Workplace Safety and Industrial Relations for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals. Essential to the role is proactive communication and the coordination of day to day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment. Under ABW arrangements, officers will not have a designated workstation/desk.

##### **Eligibility/Other Requirements:**

Qualifications and or extensive practical experience in Work Health and Safety, Human Resources, Allied Health or other related disciplines and/or experience in case management and rehabilitation will be well regarded.

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

**How to Apply:** Please provide a two page pitch, outlining your skills and experience relevant to the role, along with a copy of your current curriculum vitae.

Contact Officer: Chelsea Drewsen (02) 6205 5203 Chelsea.Drewsen@act.gov.au

## **Economic Development**

### **Events ACT**

#### **Event Officer Procurement and Contracts**

##### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 42448)**

Gazetted: 09 November 2021

Closing Date: 26 November 2021

**Details:** Do you love working in the procurement and contracts space? Do you have experience or an interest in event and/or project management? Events ACT is seeking a procurement and contracts officer to join our close knit team. Our ideal candidate will have the ability to interpret and apply standard policies, procedures and legislation as they apply in the ACT Government. You work efficiently whilst also being agile with the ability to prioritise your workload quickly if required. You have high level organisational and administrative skills and you're process driven with excellent attention to detail. You are able to work independently and as part of a team and finally, you're highly motivated to produce great results that support the overall business objectives for Events ACT. If this sounds like you, we want your application.

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

### **Eligibility/Other Requirements**

Knowledge of TRIM (HPE Content Manager), WIRE or a similar electronic document management system is highly desirable.

A qualification in finance, business, project management or a related subject (or a willingness to undertake) is desirable.

Ability to work flexible hours including evenings, weekends and public holidays on occasion.

Knowledge of and interest in the events and tourism industry.

**Notes:** A Merit Pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 your curriculum vitae inclusive of two referees and address the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description to outline why you are best suited to this position. Limit your response to two pages.

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

Contact Officer: Rebecca Gaukroger (02) 6207 7555 rebecca.gaukroger@act.gov.au

### **Shared Services**

#### **Finance Services**

#### **Reporting**

#### **Accountant - Finance Services**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 07310, several)**

Gazetted: 10 November 2021

Closing Date: 24 November 2021

**Details:** Applications are being sought from suitably experienced and qualified people to work as Accountants in a Finance Services Reporting Team in Shared Services Finance. The successful candidates will work with a team tasked with the provision of accounting and taxation services to ACT Government Directorates and Agencies. Duties include financial ledger and fixed assets register management, assisting with preparation of financial statements, and taxation duties including monthly BAS and annual Fringe Benefit Tax returns. Demonstrated technical and software skills in financial accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and collaboration skills. An ability to work effectively as part of a team is important.

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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** A degree in Accounting is highly desirable. Membership of a professional accounting body, such CPA or CA, is also desirable.

**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:** Please submit a written application of no more than three pages, addressing the capabilities and demonstrating your capacity to perform the duties and responsibilities of this position.

Also, please supply your current curriculum vitae and the names and contact details of two referees.

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

Contact Officer: Lindsay Shaw (02) 6205 4625 Lindsay.Shaw@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.

### **Shared Services**

#### **Payroll and HR Systems**

#### **Payroll Services**

#### **Payroll Officer**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 09478, several)**

Gazetted: 10 November 2021

Closing Date: 17 November 2021



**Details:** Do you love operating in a fast-paced service environment, working with a dynamic and diverse group and are adaptable to change?

The Health Pay Team, Payroll Services are looking to recruit two Payroll Officers to assist with administering pay and conditions. These temporary positions will be for up to a period of 12 months. Our ideal candidates will have exceptional organisation skills and be able to handle competing priorities.

You will be responsible for processing the payment of salaries, salary variations, allowances, leave, taxation and superannuation as well as respond effectively to customer enquiries in a professional, helpful, considered and accurate manner to enhance the customer's experience. You are expected to work cooperatively with team members across Payroll, sharing knowledge and expertise to complete the daily workload, improve business outcomes and support positive change in the work environment. We'd love to hear from positive, customer focussed individuals that have great attention to detail. If that sounds like you and you're keen to apply for this opportunity, submit your application via the Apply Now button below.

**Note:** These are temporary positions available immediately for a period of 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 across Payroll Services. Currently Shared Services staff are temporarily working from home. Selection may be based on application and referee reports only.

**How to Apply:** You are required to provide:

Your curriculum vitae (two-three pages preferred).

A two-page pitch summarising your suitability for the role, ensuring you take into consideration the position information and key capabilities (minimum font 11).

Contact details of two referees.

If you have any problems submitting your application, please contact Shared Services Service Desk on 62079000.

Please review the applicant guide on the below pages for more information on developing your pitch when applying for this position.

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

Contact Officer: Rachael Finley (02) 6207 2994 Rachael.Finley@act.gov.au

## **Access Canberra**

### **Licensing and Registrations**

#### **Births Deaths and Marriages**

##### **Client Service Officer**

##### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 53945, several)**

Gazetted: 08 November 2021

Closing Date: 22 November 2021

**Details:** A new opportunity has arisen in the Licensing and Registrations Branch to work in the Births, Deaths and Marriages team. Two vacancies, one permanent and one temporary, both with an immediate start, are looking to be filled as part of this recruitment process. A merit pool will be established from this recruitment and may be used to fill future vacancies, both permanent and temporary, over the next 12 months. The position involves assessing and processing requests for service, maintaining database systems, liaising with stakeholders, administering a variety of legislation and making decisions. This position would suit someone who can multitask, has exceptional customer service skills and can handle confidential and sensitive information with care. You'll be working in a small, professional team of experienced licensing officers. If you enjoy a challenge then this is the job 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.

**Notes:** There is one permanent and one temporary position available, both for immediate start. 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 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. Please submit a written two-page application, contact details of at least two referees and current curriculum vitae. The two-page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

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

Contact Officer: Luke Madden (02) 6205 9619 Luke.Madden@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)

### **Executive Branch Manager, Office for Aboriginal and Torres Strait Islander Affairs**

**Temporary Vacancy (4 January 2022 to 16 February 2022)**

**Community Services Directorate**

**Office of the Director General**

**Position: E418**

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

Date circulated: ACTPS Senior Executive List, ACTPS, SOGA

Circulated to: 5 November 2021

An exciting short-term opportunity is available to lead the Office for Aboriginal and Torres Strait Islander Affairs for the period of six weeks.

The Executive Branch Manager will be responsible for the provision of high-level strategic advice and policy for the ACT Government and Aboriginal and Torres Strait Islander Communities. You will lead an across government conversation with a view to achieving better outcomes for Aboriginal and Torres Strait Islander Canberrans through the Office for Aboriginal and Torres Strait Islander Affairs. In particular, you will have a strong focus on providing best practice advice, policy guidance and reporting support to those areas of government responsible for delivering specialist Aboriginal and Torres Strait Islander services as well as building cultural integrity across all mainstream services.

To be successful in this role, you will have a demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander people's cultures and societies and an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples in contemporary society and in particular the Australian Capital Territory. You will be politically astute and able to navigate complex stakeholder relationships across government, community groups and peak bodies and demonstrate high level negotiation and communication skills and stakeholder engagement. Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

To apply: Please submit no more than a two-page pitch addressing the capabilities and Job Specific criteria, a curriculum vitae and contact details of two referees to Anne Maree Sabellico via email, [annemaree.sabellico@act.gov.au](mailto:annemaree.sabellico@act.gov.au) by COB 12 November 2021.

Your application will be treated in the strictest of confidence.

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: Anne Maree Sabellico (02) 6205 0839 [annemaree.sabellico@act.gov.au](mailto:annemaree.sabellico@act.gov.au)

## **Children, Youth and Families**

**Practice and Performance**

**Cultural Services**

**Finding Family Cultural Services Officer**

**Child and Youth Protection Professional Level 3 \$105,032 - \$115,587, Canberra (PN: 53788)**

Gazetted: 10 November 2021

Closing Date: 26 November 2021

**Details:** The Cultural Services Team are focused on working in partnership with families, the community and Child and Youth Protection Services (CYPS) colleagues to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander families. The work is underpinned by best practice and culturally responsive case management. The Team has responsibility for oversight, management, and direction of the day-to-day operations requiring cultural services across CYPS.

The CYPP3 Finding Family, Cultural Services Officer role is focused on supporting CYPs to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander children and young people through culturally appropriate client service, underpinned by best practice culturally appropriate trauma informed case management. The Family Finding Cultural Services Officer will work alongside CYPs and a child's family to undertake family finding activities in the event a child comes into care and other duties as directed.

**Eligibility/Other Requirements:**

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

**Essential qualifications and experience:**

Proficiency in Aboriginal and Torres Strait Islander culture.

Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience with children, young people and their carers or families.

At least two years practice experience working with children, young people and their carers or families.

Current driver's licence.

**Additional Information**

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).

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

**Note:** A Merit Pool may be established from this selection process and may be used to fill temporary and permanent 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 take into consideration the duties and personal qualities outlined above when addressing how you have demonstrated the selection criteria. The examples supporting the selection criteria are intended to assist you by providing context and as such you are not expected to specifically address the examples in your responses. Limit your responses to 400 words per criteria.

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

Contact Officer: Narelle Rivers (02) 6207 5593 [Narelle.Rivers@act.gov.au](mailto:Narelle.Rivers@act.gov.au)

**Office of the Director General**

**Executive Office**

**Executive Assistant to the Director-General**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53968)**

Gazetted: 10 November 2021

Closing Date: 24 November 2021

**Details:** The Office of the Director General is a critical first point of contact for the Directorate by the Ministers and their staff, government office holders, representatives of other ACT Government and Commonwealth agencies, the community sector, and clients. The Executive Unit consists of the Director-General, the Deputy Director-General, two Executive Officers and two Executive Assistants.

The Executive Unit consists of the Director-General, the Deputy Director-General, two Executive Officers and two Executive Assistants.

The Unit is a critical first point of contact for the Directorate by the Ministers and their staff, government office holders, representatives of other ACT Government and Commonwealth agencies, the community sector, and clients.

The Unit is a dynamic and outcomes-oriented area focused on delivering high level support to the Executive and Ministers. Organisational Governance reports directly to the Deputy Director-General.

The successful applicant will require excellent organisational and communication skills as well as the demonstrated ability to provide high level executive support within a government contest.

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:** Previous experience in an executive assistant role would be highly desired.

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

**How to Apply:** Send in your curriculum vitae and a one page pitch telling us why you would be perfect for this role, including how you have all the required Skills, Knowledge and Behaviours (under position requirements in the Position Description).

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

Contact Officer: Catherine Rule (02) 6207 0151 catherine.rule@act.gov.au

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Finance**

##### **Director Finance**

###### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52146)**

Gazetted: 09 November 2021

Closing Date: 23 November 2021

**Details:** The Infrastructure and Contracts Branch of Housing ACT is seeking a motivated Director of Finance to join our dynamic Finance team.

The Finance team is responsible for the overall budgeting and financial management of Housing ACT being a separate financial reporting entity. It provides financial advice and support to business units; specific functions include budget development, financial reporting, financial processing and financial management and governance. The Unit regularly represents Housing ACT in various forums and acts as the first point of contact to other government agencies and external stakeholders. The primary responsibilities for this position are to, under limited direction:

Manage the financial and taxation functions of Housing ACT, including the arrangements and relationship with external providers such as Shared Services and ACT Treasury.

Manage the preparations of the monthly and annual financial statements and liaise with the ACT Audit Office for the audit of the statements.

Develop, implement, and maintain financial management policies, procedures, and guidelines.

Provide expert accounting and financial management advice to business units.

Manage the development of business proposals for new initiatives and major projects, as part of the budget process.

Provide leadership and support to executives and managers in achieving and operating to budget.

Manage the preparation of monthly, quarterly, and annual management and output reports to comply with external and statutory requirements.

Oversight and accuracy of financial and reporting systems, including managing upgrades and systems improvements.

Manage the performance and development of staff.

More information can be found in the position description.

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

**How to Apply:** Applicants should submit their application as if writing to an expression of interest, addressing the Selection Criteria to a maximum of two A4 pages, plus curriculum vitae and references.

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

Contact Officer: Lauren Callaghan (02) 6207 6872 Lauren.Callaghan@act.gov.au

## **Children Youth and Families**

### **Child and Youth Protection Services**

#### **Practice and Performance - CYRIS Team**

##### **Senior Director, CYRIS Business System**

###### **Senior Officer Grade A \$153,041, Canberra (PN: 03847)**

Gazetted: 08 November 2021

Closing Date: 25 November 2021

**Details:** The Child and Youth Record Information System (CYRIS)

CYRIS is the client management system for Child and Youth and Protection Services (CYPS), Child and Family Centres and Child Development Services. It is based on the Microsoft Dynamics 365 platform and integrates with Content Manager and DocumentsCorePack. It has the capability to integrate with portals and other applications, such as Out of Home Care agency, Police and Education systems.

### Position Objective

The Senior Director is responsible for managing the Child and Youth Record Information System (CYRIS) Project and Sustainment work. CYRIS is the business-critical system that manages Child Protection, Youth Justice, Child and Family Centres and Child Development Service client information. The position is responsible for the management of a team of internal CYPS and external vendor staff; the management of vendor and key internal and external relationships; management of CYRIS initiated business process change and the integration with policy, practice and operational areas; release management; budget management; and supply of outstanding deliverables.

The role requires compliance with the relevant provisions of the *Children and Young People Act 2008* and other legislation to consider the child protection issues and youth justice issues and determine outcomes in the best interests of children and young people.

### Eligibility/Other Requirements:

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

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

Notes: This is a temporary position available for six months with the possibility of extension. A Merit Pool may be established from this selection process and maybe used to fill temporary and permanent 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 submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees.

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

Contact Officer: Janet Plater (02) 6205 9390 Janet.Plater@act.gov.au

### Housing ACT

#### Executive

#### Executive, Government and Engagement

#### Housing Liaison Officer

**Senior Officer Grade C/Senior Officer Grade B \$111,887 - \$148,344, Canberra (PN: 22000)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** The Executive, Government and Engagement team is responsible for the coordination and management of Ministerial, Assembly and Cabinet business and strategic engagement and communications for Housing ACT. The team operates in a fast-paced work environment across the division. The team supports the Housing ACT Executive, is customer focused and delivers high level support and advice, quality control, coordination, engagement and internal and external communication services.

An exciting opportunity is available as the Housing Liaison officer, supporting Ministers within the Homelessness and Housing Services and the Housing and Suburban Development portfolios during 2022. A strong knowledge of Housing ACT key priorities and responsibilities is required along with experience in social housing including management of client services such as tenancies or housing assistance matters.

There is one vacancy and candidates will be assessed against both the SOG C and SOG B capabilities using the ACTPS Shared Capability Framework, and the role will be filled based on the skills, experience and suitability.

If you love to help people, have great client service skills and strive to achieve positive outcomes we would love to hear from you.

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

**Notes:** This is a temporary position available for a period of 12 months. Selection may be based on application and referee reports only. The position will be filled at either a SOG C or SOG B level depending on experience.

**How to Apply:** To apply, please submit a two page statement against the capability headings outlining why you are the person for position. If you have any questions, please contact Kate Boljkovac via Teams or on 0477 238 458.

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

Contact Officer: Kate Boljkovac (02) 6207 5105 kate.boljkovac@act.gov.au

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Cultural Services Team**

##### **Senior Practitioner, Cultural Services (Identified Position)**

**Child and Youth Protection Professional Level 4 \$120,109 - \$128,873, Canberra (PN: 39174)**

Gazetted: 05 November 2021

Closing Date: 24 November 2021

**Details:** The Cultural Services Team are focussed on working in partnership with families, the Community and CYPs colleagues to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander families. The work is underpinned by best practice and culturally responsive case management. The Team has responsibility for oversight, management, and direction of the day-to-day operations requiring cultural services across CYPs. The Senior Practitioner position is responsible for providing expert case practice advice and leadership within the Cultural Services Team and across CYPs. The role will support the Principal Practitioner to undertake project work and support and develop case workers in direct delivery of services and supports to families that are underpinned by self-determination and family-lead decision-making.

#### **Eligibility/Other Requirements:**

##### **QUALIFICATIONS, SUITABILITY AND EXPERIENCE**

Essential qualifications and experience:

Demonstrated experience leading teams and delivery of services to supports positive outcomes for Aboriginal and Torres Strait Islander families.

Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience in child protection and/or youth justice.

At least 5 years practice experience working with children, young people and their carers or families.

Current driver's licence.

##### **ADDITIONAL INFORMATION**

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).

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

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

**Notes:** This is a temporary position available for up to six months. A Merit Pool may be established from this selection process and maybe used to fill temporary and permanent 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 submit a written response to the Selection Criteria of no more than 400 words per criteria.

Please also submit a curriculum vitae. Please make sure you submit your application to

[CYPsRecruitment@act.gov.au](mailto:CYPsRecruitment@act.gov.au)

**Applications should be sent to [CYPsRecruitment@act.gov.au](mailto:CYPsRecruitment@act.gov.au)**

Contact Officer: Narelle Rivers (02) 6207 5593 [Narelle.Rivers@act.gov.au](mailto:Narelle.Rivers@act.gov.au)

## **Housing ACT**

### **Executive Government and Engagement**

#### **Manager, Executive and Government**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 36469)**

Gazetted: 04 November 2021

Closing Date: 11 November 2021

**Details:** The Executive, Government and Engagement team is responsible for the coordination and management of Ministerial, Assembly and Cabinet business and strategic engagement and communications for Housing ACT. The team operates in a fast-paced work environment across the division.

The team supports the Housing ACT Executive, is customer focused and delivers high level support and advice, quality control, coordination, engagement and internal and external communication services. An exciting

opportunity as Manager, Executive and Government, is available until 30 June 2022 with the possibility of extension.

If you are highly motivated and love working in a fast paced environment please let us know your interest.

**Note:** This is a temporary position available 30 June 2022 with the possibility of extension up to 12 months.

Selection may be based on application and referee reports only.

**How to Apply:** To apply, please submit a two-page statement against the capability headings outlining why you are the person for position, keeping in mind the duties and responsibilities.

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

Contact Officer: Anna Harkin (02) 6207 2349 Anna.Harkin@act.gov.au

## **Office of the Coordinator General for Family Safety**

### **Government Relations and Reporting**

#### **Senior Policy Officer**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 37262)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** The Office of the Coordinator for Family Safety is seeking to fill a Senior Policy Officer position to support the Office in its work to prevent and respond to domestic and family violence. We are looking for candidates with strong writing and analytical skills, a passion for using these skills to improve responses for victim/survivors of domestic and family violence and who want to achieve outcomes as part of a team. The successful candidate will support and contribute to policy development and government business at the territory and national level. Selection may be based on application and referee reports. This is a temporary role for six months with the possibility of extension and/or permanency.

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

**Notes:** This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process to be used to fill vacancies over the next 12 months. Please note, this position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the skills, knowledge and capabilities sections of the Position Description. 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: Nicola Vaughan (02) 6207 1783 Nicola.Vaughan@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)**

### **Office for School**

#### **Tuggeranong Network**

#### **Deputy Principal P-10 - Caroline Chisholm School**

#### **School Leader B \$151,757, Canberra (PN: 04111)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** Caroline Chisholm School is a dual campus P-10 school. Each day we live three key values of respect, responsibility and perseverance; with four underlying beliefs of learning, equity, growth and inclusion. Our vision as a school community is to champion excellence and equity in our community. We hold high expectations and



encourage personal growth for staff and students where learners take responsibility to meet the challenges of a changing world.

Caroline Chisholm School is seeking a deputy principal to work as an integral part of the senior executive. The team consists of four deputy principals with the roles of Teaching, Learning, Strategy and Wellbeing. The roles shift biennially, as such the successful applicant will show expertise across leadership capabilities.

The position advertised is designed to strategically and operationally lead inclusive education services P-10 and dynamically lead wellbeing practices P-10. Leadership responsibilities include, but are not limited to:

Lead the development and achievement of whole school strategic goals including the quality improvement plan in line with the National School Improvement Tool.

Lead quality pedagogical and curriculum practices through coaching and mentoring processes with strength within inclusive education practices.

Lead multidisciplinary teams who support students displaying complex and challenging behaviours from preschool to year 10.

Lead the school inclusion processes and response to intervention protocols from preschool to year 10.

Model, build and sustain respectful relationships with all groups in the school community.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Accreditation as a Highly Accomplished/Lead Teacher and/or HALT Assessor would be highly desirable.

**Note:** In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

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

Contact Officer: Jennifer Howard (02) 6142 3550 [jennifer.howard@ed.act.edu.au](mailto:jennifer.howard@ed.act.edu.au)

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

#### Office for Schools

#### Tuggeranong Network

#### Calwell Primary School

#### Preschool Assistant

#### School Assistant 3 \$56,858 - \$61,194, Canberra (PN: 02321)

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** Calwell Primary School is a preschool to Year 6 school located in Tuggeranong. We are looking for a dynamic person to fill the role of preschool assistant working as part of a larger team. The successful candidate will have a passion for working with young children in a dynamic learning environment. The role includes working alongside the preschool teacher to implement an effective preschool program which is based on children's individual interests and needs. As a part of a team the assistant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions and any specialised medical requirements. The preschool staff participate fully in the whole school activities, timetables and events. The



successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.

**Eligibility/Other Requirements:**

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Certificate 3 in Education and Care or equivalent.

First Aid desirable.

**How to Apply: Please submit the following:**

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

A current curriculum vitae.

Contact details of at least two referees.

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

Contact Officer: Katie Brown (02) 6142 1900 [Katie.Brown@ed.act.edu.au](mailto:Katie.Brown@ed.act.edu.au)

**Business Services**

**Communications Engagement and Government Support**

**Communications and Engagement**

**Director, Media**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 47778)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** Are you looking to for a challenging fast-paced and exciting role managing media – and social media – for one of the largest ACT Government Directorates? We are seeking the services of someone to fill this leadership role in our dynamic team.

The Communication and Engagement Team in the ACT Education Directorate is looking for an experienced media management professional. This is a great opportunity to help tell the amazing stories and celebrate the achievements of our ACT public schools, their students and staff. You will be joining a supportive and enthusiastic team that has strong executive support.

We are looking for an experienced and motivated communication professional, and issues manager, someone who is a strategic thinker and a good leader, to help a busy team deliver on multiple priorities simultaneously.

**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.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** To apply refer to the relevant Selection Criteria (attached) and submit a two-page application detailing your relevant skills and experience, and reason for applying, along with your curriculum vitae and the contact details of two referees. Enquiries can be directed to the Contact Officer.

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

Contact Officer: Lyn Larkin 0466721 421 Lyn.Larkin@act.gov.au

## **School Improvement and Performance Division**

### **South Weston**

#### **Canberra College**

#### **SLC CLASS (Commerce, Languages, Accounting, Social Sciences)**

#### **School Leader C \$130,338, Canberra (PN: 02724)**

Gazetted: 05 November 2021

Closing Date: 12 November 2021

**Details:** Canberra College is seeking a dynamic person to lead the Faculty of Commerce, Languages and Social Sciences (CLASS) Team. The role encompasses leading collaborative teams and managing a broad range of curriculum areas to achieve optimal wellbeing and educational outcomes for all students. The successful applicant requires excellent knowledge and understanding of ACT BSSS certification.

#### **School Description**

Canberra College is in the Woden business precinct, providing comprehensive Year 11 and 12 programs for students. With almost 1200 students, the college promotes an inclusive and inspiring learning culture for all. Students undertake the full range of BSSS courses and a comprehensive range of Vocational courses and training pathways. The college also hosts the Big Picture Program and the CC Cares Program for young mothers.

#### **The School Improvement Priorities are:**

- 1) To advance the engagement and connectedness of our students across the college.
  - 2) To advance the effectiveness of classroom practice to enhance student outcomes.
- Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools).

specialist schools.

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

#### **How to Apply:**

#### **The selection process:**

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages) and two referees.

**Statement of claims based on the Position Information and School Leader Capability Framework:**

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

**Resume/CV:**

Your resume or curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

**Referees:**

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

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

Contact Officer: Michael Battenally (02) 6142 3288 Michael.Battenally@ed.act.edu.au

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

**Office for Schools**

**Tuggeranong Network**

**Calwell Primary School**

**Preschool Assistant**

**School Assistant 3 \$56,858 - \$61,194, Canberra (PN: 01430)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** Calwell Primary School is a preschool to Year 6 school located in Tuggeranong. We are looking for a dynamic person to fill the role of preschool assistant working as part of a larger team. The successful candidate will have a passion for working with young children in a dynamic learning environment. The role includes working alongside the preschool teacher to implement an effective preschool program which is based on children's individual interests and needs. As a part of a team the assistant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions and any specialised medical requirements. The preschool staff participate fully in the whole school activities, timetables and events. The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.

**Eligibility/Other Requirements:**

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

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

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Certificate 3 in Education and Care or equivalent.

First Aid desirable.

**Notes:** This is a part-time position available at 18:45 hours per week and the full-time salary noted above will be paid pro-rata.

**How to Apply: Please submit the following:** A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

A current curriculum vitae.

Contact details of at least two referees.

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

Contact Officer: Katie Brown (02) 6142 1900 [Katie.Brown@ed.act.edu.au](mailto:Katie.Brown@ed.act.edu.au)

## **School Performance and Improvement**

### **Tuggeranong School Network**

#### **Fadden Primary School**

##### **Administration Assistant**

##### **School Assistant 2 \$50,184 - \$55,413, Canberra (PN: 32219)**

Gazetted: 05 November 2021

Closing Date: 12 November 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.

The Administration Assistant will play a critical role in supporting the efficient and effective operation of the School Support Team in meeting the school's operational requirements. In a high-paced and dynamic school environment, the role will work closely with the Business Manager, Principal, and other key staff to deliver high quality administrative services and meet educational objectives.

Responsibilities include a range of general administrative services for the school to support teaching staff, parents/carers, and students. You will be required to provide preschool lunch cover and library duties. You will be the initial contact for all families, visitors and staff and the community and will provide excellent customer service to resolve enquiries as well as provide appropriate information and sound advice.

**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)

**Desirable:** A First Aid Certificate or a willingness to undertake appropriate training. Experience in Front office procedures and experience in a school setting.

**Note:** In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and one written referee report 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: Jennifer Wynne (02) 6142 2460 [Jennifer.Wynne@ed.act.edu.au](mailto:Jennifer.Wynne@ed.act.edu.au)

## **Schools Performance and Improvement Division**

### **Tuggeranong Network**

#### **Erindale College**

##### **Humanities and Enrichment Programs**

**School Leader C \$130,338, Canberra (PN: 02788)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** Erindale College is a unique complex located in the Tuggeranong Network which provides quality education to students in Years 11 and 12 with a small Year 10 cohort. Erindale College has embraced the visible learning approach to allow our teachers to become evaluators of their impact on student learning. This strategy aligns with the college's evidence based approach to inform decisions that meet our two key priority areas:

Enable all students to achieve a minimum of one year's growth for one year's learning.

Students graduate college with a strong sense of personal wellbeing and learning dispositions that prepare them for successful transition beyond college.

Erindale College is seeking a dynamic, enthusiastic and innovative leader in the role of SLC Humanities and Enrichment programs. This role is a specialist role with oversight of, and responsibility for enrichment programs across the College. The successful applicant will work in collaboration with the school executive team to manage and lead the College's:

Humanities Academy

Year 10 in College program

Academic Honours Program

ACT Scaling Test (AST) Coordination

**Eligibility/Other Requirements:**

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

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

- schools that cater for children under 12 (preschool to year 6 schools)
- specialist schools
- flexible learning programs, and
- early childhood education and care services (including out of school hours care)
- P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the due date.

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

Contact Officer: Diana Whymark (02) 6142 2977 [Diana.Whyrmak@ed.act.edu.au](mailto:Diana.Whyrmak@ed.act.edu.au)

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

**School Improvement**

**South Canberra / Weston School Network**

**Learning Support Assistant**

**School Assistant 2/3 \$50,184 - \$61,194, Canberra (PN: 31135)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** Mawson Primary School is a Visible Learning School which caters for students from Preschool to Year 6. We are Canberra's only Mandarin Immersion School offering a modern, dynamic learning environment where staff work collaboratively to create a consistent approach to learning and teaching. Staff will work within a culture of continuous improvement that includes mentoring and coaching that is professionally aligned with the ACT Education Directorate's Future of Education strategy.

We are seeking a dynamic Learning Support Assistant to work with children from Preschool to Year 6. Classroom support may include working with an individual or small group of students.

**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://accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available from 27 January 2022 until 26 January 2023 with the possibility of extension and/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.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please submit a written response to the Selection Criteria of no more than two pages, along with your current curriculum vitae. Referee reports will be sought for shortlisted applicants and are not required as part of our application.

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

Contact Officer: Narelle Dix (02) 614 22700 [Narelle.Dix@ed.act.edu.au](mailto:Narelle.Dix@ed.act.edu.au)

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

**Office for Schools**

**Tuggeranong Network**

**Wanniassa School**

**Executive Teacher**

**School Leader C \$130,338, Canberra (PN: 02241)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** Wanniassa School is seeking a dynamic and motivated primary executive teacher to inspire a love of learning in our students and be part of a collaborative and dedicated leadership team.

As a member of the leadership team:

Support the Principal to collaborate and support the implementation of the Annual Action and School Strategic Plans to ensure success for all students.

Lead a team with a focus on improving curriculum, pedagogy, assessment and reporting outcomes

Proven ability in using a coaching and mentoring model to build the capacity of staff in using high impact instruction and effective teaching strategies

Build strong, quality relationships at the system, school, community and external agency levels to design and deliver successful initiatives to support student needs

Contribute to the on-going development of a positive school culture through engaging with the school and broader community.

**Eligibility/Other Requirements:**

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

A minimum of FOUR years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

**How to Apply:** Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Cymantha Cantrill (02) 6142 1840 Cymantha.Cantrill@ed.act.edu.au

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

## Office for Schools

### Tuggeranong Network

#### Executive Teacher (Junior Campus) - Caroline Chisholm School

#### School Leader C \$130,338, Canberra (PN: 33587)

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** Caroline Chisholm School is a P-10 school with dual campus. Each day we live three key values of respect, responsibility and perseverance; with four underlying beliefs of learning, equity, growth and inclusion. Our vision as a school is to champion excellence and equity in our community. We hold high expectations and encourage personal growth for staff and students where learners take responsibility to meet the challenges of a changing world.

Caroline Chisholm School is a P-10 school seeking an ACECQA recognised, dynamic and flexible early childhood leader to collaboratively lead services in the early years, preschool, and kindergarten.

Leadership responsibilities include, but are not limited to:

Lead the development and implementation of strategic practices through the quality improvement plan which are evidence informed and in line with the National School Improvement Tool.

Lead quality pedagogical and curriculum practices through coaching and mentoring processes.

Collaboratively lead multidisciplinary teams to support students with a variety of needs complex and challenging behaviours through trauma informed practices.

Demonstrate strong teaching practice and leadership in the early years; with strength in application of the EYLF.

Model, build and sustain respectful relationships with all groups in the school community.

#### **Eligibility/Other Requirements:**

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). ACECQA recognised early childhood qualifications (or working towards).

**Note:** In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction,



including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

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

**Contact Officer:** Jennifer Howard (02) 6142 3550 [jennifer.howard@ed.act.edu.au](mailto:jennifer.howard@ed.act.edu.au)

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

## Office for Schools

### Tuggeranong Network

#### Calwell Primary School

##### Executive Teacher

**School Leader C \$130,338, Canberra (PN: 32276)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** Calwell Primary School is seeking a dynamic leader and strong educational practitioner with the skills and knowledge to work collaboratively as a member of the leadership team to foster high quality teaching in the school; improve student outcomes and help to build a high level of student engagement. As a member of the executive team:

Provide high level instructional coaching with a focus on planning, pedagogy and data informed practice

Support the implementation of the Annual Action and School Strategic Plans

Support the implementation of Learning Assets and Positive Behaviours for Learning

Knowledge of and experience in working with EYLF and NQS.

**Eligibility/Other Requirements:** In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

**How to Apply:** A written statement addressing the leadership capabilities, no more than five pages.

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

**Contact Officer:** Linda Neeson (02) 6142 1900 [Linda.Neeson@ed.act.edu.au](mailto:Linda.Neeson@ed.act.edu.au)

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

## Business Services

### School Cleaning Services

#### Cleaning Operations



**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 42236)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** The Education Directorate School Cleaning Service is looking for an enthusiastic and dedicated Cleaning Operations (SOGC) to join the ACT Government Public Schools' cleaning workforce.

If you are interested in joining a dynamic team with the important task of leading a team responsible for the planning, organisation and co-ordination of cleaning operations across all ACT Government Schools then we'd love to hear from you.

The ideal candidate will:

Be an experienced operations manager who has operated in a multi-disciplined environment;

Demonstrate direct experience of cleaning or facilities management

Possess a high level of literacy and numeracy

Have highly effective communication and interpersonal skills

Demonstrate excellent time management and organisational skills

Demonstrate an ability to set and achieve high standards through striving for continuous improvement

Show an ability to act on own initiative

Demonstrate an ability to work effectively as part of a team

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

**Eligibility/Other Requirements:**

Prior to commencing employment, 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 Access Canberra.

On 19 October 2021 the ACT Chief Health Officer issued a public health order mandating ACT school based staff in the Early Childhood / Primary School / Specialist School and Flexible Education settings be fully vaccinated against COVID-19. As such, successful applicants may be required to provide evidence of COVID-19 vaccination or evidence of exemption, and have their first vaccination by 1 November 2021, and a second dose by 29 November 2021 as part of the mandatory employment requirements.

Must possess a valid Australian driver's licence.

The duties of the position require a high degree of manual activity. Applicants may need to successfully pass a physical assessment to ensure they possess an appropriate level of functional physical fitness.

**DESIRABLE:**

A current First Aid Certificate

Cleaning Operations Qualifications

Work, Health and Safety Qualifications

**Notes:** This is a full-time permanent position and the preferred hours of operation for this role will be between 10am to 6pm when the bulk of cleaning operations occur. Some flexibility to alter to meet emerging issues may be required. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>. Selection may be based on application and referee reports only.

**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 Behavioural Capabilities in relation to the duties/responsibilities listed in the Position Description.

**Please submit the following:**

A two-page pitch in response to the selection criteria for this position- Show that you have the capabilities in the "What you Require" section and demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" section.

A curriculum vitae and,

Contact details of two referees.

In order to have your application considered, you must provide all the information and documentation required. Incomplete applications would be deemed unsuccessful.

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

Contact Officer: Robert Foote (02) 6207 6632 [Robert.Foote@act.gov.au](mailto:Robert.Foote@act.gov.au)

## Digital Strategy, Services and Transformation

### Director - Technical Solution Architect

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 32975)

Gazetted: 05 November 2021

Closing Date: 23 November 2021

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

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

You will be responsible for technology advice and implementation, ensuring a high quality of standards are being adhered to. This will include ensuring solutions of efficient, user friendly, scalable, stable, reliable and are secure. In addition, this position is responsible for leading and contributing to a wide range of ongoing activities in a hands-on manner and is a key technical contributor to sensitive and time critical requests.

The position will work in partnership with internal and external stakeholders to deliver targeted, systematic and whole of Government digital initiatives to empower teachers and non-teaching employees to access the best tools to engage students and meet compliance requirements, with the ultimate goal of delivering exceptional student experiences.

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

#### **Eligibility/ Other Requirements:**

Possession of a current drivers licence and access to a private vehicle.

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

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

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

why you want the role;

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

describe an achievement that you are most proud of.

A current curriculum vitae,

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

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

Contact Officer: Kelly Bartlett (02) 6207 5663 Kelly.Bartlett@act.gov.au

**School Improvement and Performance Division**

**Tuggeranong Network**

**Executive Teacher Arts/Technology**

**School Leader C \$130,338, Canberra (PN: 20329)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** Namadgi School is seeking a motivated, relationship driven Arts and Technology SLC who is able to demonstrate strong capacity to build effective and supportive relationships with students and families in our secondary sector.

Applicants should have a sound knowledge of Australian Curriculum Arts and Technology subjects with a commitment to meeting the academic and social needs of a diverse range of learners. They should have a strong knowledge and capacity to build a cohesive Arts and Technology Team and lead outstanding performance and exhibition outcomes.

Additional interests and strengths highly valued at Namadgi School include knowledge of Trauma Informed Practice, Visible Learning Strategies and ability to contribute positively to a strong Professional Learning Community.

**Eligibility/ Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; current Professional Teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate. 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 are required to provide a curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages) and contact details for two referees.

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

Contact Officer: Tiffany Mahon (02) 6142 0900 [Tiffany.Mahon@ed.act.edu.au](mailto:Tiffany.Mahon@ed.act.edu.au)

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

**Education Directorate - School Improvement**

**Belconnen Network**

**Southern Cross Early Childhood School**

**Deputy Principal**

**School Leader B \$151,757, Canberra (PN: 25798)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** Southern Cross Early Childhood School is seeking a leader who values the importance of learning in the early years. The successful applicant will demonstrate strong early childhood practice across P-2 and understand the importance of partnerships in early education. The successful applicant will collaborate with a small, dynamic leadership team to strategically and operationally lead services in a birth to 8 years setting. The successful

applicant will support the Principal to manage the operational needs of the school as well as collaboratively lead school improvement.

Leadership responsibilities include, but are not limited to:

Implement and achieve the school plan and action plan through demonstrating strategic leadership and outstanding teaching practice in the early years.

Provide strong, collaborative leadership in evidence-based pedagogical practices, curriculum and formative assessment. Lead, coach and mentor as required across P-2.

Continue to strengthen Southern Cross Early Childhood School's current play-based approach.

Collaborate and foster productive relationships with all members of the school team, our education and care partners and community partnerships.

Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal educational and social outcomes for all students.

**Eligibility/Other Requirements:**

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

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

**Highly Desirable:**

ACECQA recognised early childhood qualifications (or working towards). Please provide evidence in CV.

**Notes:** This position will commence 25 January 2022.

In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

The statement of claims should address the capabilities listed below:

Leading teaching and learning

Developing self and others

Leading improvement, innovation and change

Leading the management of the school

Engaging and working with the community

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

Contact Officer: Kelly Booker (02) 6142 0020 [Kelly.Booker@ed.act.edu.au](mailto:Kelly.Booker@ed.act.edu.au)

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

**Office for Schools**

**Tuggeranong Network**

**Executive Teacher**

**School Leader C \$130,338, Canberra (PN: 02043)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** Wanniasa is seeking a dynamic and motivated early childhood executive teacher to inspire a love of learning in our students and be part of a collaborative and dedicated leadership team. As a recognised early

childhood leader, the successful applicant will collaborate with a small, dynamic leadership team to strategically and operationally lead our P-2 teams.

As a member of the leadership team:

Demonstrate strong early childhood practice for preschool and understand the importance of partnerships in early education.

Focus on outcomes and relationships in Preschool environment leading creative and innovative practice for all children, families and educators.

Lead the P-2 team to develop and implement curriculum, pedagogy and assessment strategies that engage all learners.

As a member of the school executive team, support the principal to lead the school as a Professional Learning Community (PLC) to implement and achieve the school plan.

Contribute to the on-going development of a positive school culture through engaging with the school and broader community.

**Eligibility/Other Requirements:**

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

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

**Notes:** In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

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

Contact Officer: Cymantha Cantrill (02) 6142 1840 [Cymantha.Cantrill@ed.act.edu.au](mailto:Cymantha.Cantrill@ed.act.edu.au)

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

**Business Services**

**Strategic Finance and Procurement**

**Strategic Procurement**

**Senior Director**

**Senior Officer Grade A \$153,041, Canberra (PN: 52881)**

Gazetted: 09 November 2021

Closing Date: 23 November 2021

**Details:** The Education Directorate is seeking a Senior Director to provide strategic, innovative and compliance-based advice to the Education Support Office and 90 ACT Public Schools. The Senior Director is responsible for a diverse portfolio including goods and services procurement, management of the out of school hours care engagement framework, oversight of the community use of school facilities policy and procedure and numerous opportunities to identify and implement business improvements in the school setting and Education Support Office. If you are proactive, skilled in building relationships, and experienced in working on complex program issues, we want to hear from you.

**Notes:** This position will be operating from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Staff are currently working primarily from

home due to the COVID-19 restrictions, please discuss any concerns or questions you may have with the Contact Officer.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

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early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please review the Position Description for details about the role and associated responsibilities. Please submit a two-page response to tell that selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. Applicants must submit a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), any qualifications and two referees including their contact details. We will assess your suitability for this position by looking at your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

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

Contact Officer: Thao Le (02) 6207 3042 Thao.Le@act.gov.au

## **School Improvement and Performance**

### **Tuggeranong Network**

#### **Theodore Primary School**

#### **Theodore Primary School- Preschool School Leader**

#### **School Leader C \$130,338, Canberra (PN: 03713)**

Gazetted: 10 November 2021

Closing Date: 24 November 2021

Details: School description:

Theodore Primary School is a P-6 school in Tuggeranong. The school has a focus on collaboration and the celebration of diversity. Theodore Primary School operates as a Professional Learning Community to provide engaging and personalised learning to achieve quality outcomes for all our students. We value positive, respectful relationships for students, staff and the community. This is reflected in our holistic wellbeing approach, including the implementation of PBL.

Our strategic priorities are

Provide a positive learning environment for all stakeholders.

Improve student learning outcomes in reading and writing.

Position Description:

This is a part time on-class leadership position in preschool. The successful applicant will have qualifications and experience in a preschool setting, including a comprehensive understanding of the Early Years Learning Framework and the National Quality Standard.

Through the Statement of Claims addressing the School Leader Capability Framework, applicants should refer to the following three criteria, including the skills and experience which qualify you for this role.

Lead teaching and learning in a preschool setting, whilst being in an on-class role.

Lead the implementation of NQS and EYLF in the preschool.

Contribute to the school Professional Learning Community to achieve our strategic priorities.

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

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

Note: This position is temporary part-time position available from 27 January 2022 up until 27 January 2023 at (22:05) hours per week and the full-time salary noted above will be pro-rata. Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; current Professional Teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools).

specialist schools.

flexible learning programs, and

early childhood education and care services (including out of school hours care).

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate. 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 are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Debbie Martens (02) 6142 3100 [debbie.martens@ed.act.edu.au](mailto:debbie.martens@ed.act.edu.au)

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

## **South Weston**

### **Mount Stromlo High School**

#### **Executive Assistant and Enrolments Officer**

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52735)**

Gazetted: 10 November 2021

Closing Date: 17 November 2021

**Details:** Mount Stromlo High School is looking for a candidate who is strategic, connected and genuine. They will need to be part of a high performing front office team that provides administrative and operational support to the whole school community.

The successful applicant will manage the workflow of the deputy principals and oversee the administration of enrolments for the school with the Students Deputy Principal. They will also oversee the daily student attendance and work closely with the Student Services team, using the Sentral student administration program to do this. Applicants will need excellent organisational skills and experience in creating a range of high-level documentation. Attention to detail and strong coordination skills will be essential, as will your ability to consistently deliver excellent customer service.

It is critical that applicants are flexible, motivated and capable of prioritising their work. Having the ability to form productive working relationships with colleagues of all levels should be a core professional strength.

Our ideal candidate will take ownership of their work, have strong written and verbal communications skills as well as a demonstrated ability to work independently or as part of a team.

The ability to juggle priorities, be resilient and tactful, passionate about what they do and committed to making a difference are key traits for the ideal candidate.

#### **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:** In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction,



including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools).

specialist schools.

flexible learning programs, and

early childhood education and care services (including out of school hours care).

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate. Selection may be based on application and referee reports only.

**How to Apply:** Applicants will need to respond to the selection criteria in a maximum of six pages. The online application form requires a written response, a curriculum vitae and referee details to be provided.

#### **Selection Criteria**

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

Well-developed interpersonal oral and written communication and liaison and negotiation skills and the ability to communicate sensitively and effectively with a range of stakeholders.

Proven organisational skills including the ability to work effectively in busy situations, plan, set priorities, and meet deadlines with minimal supervision.

High level administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases and other records management systems.

Ability to work in a team environment, use own initiative and work independently when necessary.

Ability to handle confidential and sensitive information in accordance with relevant legislative policy and principles.

Demonstrated commitment and leadership in high quality customer service principles and practice.

Ability to undertake research and analysis and present findings or develop reports.

Ability to apply equity and diversity, workplace, health and Safety. And participative management principles and practices.

#### **Professional / Technical Skills and Knowledge**

Knowledge of the Sentral Program

Knowledge of administrative practices and procedures and/or office management

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

Contact Officer: Brian Downton (02) 6142 3444 Brian.Downton@ed.act.edu.au

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

### **School Performance and Improvement Division**

#### **South Weston**

#### **Mount Stromlo High School**

#### **Executive Assistant and Staffing Officer**

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52696)**

Gazetted: 10 November 2021

Closing Date: 17 November 2021

**Details:** Mount Stromlo High School is looking for a candidate who is strategic, connected and genuine. They will need to be part of a high performing front office team that provides administrative and operational support to the whole school community.

The successful applicant will manage the workflow of the principal and collaboratively plan the staffing of the school with the Staffing Deputy Principal. They will also organise the day-to-day staffing of the school, using the Daily Organiser staffing program to do this.

Applicants will need excellent organisational skills and experience in creating a range of high-level documentation. Attention to detail and strong coordination skills will be essential, as will your ability to consistently deliver excellent customer service.

It is critical that applicants are flexible, motivated and capable of prioritising their work. Having the ability to form productive working relationships with colleagues of all levels should be a core professional strength.

Our ideal candidate will take ownership of their work, have strong written and verbal communications skills as well as a demonstrated ability to work independently or as part of a team



The ability to juggle priorities, be resilient and tactful, passionate about what they do and committed to making a difference are key traits for the ideal candidate.

**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:** In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools).

specialist schools.

flexible learning programs, and

early childhood education and care services (including out of school hours care).

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate. Selection may be based on application and referee reports only.

**How to Apply:** Applicants will need to respond to the Selection Criteria in a maximum of six pages. The online application form requires a written response, a curriculum vitae, and referee details to be provided.

**Selection Criteria**

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

1. Well-developed interpersonal oral and written communication and liaison and negotiation skills and the ability to communicate sensitively and effectively with a range of stakeholders.
2. Proven organisational skills including the ability to work effectively in busy situations, plan, set priorities, and meet deadlines with minimal supervision.
3. High level administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases and other records management systems.
4. Ability to work in a team environment, use own initiative and work independently when necessary.
5. Ability to handle confidential and sensitive information in accordance with relevant legislative policy and principles.
6. Demonstrated commitment and leadership in high quality customer service principles and practice.
7. Ability to undertake research and analysis and present findings or develop reports.
8. Ability to apply equity and diversity, workplace, health and Safety. And participative management principles and practices.

**Professional / Technical Skills and Knowledge**

Knowledge of the Sentral Timetabling and Daily Organiser Programs

Knowledge of administrative practices and procedures and/or office management

Current First Aid certificate, or willingness to undertake appropriate training.

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

Contact Officer: Peter Radford (02) 6142 3444 [Peter.Radford@ed.act.edu.au](mailto:Peter.Radford@ed.act.edu.au)

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

**School Performance and Improvement**

**South and Weston**

**Chapman Primary School**

**Building Service Officer 3 (BSO3) Chapman Primary**

**Building Service Officer 3 \$71,486 - \$75,539, Canberra (PN: 45492)**

Gazetted: 10 November 2021

Closing Date: 24 November 2021

**Details:** Chapman Primary School strives to achieving excellence together, building a strong commitment to school community, each other and learning. The school has a focus on developing students who demonstrate resilience, respect, integrity and independence; and who are academically and socially prepared for the future.

The successful applicant will play a vital role in providing service and support to the school community. They will maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; completing emergency and other repairs to trade/industry standard OR ensuring this standard when organising and overseeing emergency repairs.

The position will support the Business Manager, Principal students and staff in providing a safe and aesthetically pleasing environment for the whole community.

Key to this role is a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness, and well-developed interpersonal skills, including the ability to communicate effectively with various people such as staff, parents/carers and the ability to relate to students. You will need to work effectively as part of a team while also using initiative and working independently when necessary.

**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).

**Mandatory Asbestos Awareness Training:** Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: [Access Canberra](#)

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

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

An industry recognised trade qualification or equivalent work experience is highly desirable.

A current First Aid certificate is highly desirable.

**Note:** This is a temporary position available from 16 December 2021 up until 20 August 2022 with the possibility of permanency. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate. Selection may be based on application and referee reports only.

**How to Apply:** Please include a curriculum vitae as well as a response to the Selection Criteria, no more than three pages in length. On your curriculum vitae, please include names and contacts of two referees.

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

Contact Officer: Jason Smith 02 6142 2400 [Jason.Smith@ed.act.edu.au](mailto:Jason.Smith@ed.act.edu.au)

**Office for Improvement and Performance**

**South Weston Network**

**The Woden School**

**Support Assistant 2/3**

**School Assistant 2/3 \$50,184 - \$61,194, Canberra (PN: 01437, several)**

Gazetted: 09 November 2021

Closing Date: 16 November 2021

**Details:** The Woden School is a specialist High School Years 7 -12. We are seeking applications for multiple school assistant 2/3's to work across all classrooms assisting students with their learning.

The Successful Applicant's will work in a team environment with both teaching and other support staff, must be proactive, work well under pressure and demonstrate the ability to contribute in an everchanging 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 encouraged to apply

**Notes:** These are permanent positions commencing in 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** The online application form requires a written response to the Selection Criteria - two A4 pages in length and a curriculum vitae to be provided as a minimum. Please provide two referee reports, copies of qualifications, licences etc.

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

Contact Officer: Jenna Blake (02) 6142 0200 Jenna.Blake@ed.act.edu.au

## Service Design and Delivery

### Student Engagement

#### Black Mountain School

#### Speech and Language Pathologist - Black Mountain School

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 53735, several)**

Gazetted: 10 November 2021

Closing Date: 26 November 2021

**Details:** Black Mountain School are seeking Speech and Language Pathologists to be part of an exciting new initiative whereby Allied Health Professionals will be an integral part of teaching and learning teams. Successful applicants will work directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs. These roles will be a part of an interprofessional in school team that directly supports the speech, language and communication needs of students in order to increase access to curriculum.

#### **Eligibility/Other Requirements:**

##### **Mandatory Requirements:**

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

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

**Note:** These are temporary positions available from 24 January 2022 up to 12 months with the possibility of permanency.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

**How to Apply:** In three pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. Please also include a current curriculum vitae and details for two referees.

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

Contact Officer: Amie Corrigan (02) 6205 1310 amie.corrigan@act.gov.au

#### Office for Schools

##### Tuggeranong Network

##### Calwell Primary School

##### Learning Support Assistant

##### School Assistant 2/3 \$50,184 - \$61,194, Canberra (PN: 50953)

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** Calwell Primary School is a preschool to Year 6 school located in Tuggeranong. We are looking for a dynamic person to fill the role of preschool assistant working as part of a larger team. The successful candidate will have a passion for working with young children in a dynamic learning environment. The role includes working alongside the preschool teacher to implement an effective preschool program which is based on children's individual interests and needs. As a part of a team the assistant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions and any specialised medical requirements. The preschool staff participate fully in the whole school activities, timetables and events. The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.

##### Eligibility/Other Requirements

Certificate 3 in Education Support (desirable)

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

**Notes:** In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please supply a statement addressing 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: Linda Neeson (02) 6142 1900 linda.neeson@ed.act.edu.au

#### Service Design and Delivery

##### Student Engagement

##### Black Mountain School

##### Speech and Language Pathologist - Black Mountain School

##### Health Professional Level 1/2 \$64,531 - \$94,461, Canberra (PN: 55133, several)

Gazetted: 09 November 2021

Closing Date: 26 November 2021

**Details:** Black Mountain School are seeking Speech and Language Pathologists to be part of an exciting new initiative whereby Allied Health Professionals will be an integral part of teaching and learning teams. Successful

applicants will work directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs. These roles will be a part of an interprofessional in school team that directly supports the speech, language and communication needs of students in order to increase access to curriculum. New and recent graduates are encouraged to apply for these positions and appropriate close supervision will be provided.

**Eligibility/Other Requirements:**

Successful applicants who successfully complete 12 months at the HP1 level and are assessed as satisfactory, will be supported to progress to HP2 level. A minimum of 12 months experience is required to apply for a HP2 position. Speech Pathology candidates it is essential that they have professional membership or eligibility for professional membership to their respective professional body (Australian Association of Social Workers or Speech Pathology Australia).

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

**Note:** These are temporary position available from 24 January 2022 for a period of 12 months, with the possibility of permanency.

In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

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High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

**How to Apply:** In three pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is therefore in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also include a current curriculum vitae and contact details for two referees

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

Contact Officer: Amie Corrigan (02) 6205 1310 [amie.corrigan@act.gov.au](mailto:amie.corrigan@act.gov.au)

## **School Performance and Improvement**

### **South Weston Network**

#### **SLB School Improvement - Canberra College**

#### **School Leader B \$151,757, Canberra (PN: 04133)**

Gazetted: 05 November 2021

Closing Date: 12 November 2021

**Details:** The College is seeking an innovative educational leader who can advance ongoing school improvement priorities, building on established success leading innovation in teaching practice, community wellbeing and engagement, technical leadership and a culture that promotes learning.

#### **School Description**

Canberra College is in the Woden business precinct, providing comprehensive Year 11 and 12 programs for students. With almost 1200 students, the college promotes an inclusive and inspiring learning culture for all. Students undertake the full range of BSSS courses and a comprehensive range of Vocational courses and training pathways. The college also hosts the Big Picture Program and the CC Cares Program for young mothers.

#### **The School Improvement Priorities are:**

- 1) To advance the engagement and connectedness of our students across the college.
- 2) To advance the effectiveness of classroom practice to enhance student outcomes.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**The selection process:**

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing, and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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

**Statement of claims based on the Position Information and School Leader Capability Framework:**

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

**Resume/ Curriculum Vitae:**

Your resume or curriculum vitae should be up to date and provide relevant information about your education, employment history, experience, and workplace achievements. It should be formatted to make it easy to read.

**Referees:**

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

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

Contact Officer: Michael Battenally (02) 6142 3288 michael.battenally@ed.act.edu.au

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

**Business Services**

**Strategic Finance and Procurement**

**Internal Budgets and Reporting**

**Finance Business Partner**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 40960, several)**

Gazetted: 09 November 2021

Closing Date: 16 November 2021

**Details:** The Strategic Finance and Procurement Branch requires Finance Business Partners to manage the staff and resourcing of Divisions within the Education Directorate to deliver high quality advice to senior staff. As part of this role, Finance Business Partners are responsible for the compilation of business cases as well as financial reporting requirements for the Divisions, including relating to capital works. The successful applicant will have

excellent communication and technical accounting skills and be able to liaise with a wide range of stakeholders on a broad range of topics. They will also be able to lead a small team to find solutions to complex issues, successfully deliver projects, monitor financial performance of Directorate initiatives including those related to capital works, and supporting executive and senior staff by investigating issues to allow evidence informed decisions to be made.

**Eligibility/Other Requirements:**

An accounting degree and membership of a relevant professional body is desirable.

**Notes:** This is a temporary position available immediately for six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please provide a written response addressing the Selection Criteria along with a curriculum vitae.

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

Contact Officer: Peter Podnar (02) 6205 3145 Peter.Podnar@act.gov.au

**Business Services**

**People and Performance**

**Executive Officer, People and Performance**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 42216)**

Gazetted: 09 November 2021

Closing Date: 23 November 2021

**Details:** The Executive Officer (EO) is responsible for providing high-level executive support to the Executive Branch Manager (EBM), People and Performance. This position manages and coordinates ministerial and government business functions for the People and Performance Branch and provides strategic support and advice to the senior leadership team and sections in the Branch.

This position will involve using your knowledge and skills to provide executive support in a high- pressure working environment. Under broad direction, the EO will play a key role in supporting the EBM and operations of the EBM Office.

The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

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

**Notes:** This is a temporary position available from early January 2022 for nine months, with the possibility of extension up to 12 months and/or permanency. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.



High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Applications should include a current curriculum vitae, maximum two page response to the Selection Criteria, and details of at least two referees.

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

Contact Officer: Amelia Burton (02) 6207 2736 [Amelia.Burton@act.gov.au](mailto:Amelia.Burton@act.gov.au)

## **School Improvement**

### **North Gungahlin**

#### **Ngunnawal Primary School**

##### **Staffing and Finance Officer**

**School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 53630)**

Gazetted: 08 November 2021

Closing Date: 22 November 2021

**Details:** Ngunnawal Primary School is an ACT Public school located in the Gungahlin suburb of Ngunnawal. Ngunnawal Primary School is a Preschool to Year 6 school and currently has 780 students. The staffing and finance officer will be required to work independently to manage daily staffing needs. Additionally, the staffing and finance officer will assist the Business Manager in the daily finance tasks of receipting and money handling. The successful applicant will have capacity to work independently and within a team in a fast-paced environment, must have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders.

This role is vital to the daily operation of the school. As part of the Administration team, the Staffing and Finance Officer will work closely with the school Senior Executive team; they will collaborate with the school's Business Manager in managing school finance and providing support to the Senior Executive team.

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

##### **Eligibility/Other Requirements:**

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

##### **Mandatory:**

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

##### **Desirable:**

First Aid Certificate or a willingness to undertake appropriate training.

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

**How to Apply:** Written response to the selection criteria outlined below. Maximum four pages.

##### **RELEVANT SKILLS AND ABILITIES**

Proven organisational skills with the ability to work effectively in busy situations, in a team environment or independently and the ability to plan, set priorities and meet deadlines with minimal supervision.

Ability to supervise staff, monitor work practices and work flow, develop local procedures and set priorities within a work area.

High level administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases and other records management systems.



Well developed interpersonal, oral and written communication and liaison and negotiation skills; ability to communicate sensitively and effectively with a range of stakeholders.

Ability to handle confidential and sensitive information in accordance with relevant legislative and policy principles.

Demonstrated commitment and leadership in high quality customer service principals and practice.

Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

Current curriculum vitae, maximum two pages.

Two written referee reports using the attached template from recent supervisors.

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

Contact Officer: Karrina Patterson (02) 6142 1500 [Karrina.Patterson@ed.act.edu.au](mailto:Karrina.Patterson@ed.act.edu.au)

## **School Performance and Improvement**

### **School Improvement**

#### **School Operations**

##### **Director, School Operations**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 44971, several)**

Gazetted: 08 November 2021

Closing Date: 22 November 2021

**Details: The Group:** The School Improvement Group are responsible for strategically leading and coordinating the school improvement agenda for the directorate's Education Support Office (ESO) and schools. The work of the School Operations team specifically provides strategic and operational management of incidents and proactive support to principals and school leaders. The team use multiple sources of evidence to manage incidents and monitor the functional health of schools.

**The Position:** Expressions of Interest are sought to fill a temporary vacancy/ies as soon as possible and is initially available for six months with the possibility of permanency.

Do you have highly developed leadership and interpersonal skills? Do you possess well developed time management and organisational skills and a good eye for risk? Do you have experience in maintaining workloads across multiple teams? Are you a highly effective communicator? If so, the position of Director in the School Operations team is a role for you!

We're looking for a motivated director who has the capacity to quickly adapt to a new work environment who can also manage a team in delivering timely and professional services to Canberra Public Schools, the School Improvement Team, Directors of School Improvement, Executive Group Managers, Deputy-Director General and the Director-General.

This role is responsible for the management and coordination of incident and case management, supporting 88 public schools who each day are responsible for upwards of 55,000 students. The role is fast-paced and requires someone with high levels of attention to detail, high levels of emotional intelligence and de-escalation skills.

To be successful in this role you must have highly developed interpersonal and written communication skills, have the ability to liaise with stakeholders and present information to varied audiences and be able to develop and implement policies, practices and procedures to enable record management practices, operational communications and school improvement initiatives.

This position is based at the Hedley Beare Centre for Teaching and Learning, Stirling. The successful candidate will be required to work from home while this is the recommended position for Education Support Office staff.

**Note:** These are temporary position's available immediately for six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** If this is a role that interests you please submit an Expression Of Interest no more than two pages demonstrating your skills and experience against the Position description, a current curriculum vitae (no more than two pages) and name of two referees.

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

Contact Officer: Sarah Watson (02) 6205 9811 Sarah.Watson@act.gov.au

## **School Improvement and Performance Division**

### **Tuggeranong**

#### **Theodore Primary School**

##### **Family and Community Engagement Coordinator**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 44275)**

Gazetted: 08 November 2021

Closing Date: 22 November 2021

**Details:** Theodore Primary School is seeking a Family and Community Engagement Coordinator to support students and their families in engaging positively with school. The successful applicant will work collaboratively with the school leadership team and the school psychologist within our whole school Positive Behaviour for Learning approach.

#### **Eligibility/Other Requirements:**

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline. 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 [www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](http://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

**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.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools).

specialist schools.

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

Contact Officer: Debbie Martens (02) 6142 3100 Debbie.Martens@ed.act.edu.au

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

## **System Policy and Reform**

### **Enrolments and Planning**

#### **Director Schools Planning**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 45846)**

Gazetted: 10 November 2021

Closing Date: 17 November 2021

**Details:** The Director Schools Planning is responsible for providing policy advice in relation to student demand projections, demand studies and corresponding school infrastructure planning in response to enrolment growth, regional planning and the intensifying pattern of urban infill across Canberra. This responsibility will involve significant liaison with the Environment, Planning and Sustainable Development Directorate in relation to

residential development, land release and the planning regulatory environment relevant to either, or both, suburban and urban renewal residential developments.

The Director will contribute to the development of innovative options for new and/or expanded school infrastructure to respond to student demand growth, including preparation of budget Business Cases, feasibility and analysis to plan for future school expansions and new builds.

The Director will be required to contribute to the leadership and management of the broader team, including contributing to goal setting, project planning, ensuring delivery of quality outputs against the project plan, and management of junior staff as required. The Director will be working in an environment of change and must be capable of showing initiative and adaptability to changing directions.

The Director will be required to liaise with a range of ACT Government directorates as well as ACT Public schools regarding schools planning.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Provide a written response to the selection criteria (2 page maximum) and attach your curriculum vitae, including contact details for two referees.

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

Contact Officer: Vanessa Attridge (02) 6205 3502 [vanessas.attridge@act.gov.au](mailto:vanessas.attridge@act.gov.au)

## **Belconnen Network**

**University of Canberra Senior Secondary College Lake Ginninderra**

**Information Technology Officer 2**

**Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 02780)**

Gazetted: 09 November 2021

Closing Date: 23 November 2021

**Details:** The University of Canberra Senior Secondary College, Lake Ginninderra is a Year 11 and 12 College situated centrally in Belconnen. The school has approximately 660 students and 80 staff. The College site includes a Registered Training Organisation (RTO) for the Belconnen Network, the North side Hub of the Academy of Futures Skills and is a UC Affiliated School. The College has strong links with multiple stakeholders including feeder schools and community groups and is future focussed. The Values are to connect, innovate and impact.

UCSSC Lake Ginninderra seeks a motivated and innovative officer to provide high level ICT support to the college staff, students and community. The successful applicant will take a leadership role in the management, development and improvement of the administrative and curriculum networks across the college. Provide strategic planning advice and support and liaise with outside agencies. Promote the use of ICTs with particular attention to providing staff with training and technical support in the use of the network and related software packages and device. The position has a focus on the integration of ICT into classrooms and how it can be applied to effective communication both within the college and beyond.

Duties also include identifying and rectifying hardware problems, managing user accounts, maintaining the school's IT asset database and providing technical support/assistance with IT security for the school.

**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). Completion or near completion of an associate diploma or higher qualification in computing/ information science or significant relevant work experience (two or more years).

**Note:** This is a temporary position available from 24 January 2022 up until 23 December 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable): schools that cater for children under 12 (preschool to year 6 schools).

specialist schools.

flexible learning programs, and

early childhood education and care services (including out of school hours care).

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details 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: Sumana Sen (02) 6142 0222 [Sumana.Sen@ed.act.edu.au](mailto:Sumana.Sen@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)**

#### **Office of the Commissioner for Sustainability and the Environment**

##### **Media and Communications Officer**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 13812)**

Gazetted: 10 November 2021

Closing Date: 24 November 2021

**Details:** This role is responsible for communications for the Office of the Commissioner for Sustainability and the Environment. This role includes:

Management and population of social media channels, including associated with events and publications.

Website management and control.

Media management.

Content development for a range of audiences.

Assistance with development of internal documents.

Analytics and regular communications reporting.

This role brings a chance to work in a small team on important issues. We work with a wide variety of stakeholders on key issues of sustainability and environment for the ACT, including the delivery of environmental information to Government, community members, and schools and children. 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 part-time temporary position at 22:05 hours per week available from 10 January 2021 up till 28 October 2022. The full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only

**How to Apply:** Please submit a short curriculum vitae and an EOI (maximum two pages) addressing the Selection Criteria located in the Position Description.

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

Contact Officer: Connie Leon (02) 6207 4565 [connie.leon@act.gov.au](mailto:connie.leon@act.gov.au)

**Environment Heritage and Water Division**

**Conservation, Planning and Policy**

**Biosecurity and Agriculture Policy**

**Assistant Director/Director Legislation**

**Senior Officer Grade C/Senior Officer Grade B \$111,887 - \$148,344, Canberra (PN: 40492)**

Gazetted: 08 November 2021

Closing Date: 22 November 2021

**Details:** The Biosecurity and Agriculture Policy Section is looking for a talented, highly motivated, self-starter to join our team. The successful candidate will lead the development of new biosecurity legislation for the ACT through their own contribution and facilitating the contribution of others. The position offers a wonderful opportunity for the successful candidate to be a part of landmark legislation for the ACT. This new legislation will draw together several pieces of existing legislation that give the ACT its biosecurity regulation, to ensure that this remains fit for purpose to protect the ACT from plant and animal pest and diseases.

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

**Eligibility/Other Requirements:**

Experience in government operations in the legal area is desirable.

Experience in biosecurity or environmental law is desirable.

**Notes:** This is a temporary position available immediately until 30 June 2022. This position will be filled at either the SOGC or SOGB level depending on skills and experience. Selection may be based on application and referee reports only.

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

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

Contact Officer: Bruce Hancocks (02) 6205 4322 [Bruce.Hancocks@act.gov.au](mailto:Bruce.Hancocks@act.gov.au)

**Corporate Services and Operations**

**Governance, Compliance and Legal**

**Government Services**

**Directorate Liaison Officer**

**Senior Officer Grade C/Senior Officer Grade B \$111,887 - \$148,344, Canberra (PN: 50063, several)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** The Environment, Planning and Sustainable Development Directorate (EPSDD) is searching for multiple skilled operators to join our elite squad of Directorate Liaison Officers, based in a Minister's Office at the ACT Legislative Assembly. Directorate Liaison Officers (DLOs) facilitate communication and advice between the Directorate and our Ministers' Offices, and, as necessary, other Directorates and Ministerial Offices. DLOs provide specialist assistance in matters relating to Cabinet, the ACT Legislative Assembly, ministerial correspondence, constituent meetings, and ministerial events. They are EPSDD's presence in the Legislative Assembly. This role is critical in relaying important information between senior executives, Ministers advisors and Assembly support staff.

EPSDD's portfolio responsibilities are diverse, dynamic and numerous – we play a key role in shaping Canberra's future. We want people who can harness information and opportunities, act with discretion, quickly clarify ambiguities and deliver on intended results. If you have a strong policy background, and are looking for a different way to apply your skills, this could be a great fit. Most of all, we require team players who are (or can quickly become) an authority on matters relating to the Directorate, Cabinet, and the Legislative Assembly.

This is a key leadership role where you can apply your knowledge of Government, engage in problem solving, and manage a range of portfolio issues thoughtfully and with appropriate discretion.

**Eligibility/Other Requirements:** Experience with the Objective records management system is highly desirable.

**Notes:** There are several positions available for 12 months with the possibility of extension, with one position expected to commence in December 2021. These positions will be filled at the Senior Officer Grade B or C depending on experience.

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 provide a current resume and a written response of no more than two pages that outline how your work history would make you the best fit for one of our DLO roles, considering the skills, knowledge, behaviours, and duties, outlined in the attached Position Description. Please include details of two referees who are familiar with your work, as well as the details of one referee who you have directly supervised or (if you have not had direct staff supervision experience) a colleague you have worked closely with.

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

Contact Officer: Penelope Hucker (02) 6207 5568 Penelope.Hucker@act.gov.au

## **Corporate Services and Operations**

### **Governance, Compliance and Legal**

#### **Assistant Director, Governance and Business Resilience**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 38892)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** We are currently seeking an innovative and talented governance practitioner who enjoys challenging work, has a can-do attitude and a keen eye for detail.

The Governance and Business Resilience team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of governance and business resilience frameworks, documents, systems, solutions and practices that support the Directorate's operational and strategic objectives. The team is multi-disciplinary and operates across organisational strategic governance and frameworks, risk management, business resilience, business continuity and emergency management.

If you have experience in the development of governance, risk and business resilience programs and policy development, or think your current skill set will allow you to adapt well to this area and are seeking an excellent development opportunity, then we want to hear from you!

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islanders, veterans, LGBTIQ+ community and people with disability are encouraged to apply.

**Note:** This is a temporary position available immediately for six months, with the possibility to extend to 12 months and/or permanency. A merit pool of applicants found suitable, but not successful, will be created for future vacancies. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. The 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:** The online application form requires a written response (maximum two pages) and a curriculum vitae to be provided as a minimum.

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

Contact Officer: Ian Phillips (02) 6205 1225 Ian.Phillips@act.gov.au

## **Office of the Director General**

### **Communications, Engagement and Media**

#### **Major Projects and Engagement**

##### **Communications Officer**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 14596)**

Gazetted: 05 November 2021

Closing Date: 24 November 2021

**Details:** The Environment, Planning and Sustainable Development directorate Communication, Engagement and Media team are looking for a passionate Communications Officer to join their team.

This position will assist the Communications and Engagement Manager to deliver strategic communications and engagement activities for the Climate Change and Energy Division. The Division is responsible for developing policies and programs that support the ACT's climate change and sustainability agenda to reach net zero emissions by 2045.

This is an exciting opportunity for person who has a passion for sustainability and story-telling with experience developing targeted and engaging content and driving strategic communication and engagement outcomes. You will collaborate with a broad range of internal clients and stakeholders across EPSDD and other ACT Government directorates on climate change projects. This includes contributing to content development for the ACT Government's new climate action channels that focus on driving community behaviour change and uptake of ACT Government programs.

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

**Eligibility/Other Requirements:**

Relevant tertiary qualifications and a minimum of three years' experience working professionally in the fields of strategic engagement, strategic communications, media, or public relations is preferred.

The ability to work flexibly with some out of hours work is required.

**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:** 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: Sally-Anne Clark (02) 6207 0825 Sally-Anne.Clark@act.gov.au

**Environment**

**Resilient Landscapes**

**Biosecurity and Rural Services**

**Biosecurity Officer - Team Leader**

**Technical Officer Level 3 \$77,011 - \$87,032, Canberra (PN: 53956)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** An opportunity exists within the Biosecurity and Rural Services team for a 'Biosecurity Officer - Team Leader'. The role is for a fixed term and will cease in June 2025.

The purpose of the role is to supervise a small team and liaise with stakeholders to effectively manage invasive biosecurity matters across ACT conservation estate and rural lands. You will assist with implementing pro-active control in the areas of invasive plants and animals, pest and disease surveillance, and emergency preparedness and response.

The position involves working in remote areas, urban areas, rural lands and requires a close working relationship with both internal and external stakeholders such as ACT Parks and Conservation Service, rural lessees, neighbouring NSW private landholders and government agencies.

You will effectively engage with stakeholders to educate and assist with invasive species control and engage in compliance actions where required. You will balance role requirements in an environment that is technically complex and often unpredictable and where emergency situations can take precedence over planned activities.

**Eligibility/Other Requirements:**

This position is classified as a "Fire Trained Employee" under the ACT Public Sector Administrative and Related Classifications Enterprise Agreement.

Applicants who identify as Aboriginal or Torres Strait islanders are encouraged to apply.

**Notes:** This is a temporary position available immediately until June 2025. A Merit Pool will be established from this selection process and will be used to fill future similar vacancies over the next 12 months.

**How to Apply:** To apply, please provide a response to each selection criteria, no more than a page each, and provide copies of your relevant qualifications and licences.

A curriculum vitae must also be attached, including contact numbers for relevant referee's.

\*There is a limit of 10MB and 10 documents per application in the online application

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

Contact Officer: Kirsten Tasker (02) 6207 5149 Kirsten.Tasker@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)

### **Corporate**

#### **Communications and Engagement**

##### **Director, Communications and Engagement**

##### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 19259)**

Gazetted: 09 November 2021

Closing Date: 23 November 2021

**Details:** We are seeking applications from strategic communications and stakeholder engagement professionals to deliver a broad range of projects in our directorate.

We are a small but innovative branch and we need you to motivate and back your team to deliver excellent outcomes that support business priorities.

You will have strong skills in leading communications, engagement, media and digital team members in delivering integrated plans and products.

You will enjoy leading your team in designing communications and engagement strategies to tell the best stories about how our work benefits the ACT community.

You will excel at managing responses to reactive media matters, including issues management, but also be effective at identifying positive media opportunities.

You will relish the challenge of understanding complex projects and issues and support our business partners in delivering solutions that help our community.

You will thrive at working in a fast-paced, constantly changing environment and support your teams in seeing change as an opportunity to do something differently.

You will have strong communication and negotiation skills, solid project management expertise, and the enthusiasm and ability to take a digital first approach in everything we do.

We are looking for 'out-of-the-box' thinkers with fresh ideas who want to work in an environment where no two weeks are ever the same.

If you're passionate about what you do, and you want to make a difference in the lives of our community, we encourage you to submit your application.

#### **Eligibility/Other Requirements:**

Relevant tertiary qualifications and/or significant experience working professionally in the fields of communications and engagement is highly desirable.

The ability to work flexibly with occasional weekend and after-hours work is required.

A current driver's licence is essential.

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

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

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

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

Contact Officer: Karen Broussard (02) 6207 1200 [Karen.Broussard@act.gov.au](mailto:Karen.Broussard@act.gov.au)

### **ACT Courts and Tribunal**

#### **Registry Operations Branch**

##### **Criminal Section and Civil Section**

##### **Senior Support Officer**

##### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 44446, several)**

Gazetted: 09 November 2021

Closing Date: 18 November 2021

**Details:** We are looking for new team members to join our work family!



The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting thousands of other files which we handled in the background.

Our work is unique, interesting and client-focused. Our people are our superpower. As a team, we are a diverse group of individuals but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely knit bunch who have each other's backs. And good administration and governance runs in our veins.

**Who are we after?**

To be successful in being selected these roles, you'll have highly-developed administrative, excellent client service and communication skills. You'll be a self-starter who takes initiative, and work well in and is able to manage a small team. You must love a strong track record of meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

If this sounds like you, we'd love to hear from you.

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

**Note:** We have two permanent vacancies for the Senior Support Officer (ASO4) roles in the Registry Operations Branch – one is part of the Criminal Section (which looks after the Bail Office) and the other is in the Civil Section (which looks after the Registry Counter). We also have several long-term vacancies up to 12 months, with a possibility of permanency, across our Civil, Criminal and Court Services Sections.

Selection may be based on application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview. A merit pool will be established from this selection process and it may be used to fill other similar vacancies over the next 12 months.

**How to Apply:** Please use the link in this ad to submit, in a PDF format, the following:

your up-to-date curriculum vitae (max three pages),

details of your two referees (one of which must be your current supervisor/manager), and

a document with answers to the following three selection questions:

Question 1: Provide an example of when you had to deal with a client or someone in your workplace who was angry because your team or your colleague made an error. How did you approach the situation? What was the outcome? What was a lesson learned for you and your team?

Question 2: Provide an example of when you interpreted a new legislative provision or guideline, and composed relevant written material.

Question 3: Provide an example of when you had to make an immediate decision in a critical situation but where you did not have all the fact. How did you approach the situation? Were you satisfied with the result and why? Each answer should be no more than 300 words (that is, 900 words all up). For more information on the STAR model, please refer to page 9 of the [Applicant Information Kit](#). There is no need to address each capability separately.

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

Contact Officer: Danielle Campbell (02) 6207 2393 [Danielle.Campbell@act.gov.au](mailto:Danielle.Campbell@act.gov.au)

**Corporate**

**ICT Capital Works and Infrastructure**

**Capital Works and Infrastructure**

**Senior Director, Capital Works and Infrastructure**

**Infrastructure Manager/Specialist 2 \$182,667, Canberra (PN: 07387)**

Gazetted: 09 November 2021

Closing Date: 16 November 2021

**Details:** The Justice and Community Safety Directorate (JACSD) is seeking applications for the temporary vacancy of the Senior Director, Capital Works and Infrastructure.

The ICT, Capital Works and Infrastructure (ICTCWI) branch provides a broad range of functions including development and delivery of projects, infrastructure and ICT strategic advice and strategic planning, facilities management, procurement advice, sustainability and project assurance.

The Senior Director, provides high level leadership, manages capital works project assignments within the team, delivers high standard business documentation and supports the Executive Branch Manager. They will provide expert advice, deliver business cases, procurements, projects and manage feasibility, design and other

investigations. This role will support business units to liaise/negotiate with other directorates and industry in the delivery of the capital works programs, then provides comprehensive and effective management by monitoring, reviewing, assessing and managing reporting outputs on project finances/progress. This reporting is expected to be of high quality in order to provide advice to senior management, the executive team and business units, this includes briefs on complex issues relating to infrastructure that supports urban development and other major projects.

The successful applicant will represent the branch and directorate at committee level and cultivates strategic working relationships with key internal and external stakeholders, key government agencies/authorities and the public sector. This position also delivers JACS enabling strategies and plans including the Sustainability Plan and the Strategic Asset Management Plans.

**Eligibility/Other Requirements:** Recognised qualifications and/or experience in one or more of the following fields:

**Engineering** – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

**Architecture** – three year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect, including recognition of equivalent overseas qualifications, and a minimum of ten years relevant experience in Architecture; or

**Project Management** – a. Diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

b. certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

c. have at least 10 years relevant experience in project management, as described in the work levels.

**Notes:** This is a temporary position available from 6 December 2021 till 28 January 2022. 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. The Position will be filled at either a Infrastructure Manager Specialist 1 or 2 depending on qualifications and experience. This position is available to ACT Government officers and employees only.

**How to Apply:** Demonstrate your experience, skills and behaviours in carrying out the duties outlined by providing: a two page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities; a current curriculum vitae; and name and contact details of two referees.

**Applications should be sent to the Contact Officer.**

Contact Officer: Franco Frino (02) 6205 0751 franco.frino@act.gov.au

## ACT Corrective Services

### Corporate Services

#### Finance and Business Services Unit

#### Team Leader (Finance and Business Services)

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 37398)**

Gazetted: 08 November 2021

Closing Date: 25 November 2021

**Details:** ACT Corrective Services (ACTCS) is looking for an experienced, highly motivated and career-oriented person to fill the position of Team Leader (SOGC), within the Finance and Business Services Unit (FBSU).

The successful applicant will undertake day-to-day accounting, undertake management reporting and analysis on capital and operating expenditure, undertake performance indicator reporting and other reporting activities to meet the needs of the agency and external reporting obligations. You will also be responsible for providing accurate, timely and analytical insight into detainee finance and the Alexander Maconochie Centre Trust Account. In addition, you will assist with the development and maintenance of ACTCS financial planning policies and systems, ensuring ACTCS financial systems, policies, procedures and practices adhere to best practice and relevant accounting standards.

Further to this, you will manage ACTCS internal and external budgets in collaboration with Justice and Community Safety (JACS) Strategic Finance, providing advice and guidance to staff and assist in the budget process, including budget costings and preparation of business cases.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management skills, and the ability to plan, prioritise, coordinate, and manage workflows associated and meet deadlines in a busy business environment.

**Eligibility/Other Requirements:**

Relevant tertiary qualifications in accounting are highly desirable.

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

Current driver's licence.

This position requires a pre-employment medical.

**How to Apply:** To apply, applicants are required to submit three items: (1) a one to two page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

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

Contact Officer: Shanez De Silva (02) 6205 5341 [Shanez.DeSilva@act.gov.au](mailto:Shanez.DeSilva@act.gov.au)

**ACT Courts and Tribunal**

**Registry Operations Branch**

**Civil, Criminal and Court Services Sections**

**Registry Support Officer**

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 42399, several)**

Gazetted: 08 November 2021

Closing Date: 18 November 2021

Details: We are looking for new team members to join our work family!

The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting thousands of other files which we handled in the background.

Our work is unique, interesting, client-focused and engaging. It's like solving puzzles. Here's one for you: how do you work out which matter – out of some 100 daily matters listed – goes where and when, and for how long and to which court, before which judge or magistrate and in which room, all while you're making sure the file with all its paperwork gets to the right spot...? Put simply, there is never a dull moment in the Registry Operations team! How do we do all this? Well, our people are our superpower. As a team, we are a diverse group of individuals but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely knit bunch who have each other's backs. And good administration and governance runs in our veins.

**Opportunities**

We are looking for entry-level ASO3 officers to join the Registry Operations branch, with several vacancies (current and future) across our Civil, Criminal and Court Services Sections. Roles would be up to 12 months in duration with a possibility of permanency.

**Who are we after?**

To be successful in being selected these roles, you'll have well-developed administrative, client service and communication skills. You'll be a self-starter who takes initiative and works in a team. You must love meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

If this sounds like you, we'd love to hear from you.

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

Notes: These are temporary positions available for up to 12 months with the possibility of permanency. Candidates may be selected from application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview. A merit pool will be established from this selection process and it may be used to fill other similar vacancies over the next 12 months.

How to Apply: Please use the link in this ad to submit, in a PDF format, the following:

your up-to-date curriculum vitae (max 3 pages),  
details of your two referees (one of which must be your current supervisor/manager), and  
a document with answers to the following three selection questions:

**Question 1:** Provide an example of when you relied on and applied common sense. Please explain the situation and what was the outcome?

**Question 2:** Provide an example of how you set and manage priorities in your day-to-day work? How did you deal with competing priorities?

**Question 3:** Provide an example of when you had to deal with a client or someone in your workplace who was angry because of an error which you made. How did you approach the situation? What was the outcome? What did you learn?

Each answer should be no more than 300 words (that is, 900 words all up). For more information on the STAR model, please refer to page 9 of the [Applicant Information Kit](#). There is no need to address each capability separately.

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

Contact Officer: Lynette Ashlin (02) 6207 1320 [Lynette.Ashlin@courts.act.gov.au](mailto:Lynette.Ashlin@courts.act.gov.au)

## **ACT Corrective Services**

### **Offender Reintegration**

#### **Programs and Interventions**

##### **Director, Programs and Interventions**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 15604)**

Gazetted: 05 November 2021

Closing Date: 24 November 2021

**Details:** ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Programs and Interventions (SOGB), within Offender Reintegration.

The successful applicant will be responsible for managing key offence specific, offence related, and wellbeing programs and interventions delivered to detainees in custody, and to offenders in the community. You will also oversee discrete communities within the Alexander Maconochie Centre (AMC), including detainees at the Assisted Care Unit and Alcohol and Other Drug (AoD) Therapeutic Community/Solaris Program.

In addition, you will undertake significant community engagement, fostering relationships with service providers essential in the provision of service and support to the ACTCS client cohort. You will also be responsive to disability and the complex needs of offenders and contribute to the ACTCS Disability Justice Strategy.

To be successful, you will be required to demonstrate exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders in addition to strong leadership and management skills.

#### **Eligibility/Other Requirements:**

Relevant tertiary qualifications (Psychology / Social Work) and/or equivalent correctional experience are highly desirable.

Demonstrated experience and/or willingness to work with offenders and detainees is essential.

The successful candidate may be required to undergo a criminal record check.

Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

**How to Apply:** Applicants are required to submit the following: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Jack Powsey (02) 6207 5058 [Jack.Powsey@act.gov.au](mailto:Jack.Powsey@act.gov.au)

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

## **ACT Corrective Services**

### **Offender Reintegration**

#### **Sentence Management Unit**

##### **Sentence Management Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 36114)**

Gazetted: 05 November 2021

Closing Date: 19 November 2021

**Details:** A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Offender Reintegration as a Sentence Management Officer (ASO6).

Sentence Management Officers (SMO) are responsible for the 'end-to-end' integrated management of detainees from induction into custody through to release. SMO's work directly with detainees to identify and address the causes of criminal conduct. You will also provide professional advice and services as required, including written reports to the Courts, releasing authorities and other statutory bodies in relation to offender management, risk and intervention outcomes. As a SMO you will oversee the development and implementation of individualised sentence management plans aimed at changing anti-social behaviour's and overcoming relevant social exclusion factors.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds

**Eligibility/Other Requirements**

Experience working with offenders and relevant tertiary qualifications are highly desirable.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

This position requires Working with Vulnerable People registration.

**How to Apply:** Applicants are required to submit three items: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence.

Please ensure you submit all three items.

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

Contact Officer: Lizzie Spulak (02) 6205 5431 [lizzie.spulak@act.gov.au](mailto:lizzie.spulak@act.gov.au)

**ACT Corrective Services**

**Programs and Interventions**

**Supports and Interventions Clinician (Social Worker/Occupational Therapist)**

**Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 35022)**

Gazetted: 05 November 2021

Closing Date: 17 November 2021

**Details:** ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to temporarily join the Programs and Interventions Unit, as a Supports and Interventions Clinician (HP1).

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC).

The successful applicant will assist in the delivery of a range of multidimensional treatment options for detainees with varied and complex needs. You will also contribute to the care of and service provision for detainees with disabilities and complex needs, including contributing to accommodation unit placements and regular care coordination.

Further to this, you will contribute to the maintenance of monitoring systems to enable evaluation of effectiveness of treatment options, and participate in the ongoing review and evaluation of work practices, including quality assurance and reporting on performance indicators, and contribute to the development of policies and procedures.

To be successful, a high level of interpersonal, negotiation and communication skills, including the ability to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

**Eligibility/Other Requirements**

Experience in working with men and women with complex needs would be a distinct advantage. Experience within a forensic setting is desirable but not essential.

This position does require a Police Record Check.

A current driver's license is essential.

This position does require a pre-employment medical.

This position does require Working with Vulnerable People registration.

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

**How to Apply:** To apply, applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities having regard for the job requirements; (2) a current curriculum vitae with the name and contact details of two referees (ideally, one should be a current Supervisor/Manager); and (3) a copy of your drivers licence.

Please ensure you submit all required items.

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

Contact Officer: Daniella Posavec (02) 6207 3581 daniella.posavec@act.gov.au

## ACT Corrective Services

### Operational Support

#### Program Management Office

##### Program Coordinator

#### Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 49315)

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the position of Program Coordinator (ASO5), in the Operational Support Unit.

The successful applicant will be responsible for the coordination, monitoring and reporting of project activity across ACTCS. The role will support project staff in information management, including analysis of consultative feedback, reporting to the ACTCS Executive and providing status reporting to project managers and owners.

In addition, you will facilitate administrative support for the Program Management Office, contribute to the development of policies, frameworks and strategies in the project environment and facilitate effective governance and accountability in project management activities.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

#### Eligibility/Other Requirements:

Qualifications and/or experience working in a project environment is highly desirable.

The successful candidate will be required to undergo a criminal record check.

This position requires a pre-employment medical

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

Driver's licence Class C is essential.

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

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

Contact Officer: Jordan Saragih (02) 6205 3082 Jordan.Saragih@act.gov.au

## State Emergency Service

### Volunteer Membership Officer

#### Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 07765)

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** The ACT State Emergency Service (ACTSES) is seeking a Volunteer Membership Officer to contribute to developing a sustainable volunteer workforce through co-ordination and delivery of support services for member recruitment programs and membership management processes. The Volunteer Membership Officer will demonstrated sound liaison and written and verbal communication skills, including the ability to work

collaboratively and effectively to build relationships with a diverse workforce focused predominantly on volunteer membership.

The ACTSES is responsible for undertaking planning and response operations for storms and floods and provides supporting resources to State Emergency Service (ESA) Services for an integrated emergency management response. The ACTSES workforce consists predominately of volunteers who reflect and are representative of the broader ACT community.

Applications are sought for the position of Volunteer Membership Officer. The successful applicants will report directly to the Director Volunteer Management.

**Eligibility/Other Requirements:** Demonstrated high quality written and oral communication skills, including the ability to contribute to the development and implementation of policy initiatives. Have an understanding of the emergency services volunteer environment is desirable. Previous experience or qualifications in a field relating to adult education, human resource management or emergency management is desirable.

**Notes:** Suitability for this position will be assessed on your behaviour, knowledge, and skills in relation to the duties and responsibilities listed in the position description.

**How to Apply:** Interested applicants should send a two-page pitch with your curriculum vitae and the contact details of at least two referees. The two page 'pitch' should indicate your capacity to perform the duties and responsibilities outlined in the position description and outline how your abilities, experience and qualifications make you the best person for this role.

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

Contact Officer: Trish Malone (02) 6207 7289 [Trish.Malone@act.gov.au](mailto:Trish.Malone@act.gov.au)

#### Office of the Director General

##### Executive Branch Manager, Strategic Policy and Programs, Community Safety

**Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E1172)**

Gazetted: 05 November 2021

Closing Date: 24 November 2021

**Details:** The Justice and Community Safety Directorate is seeking applications from suitably qualified people for the executive position of Executive Branch Manager, Strategic Policy and Programs, Community Safety.

The role will support the Deputy Director General, Community Safety and work closely with Executives across the JACS Directorate, particularly collaboratively with ACT Corrective Services and ESA in:

providing the Attorney General, Minister for Corrections, and Minister for Police and Emergency Services and Cabinet with high level strategic policy advice across the spectrum of government business matters collaborating with other agencies (government and community) to further the ACT Government's reform agenda management of the Strategic Policy and Programs Branch – staffing, budget, reporting and governance

All enquiries regarding this position should be directed to Karen Doran, (02) 6205 0567 or via email to

[karen.doran@act.gov.au](mailto:karen.doran@act.gov.au)

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

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

**How to Apply:** Interested candidates are requested to submit an application of no more than two pages, 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 Doran (02) 6205 0567 [karen.doran@act.gov.au](mailto:karen.doran@act.gov.au)

#### Office of the Director General

##### Strategic Policy and Programs, Community Safety

Karen Doran

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 51248)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021



**Details:** Working to the Executive Branch Manager (EBM), Strategic Policy and Programs (SPP), Community Safety the Assistant Director, Community Safety Policy will provide high-level support and policy leadership including by contributing to the development and implementation of various policy proposals and related documentation and preparing and/or coordinating briefings and correspondence for JACS Executive, the Director-General and Ministers.

Under the direction of the EBM SPP, the Assistant Director, Community Safety Policy will:

Contribute to the development and implementation of various policy proposals and related documentation (including briefings, Cabinet Submissions etc).

As part of a team, contribute to effective program establishment and management, including ongoing monitoring, assessment and refinement.

Prepare and/or coordinate briefings and correspondence for the EBM SPP, DDG CS, Director-General and Ministers.

Undertake projects and conduct research and analysis for the EBM.

Provide advice and support to the EBM on priority matters, including identifying and escalating emerging priorities.

Work collaboratively with JACS business units, other ACTPS Directorates and external stakeholders on behalf of the Branch.

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 highly regarded

Possession of, or the ability to acquire, a Negative Vetting (NV 1) national security clearance.

The occupant of this role will be required to undergo a Police Check.

**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:** Please submit an application 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 and the name and contact details of two referees

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

Contact Officer: Karen Doran (02) 6205 0567 Karen.Doran@act.gov.au

**ACT Corrective Services**

**Custodial Operations**

**Administration Officer**

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 36294)**

Gazetted: 04 November 2021

Closing Date: 11 November 2021

**Details:** CT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Administration Officer (ASO3), in the AMC Executive Support Team.

The successful applicant will assist with the administration and coordination of visits bookings while maintaining compliance with the visits policy.

In addition, the successful applicant will be expected to demonstrate strong administrative skills including responding to general enquiries and drafting correspondence as required.

Further to this, you will be required to maintain records and undertake data entry, including incident reporting data.

To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities.

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

**Eligibility/Other Requirements:**

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe 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:** 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, applicants are required to submit two items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Jacqui Raby (02) 6207 5215 Jacqui.Raby@act.gov.au

## **Emergency Services Agency**

### **ACT Ambulance Service**

#### **Ambulance Operations**

#### **Police Ambulance Clinician Early Response Paramedic**

#### **Ambulance Paramedic 2 \$94,245 - \$105,854 plus penalties, Canberra (PN: 49744, several)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** The ACT Ambulance Service (ACTAS) invites suitably qualified ACTAS staff to apply for an exciting opportunity to work in a multi-jurisdictional team providing care to people presenting with acute mental health episodes in the community.

Police, Ambulance, Clinician Early Response (PACER) is an initiative which focuses on paramedic, police and mental health professionals working together to achieve better outcomes for mental health consumers. The paramedic will be required to perform a physical assessment of the patient to inform decision making concerning the assessment, treatment and care of people suffering acute mental health episodes.

With the recent ACT Government announcement of a second PACER crew being funded, the successful applicants would work across both PACER crews. Current trained PACER paramedics do not need to reapply.

Successful applicants will be located at Ambulance and Police stations located in Belconnen and Tuggeranong and will be expected to work shift work which includes day shifts and evening shifts. It will be expected that successful applicants need to **be flexible around working hours and may be required to change blocks at short notice** to assist with rostering. Successful applicants will be required to participate in specific training to undertake the role. Following completion of training, successful applicants will be eligible to participate in a rolling roster of PACER shifts which are remunerated at the relevant Level 2 rates while working as part of the PACER team.

To be successful in this role, applicants will need to have strong interpersonal skills, be willing to work in a multi-disciplinary team, be able to work autonomously as a paramedic, be passionate about patient care, and have an interest and understanding of mental health care, particularly in acute presentations.

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: temporary**

#### **For Ambulance Paramedics (AP):**

Registered as a paramedic with the Australian Health Practitioner Regulation Agency (AHPRA).

Current ACT Ambulance Service paramedic is essential.

Current 'C' class driver's licence as a minimum.

Be prepared to undertake and successfully obtain a Commonwealth NV-1 security clearance to be able to work with ACT Policing (AFP)

Three years' experience post authority to practice as an Ambulance Paramedic is preferred.

**Note:** These positions will be available immediately subject to successful completion of the PACER training for 12 months with the possibility of permanency. These positions will be filled at Ambulance Paramedic Level 2 OR Intensive Care Paramedic Level 2 depending on clinical scope. These positions depend on a rolling roster as required and the full-time salary noted above will be paid pro-rata for PACER shifts worked. 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. These positions are available to internal ACTAS paramedics only as an ACTAS Authority to Practice as a Paramedic is required.

**How to Apply:** please provide a one-page pitch, answering the two target questions below by reflecting on your experience and personal strengths:

PACER involves the team working as a cohesive unit to achieve optimal patient outcomes, often in complex circumstances. Describe a situation where you have needed to problem solve, adapt and work as a team to

achieve the best outcome for a patient. Ensure you capture what happened, what you did and what the outcome was.

Leadership affects everyone. As a senior leader of a community service frontline workforce, what are the leadership qualities and skills you will demonstrate? Please provide an example of these in practice.

See the attached Position Description for further information about the role.

Please provide a curriculum vitae and the names of two suitable people as referees. There is an expectation that a multi-agency interview will be conducted as part of the selection process.

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

Contact Officer: Megan Davis (02) 6207 5873 Megan.Davis@act.gov.au

## **Emergency Services Agency**

### **ACT Ambulance Service**

#### **Ambulance Operations**

#### **Police Ambulance Clinician Early Response Paramedic**

#### **Intensive Care Paramedic 2 \$107,020 - \$118,630 plus penalties, Canberra (PN: 31866, several)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** The ACT Ambulance Service (ACTAS) invites suitably qualified ACTAS staff to apply for an exciting opportunity to work in a multi-jurisdictional team providing care to people presenting with acute mental health episodes in the community.

Police, Ambulance, Clinician Early Response (PACER) is an initiative which focuses on paramedic, police and mental health professionals working together to achieve better outcomes for mental health consumers. The paramedic will be required to perform a physical assessment of the patient to inform decision making concerning the assessment, treatment and care of people suffering acute mental health episodes.

With the recent ACT Government announcement of a second PACER crew being funded, the successful applicants would work across both PACER crews. Current trained PACER paramedics do not need to reapply.

Successful applicants will be located at Ambulance and Police stations located in Belconnen and Tuggeranong and will be expected to work shift work which includes day shifts and evening shifts. It will be expected that successful applicants need to **be flexible around working hours and may be required to change blocks at short notice** to assist with rostering. Successful applicants will be required to participate in specific training to undertake the role. Following completion of training, successful applicants will be eligible to participate in a rolling roster of PACER shifts which are remunerated at the relevant Level 2 rates while working as part of the PACER team.

To be successful in this role, applicants will need to have strong interpersonal skills, be willing to work in a multi-disciplinary team, be able to work autonomously as a paramedic, be passionate about patient care, and have an interest and understanding of mental health care, particularly in acute presentations.

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:**

##### **For Intensive Care Paramedics (ICP):**

Registered as a paramedic with the Australian Health Practitioner Regulation Agency (AHPRA).

Current ACT Ambulance Service paramedic is essential.

Current 'C' class driver's licence as a minimum.

Be prepared to undertake and successfully obtain a Commonwealth NV-1 security clearance to be able to work with ACT Policing (AFP).

**Note:** These positions will be available immediately subject to successful completion of the PACER training for 12 months with the possibility of permanency. These positions will be filled at Ambulance Paramedic Level 2 OR Intensive Care Paramedic Level 2 depending on clinical scope. These positions depend on a rolling roster as required and the full-time salary noted above will be paid pro-rata for PACER shifts worked. 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. These positions are available to internal ACTAS paramedics only as an ACTAS Authority to Practice as a Paramedic is required.

**How to Apply:** please provide a one-page pitch, answering the two target questions below by reflecting on your experience and personal strengths:

PACER involves the team working as a cohesive unit to achieve optimal patient outcomes, often in complex circumstances. Describe a situation where you have needed to problem solve, adapt and work as a team to

achieve the best outcome for a patient. Ensure you capture what happened, what you did and what the outcome was.

Leadership affects everyone. As a senior leader of a community service frontline workforce, what are the leadership qualities and skills you will demonstrate? Please provide an example of these in practice.

See the attached Position Description for further information about the role.

Please provide a curriculum vitae and the names of two suitable people as referees. There is an expectation that a multi-agency interview will be conducted as part of the selection process.

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

Contact Officer: Megan Davis (02) 6207 5873 [Megan.Davis@act.gov.au](mailto:Megan.Davis@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)**

**Executive Branch Manager, Civil Project Management  
Temporary Vacancy (24 December 2021 to 2 February 2022)  
Major Projects Canberra  
Infrastructure Delivery Partners – Civil Project Management  
Position: E668**

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

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 11 November 2021

Major Projects Canberra is seeking a highly skilled individual to temporarily fill the role of Executive Branch Manager Civil Project Management, within the Infrastructure Delivery Partners (IDP) division.

Reporting to the Executive Group Manager IDP, you will be responsible for ensuring the efficient and effective planning, procurement and delivery of civil infrastructure projects, as well as managing the reporting aspect of ACT Government Capital Works programs, on behalf of and in partnership with partner directorates.

To be successful in this role, you will have extensive experience in civil infrastructure planning, procurement and delivery, and be able to manage Government procurement processes as well as possess strong leadership and management skills.

**To apply:** Interested applicants are requested to submit an Expression of Interest of no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees to Damon Hall via email to [Damon.Hall@act.gov.au](mailto:Damon.Hall@act.gov.au) by **COB Thursday 18 November 2021**.

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

**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: Damon Hall (02) 6207 0058 [Damon.Hall@act.gov.au](mailto:Damon.Hall@act.gov.au)

### **Light Rail**

#### **Document Control Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 53780)**

Gazetted: 04 November 2021

Closing Date: 18 November 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!

The Document Control Officer reports to the Assistant Director, Document Management, and is responsible for administering and managing the document management system for Light Rail City to Woden.

You will have excellent attention to detail and identify, implementing and manage document control process improvements, to ensure compliance with regulatory requirements.

With your developed organisational skills, you will manage the documentation process for the review, approval, distribution and archival of new and revised controlled and uncontrolled project documents.

You don't shy away from a challenge and thrive in a fast-paced environment with competing priorities and deadlines. You will be a strategic thinker and actively provide on-going support and training to the project team on the document management system and procedures.

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

**Eligibility/Other Requirements:**

**Desirable**

- Relevant tertiary qualifications; and
- Experience in using the Aconex document management system (or a similar information management system).

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

**How to Apply:** If 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: Rebecca Zerial (02) 6207 4556 [Rebecca.Zerial@act.gov.au](mailto:Rebecca.Zerial@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)**

**Development Delivery**

**Urban Projects**

**Senior Project Manager, Urban Projects**

**Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 46290)**

Gazetted: 10 November 2021

Closing Date: 1 December 2021

**Details:** Are you enthusiastic about Canberra's growth in urban renewal and keen to make a difference in delivering people-focused projects in Canberra?

The Suburban Land Agency is seeking an experienced and energetic Project Manager to support the Urban Projects team within the Development Delivery Branch to deliver sustainable and mixed-use precincts with the industry and through complex land development contracts.

The successful candidate should be able to manage projects and deliver on the Agency's financial and non-financial performance targets, maintain effective relationships with private developers and community groups. The successful candidate will require knowledge and experience in urban development, project management, contract management, land and property, with high level of understanding of procurement, probity and value management of civil, landscape and built form design. 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:** Qualifications and experience in any of the following: urban development, project and contract management or cost planning with high level of understanding of urban policy environment, procurement, probity and value management of civil, landscape or built form design.

**Note:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is based in a 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 submit a written application addressing the professional and behavioural capabilities of the role (maximum of 200 words against each 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: Robert Walters (02) 6207 9013 [robert.walters@act.gov.au](mailto:robert.walters@act.gov.au)

**Suburban Land Agency**

**Built Form and Divestment**

**Assistant Director, Housing Choice**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53884)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** The Suburban Land Agency is looking for an enthusiastic and organised team member to support us in delivering strategic actions for housing choice and affordability. Reporting to the Director, Housing Choice – Delivery and Engagement, the Assistant Director, Housing Choice will be responsible for implementing project plans and housing initiatives, such as Build-to-Rent. This involves analysing results from market sounding to inform future sales and procurement processes and working in collaboration with stakeholders to develop business cases, Board papers and Ministerial briefings.

Applicants should have knowledge of housing affordability in the ACT, along with experience in project management and procurement. We are looking for a valuable team member who can be flexible and adapt to new situations, with excellent liaison and communication skills to work with stakeholders on housing choice projects and initiatives. It is essential that the candidate has project management experience, understands procurement processes and has high quality written and spoken communication skills with a strong focus on stakeholder management. This is an exciting opportunity to work with a small team to implement innovative housing solutions that the Suburban Land Agency can deliver. If you are an organised project manager, who is passionate about housing affordability and making a difference to the Canberra community, we would like 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.

**Notes:** This is a temporary position available immediately until 30 June 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is based in a 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 review the attached Position Description for details of the duties and responsibilities for this role. Applicants should submit:

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

a current curriculum vitae including details of your work history.

contact details of at least two referees.

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

Contact Officer: Antonia Harmer (02) 6207 0249 [Antonia.Harmer@act.gov.au](mailto:Antonia.Harmer@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)**

**City Services**

**Development Coordination**

**Development Planning, Traffic Optimisation and Modelling Team**

**Assistant Director, Parking Coordination**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 50505)**

Gazetted: 09 November 2021

Closing Date: 16 November 2021

**Details:** The Assistant Director, Parking Coordination is part of a team which develops and administers government's parking policy and liaises and coordinates with other government directorates on parking matters. The position will also be required to undertake other planning activities across the division.

The primary responsibilities for this position are to:

Coordinate parking and transport planning policies, programs and projects consistent with Government policy and investment priorities.

Develop and contribute to providing strategic policy briefings and advice to Managers and Senior Executives.

As part of a multidisciplinary team, coordinate parking implementation to ensure the effective delivery of the Division's responsibilities and work program.

Manage secretariat functions for key parking working groups and committees.

Represent the Directorate in communications, consultations and liaison with other ACT Directorates, government agencies, forums, community groups and the general public.

This role sits within a team which has responsibility for coordinating transport solutions to optimise the current and future use of the transport network for people and freight; by integrating with future infrastructure planning, delivery and land development priorities in the medium and long terms; by formulating integrated transport plans and multi modal transport solutions; and by guiding the implementation of best practice and modelling approaches for major corridors/ precincts. The team works with other ACT Government Directorates to build a coordinated approach.

**Eligibility/Other Requirements:**

A degree in an appropriate field (eg land use planning, geography, urban design, engineering) is an advantage.

**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. 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: Please submit:**

A response of up to three pages addressing the Selection Criteria - *What you Require* - in the Position Description.  
Current curriculum vitae.

Details of two referees.

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

Contact Officer: Tim Wyatt (02) 6205 4200 Tim.Wyatt@act.gov.au

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

**Chief Operating Officer**

**Finance**

**Finance Business Partners**

**Finance Business Partner**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 00648)**

Gazetted: 09 November 2021

Closing Date: 23 November 2021

**Details:** This position is part of a dynamic team reporting to the Senior Director, Finance Business Partnering. The position provides business units with reporting and advice on a range of financial issues.

The primary responsibilities for this position are to:

Providing advice to the CFO, management and the Executive team on a diverse range of financial issues

Undertake management accounting responsibilities within the team relating to relevant business units provide briefings and advice to the Executives and Managers on financial, budget and forecast related issues

Look for and implement business processes improvements

Participate in negotiations, liaison and coordination across the Directorate and with other government agencies

Contribute to the planning activities of the Finance Branch and ensures the Branch is meeting a wide range of Governance requirements

Promote a commitment to high quality customer service principles, practices and attributes.

Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

This position does not involve direct supervision of staff.

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 disabilities and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Tertiary qualifications in accounting and professional membership or progress towards CPA or CA membership is highly desirable.

Ability to develop and manipulate financial modelling tools and use complex spreadsheets and TM1/CDM is highly desirable.

**Notes:** Selection may be based on application and referee reports only. This position is located in 480 Northbourne Avenue in Dickson, a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please supply a curriculum vitae and 1000 word pitch addressing demonstrated experiences in the following criteria:

Proven experience in finance business partner/management accounting tasks including development and monitoring of internal budget allocations, forecasts, project work, financial reporting, activity-based costing, analysis and providing advice to Executives and management.

Demonstrated high level computer skills with experience using online data management systems and proficiency using the MS Office suite and experience using TM1 or comparable budgeting and reporting systems will be highly regarded.

Demonstrates responsiveness, reliability, adaptability and the pursuit of excellence in supporting Directorate management outcomes. Ability to prioritise work and work independently in a small team environment with a high degree of self-motivation under limited supervision.

Highly developed communication (oral and written), negotiation, and interpersonal skills

Demonstrated ability to consistently display commitment to the professional growth of self and others. Leadership in Customer Service, Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles and practices.

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

Contact Officer: Gary Spencer (02) 6207 6339 Gary.Spencer@act.gov.au

## **Transport Canberra and Business Services**

### **Territory and Business Services**

#### **Domestic Animal Services**

##### **Project Manager**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53004)**

Gazetted: 08 November 2021

Closing Date: 15 November 2021

**Details:** The Project Manager will oversee the policy development and legislative implementation of the ACT Government Cat Plan. This plan will see mandatory cat registration introduced in the ACT and cat containment rolled out to all suburbs. The focus of the role is to drive, build and implement the operational and business processes required to deliver this high-profile project in conjunction with the development of relevant legislation.

#### **Eligibility/Other Requirements:**

As a senior officer in TCCS, this role requires a person who can liaise, communicate, and coordinate with a team and individuals in order to achieve the outcomes related to delivering on the ACT Cat Plan. The occupant of this role reports to the Senior Director DAS and will work closely with the TandBS Executive Team in delivering the project and to ensure that implementation aligns with the organisations continuing business critical and operational tasks. This position requires attention to detail and excellent communication and organisational skills (oral, written, interpersonal and negotiation) and the ability to problem solve complex issues. The ideal candidate will be able to work collaboratively and on one's own, align team performance and develop capacity to achieve project objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

**Notes:** This is a temporary position available immediately until 8 July 2022. Selection may be based on application and referee reports only.

**How to Apply:** Please Provide a pitch (no more than two pages) explaining how your skills, capabilities and experience make you a good fit for the job. Please also provide your curriculum vitae with the details of two referees.

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

Contact Officer: Shane Kelly (02) 6205 4460 Shane.Kelly@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.

## **Chief Operating Officer**

### **Governance and Ministerial Services**

#### **Ministerial Services**

##### **Directorate Liaison Officer**

##### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 11867)**

Gazetted: 04 November 2021

Closing Date: 18 November 2021

**Details:** The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. 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 people to fill the role of Directorate Liaison Officer (DLO) which sits within the Ministerial Services team. The DLO is required to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office, and as necessary other Minister's Offices, and provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. The position will have significant contact with Directorate Officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines. The incumbent is required to comply with the following legislation, *Freedom of Information Act 2016*, *Public Interest Disclosure Act 2012*, *Work Health and Safety Act 2011*, *Privacy Act 1988 (Cth)*, *Public Sector Management Act 1994*, and the *Territory Records Act 2002*.

This role requires a person who can inspire, energise and positively influence team and individual outcomes. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style, the ability to handle conflict and manage expectations, with a high degree of judgment. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, aligned with Transport Canberra and City Services (TCCS) values, and negotiate and influence to achieve organisational objectives. The ideal candidate also needs to understand and represent TCCS as an exemplary public official and convey messages and provide frank and honest advice in a way that represents the Directorate.

#### **Eligibility/Other Requirements:**

Relevant tertiary qualifications are desirable.

Experience with Assembly, Cabinet and Ministerial processes.

Experience in managing sensitive and classified information in accordance with Cabinet and Ministerial protocols.

Demonstrated extensive knowledge of the operations of the Transport Canberra and City Services Directorate.

Demonstrated knowledge of the Objective records management system would be an advantage.

**Notes:** This is a temporary position starting mid-December 2021 available for 12 months with the possibility of extension. This position is filled on a rotational basis.

**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 and a two page pitch to the Selection Criteria setting out why you are the best person for the role.

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

Contact Officer: Sarah Bourne (02) 6207 5495 Sarah.Bourne@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**

### **Development Coordination Branch**

#### **Design Review and Asset Acceptance**

##### **Assistant Director, Landscape Team**

##### **Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 23562)**

Gazetted: 09 November 2021

Closing Date: 16 November 2021

**Details:** The Development Coordination Landscape team are seeking expressions of interest for a temporary vacancy for a Senior Landscape Architect in the role of Assistant Director, Landscape Team.



This position supervises the landscape team within the Design Review and Asset Acceptance team, an operational section which is responsible for design review and asset acceptance relating to private and external developments including greenfield estates by the Suburban Land Agency.

The landscape team plays a critical role to ensure that all developments meet standards and policies on landscape elements, including protection of existing trees and new tree plantings.

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

**Eligibility/other Requirements:**

Hold a relevant professional qualification in Engineering, Architecture (including Landscape Architecture) or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

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

A current Australian Class C driver's licence essential.

**Notes:** This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months. This position is located in Dickson in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. 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:** Please submit:

A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements (What You Require) in the attached Position Description

Contact details of two referees

A current curriculum vitae (resume)

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

Contact Officer: Lingam Jatheendran (02) 6207 6592 [Lingam.Jatheendran@act.gov.au](mailto:Lingam.Jatheendran@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.

## **APPOINTMENTS**

### **ACT Health**

**Senior Officer Grade C \$111,887 - \$120,436**

Ella Dilkes Frayne, Section 68(1), 5 November 2021

**Information Technology Officer Class 1 \$71,963 - \$81,917**

Adrian Fallace, Section 68(1), 8 November 2021

**Registered Nurse Level 3.2 \$122,360**

Catherine McGrory, Section 68(1), 5 November 2021

### **Canberra Health Services**

**Health Professional Level 2 \$68,809 - \$94,461**

IKECHUKWU AKUJOBI, Section 68(1), 8 November 2021

**Administrative Services Officer Class 4 \$74,237 - \$80,381**

Amanda Cairney, Section 68(1), 10 November 2021

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

Carrie Coghlan, Section 68(1), 11 November 2021

**Administrative Services Officer Class 2/3 \$59,016 - \$71,963**

Jingye Fan, Section 68(1), 8 November 2021

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

Nicole Judge, Section 68(1), 2 November 2021

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

Minimol Kariyankal, Section 68(1), 11 November 2021

**Administrative Services Officer Class 2 \$59,016 - \$65,167**

Anam Khuram, Section 68(1), 1 November 2021

**Administrative Services Officer Class 2/3 \$59,016 - \$71,963**

BHAGYA KULATUNGE, Section 68(1), 6 November 2021

**Health Professional Level 2 \$68,809 - \$94,461**

Katherine Roche-Freedman, Section 68(1), 1 November 2021

**Canberra Health Services**

Administrative Services Officer Class 2 \$59,016 - \$65,167

Tahlia Treloggen, Section 68 (1), 11 November 2021

**Canberra Institute of Technology**

**Teacher Level 1 \$78,538 - \$104,793**

Ty Hamilton, Section 68(1), 12 November 2021

**Teacher Level 1 \$78,538 - \$104,793**

Bushra Ismaiel, Section 68(1), 12 November 2021

**Teacher Level 1 \$78,538 - \$104,793**

Robert Lageano, Section 68(1), 12 November 2021

**Teacher Level 1 \$78,538 - \$104,793**

Jacqueline Purves, Section 68(1), 12 November 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Aneet Sidhu, Section 68(1), 2 November 2021

**General Service Officer Level 3 \$52,441 - \$54,395**

James Stephen, Section 68(1), 10 November 2021

**Chief Minister, Treasury and Economic Development**

**General Service Officer Level 6 \$61,197 - \$63,979**

David Clarke, Section 68(1), 10 November 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Emily Crowe, Section 68(1), 8 November 2021

**Senior Information Technology Officer Grade A \$153,041**

Brett Dawson, Section 68(1), 11 November 2021

**Senior Officer Grade C \$111,887 - \$120,436**

Belinda Dillon, Section 68(1), 10 November 2021

**Infrastructure Officer 2 \$89,008 - \$102,403**

James Ferguson, Section 68(1), 6 November 2021

**Administrative Services Officer Class 6 \$88,899 - \$101,743**

Sarah Hein, Section 68(1), 8 November 2021

**Administrative Services Officer Class 6 \$88,899 - \$101,743**

Lachlann McArthur, Section 68(1), 8 November 2021

**Senior Officer Grade B \$131,773 - \$148,344**

Charli McDevitt, Section 68(1), 18 October 2021

**Information Technology Officer Class 1/Information Technology Officer Class 2 \$71,963 - \$101,743**

Simon Parmeter, Section 68(1), 15 November 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Grace Williams, Section 68(1), 8 November 2021

**Infrastructure Officer 2 \$89,008 - \$102,403**

Darren Writer, Section 68(1), 6 November 2021

**Community Services**

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Amy Armour, Section 68(1), 2 November 2021

**Administrative Services Officer Class 6 \$88,899 - \$101,743**

Tegan Hargrave, Section 68(1), 3 November 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Andrew Nolan, Section 68(1), 10 November 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Courtney Petty, Section 68(1), 2 November 2021

**Education**

**School Assistant 2 \$50,184 - \$55,413**

Chantel Earle, Section 68(1), 11 November 2021

**School Assistant 2/3 \$50,184 - \$61,194**

Haylee Matheson, Section 68(1), 25 January 2022

**Cleaning Services Officer 2 \$52,441 - \$54,395**

Sonam Rinchen, Section 68(1), 2 November 2021

**School Assistant 2/3 \$50,184 - \$61,194**

Bridget Van Arkel, Section 68(1), 25 January 2022

**Infrastructure Officer 4 \$132,911 - \$151,004**

Wayne Vincent, Section 68(1), 19 November 2021

**Environment, Planning and Sustainable Development**

**Technical Officer Level 3 \$77,011 - \$87,032**

Lauren Carter, Section 68(1), 9 November 2021

**Technical Officer Level 1 \$60,942 - \$63,894**

Nicolas Menzies, Section 68(1), 6 November 2021

**Senior Officer Grade B \$131,773 - \$148,344**

Aaron Oshyer, Section 68(1), 11 November 2021

**Independent Competition and Regulatory Commission**

**Senior Officer Grade A \$153,041**

Lachlan Phillips, Section 68(1), 22 November 2021

**Justice and Community Safety**

**Senior Officer Grade C \$111,887 - \$120,436**

Erin Gillen, Section 68(1), 3 November 2021

**Senior Officer Grade C \$111,887 - \$120,436**

Gemma Hallett, Section 68(1), 22 November 2021

**Worksafe ACT**

**Administrative Services Officer Class 5 \$82,506 - \$87,331**

Ainav Kohen, Section 68(1), 10 November 2021

**ORS Inspector 6 \$86,547 - \$99,051**

Jamie Lauder, Section 68(1), 8 November 2021

**Administrative Services Officer Class 6 \$88,899 - \$101,743**

Amanda Oh, Section 68(1), 8 November 2021

**TRANSFERS**

**ACT Health**

**Nicholas Konovalov**

From: Senior Officer Grade A \$153,041

Education

To: Senior Officer Grade A \$153,041

ACT Health, Canberra (PN. 44244) (Gazetted 27 August 2021)

**Canberra Health Services**

**Maira Begg**

From: Senior Officer Grade C \$111,887 - \$120,436

Canberra Health Services

To: Senior Officer Grade C \$111,887 - \$120,436  
Canberra Health Services, Canberra (PN. 45338) (Gazetted 6 September 2021)

**Karen Taylor**

From: Registered Nurse Level 2 100,061  
Canberra Health Services  
To: Registered Nurse Level 2 \$94,409 - \$100,061  
Canberra Health Services, Canberra (PN. 16703) (Gazetted 19 August 2021)

**Graham Twycross**

From: Health Service Officer Level 4 \$111,887 - \$120,436  
Canberra Health Services  
To: Health Professional Level 4 \$111,887 - \$120,436  
Canberra Health Services, Canberra (PN. 36052) (Gazetted 15 September 2021)

**Suzanne Vivian**

From: Health Professional Level 4 \$111,887 - \$120,436  
Canberra Health Services  
To: Health Professional Level 4 \$111,887 - \$120,436  
Canberra Health Services, Canberra (PN. 40757) (Gazetted 11 October 2021)

**Chief Minister, Treasury and Economic Development**

**Carolina Ross**

From: Administrative Services Officer Class 6 \$88,899  
Major Projects Canberra  
To: Administrative Services Officer Class 6 \$88,899 - \$101,743  
Chief Minister, Treasury and Economic Development, Canberra (PN. 15951) (Gazetted 17 September 2021)

**Major Projects Canberra**

**Jing Ping**

From: Administrative Services Officer Class 6 \$88,899  
Cultural Facilities Corporation  
To: Administrative Services Officer Class 6 \$88,899 - \$101,743  
Major Projects Canberra, Canberra (PN. 36719) (Gazetted 21 March 2021)

**PROMOTIONS**

**ACT Health**

**Health Systems Policy and Research  
Public Health Protection and Regulation  
Communicable Disease Control**

Romaine Huggett  
From: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)  
ACT Health  
To: Health Professional Level 4 \$111,887 - \$120,436  
ACT Health, Canberra (PN:23873) (Gazetted 30 June 2021)

**Canberra Health Services**

**Canberra Health Services**

**Timothy Aust**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 18146) (Gazetted 20 August 2021)

**Clinical Services**

**Kelsey Brown**

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. 23947) (Gazetted 23 September 2021)

**Rhondha CAPAMAGIAN**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 11095) (Gazetted 14 October 2021)

**CHS Chief Operating Officer Clinical Services**

**Gemma Curtis**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22539) (Gazetted 18 June 2021)

**Clinical Services**

**Michelle Gordon**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 26123) (Gazetted 20 August 2021)

**Andrew McMillan**

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. 24207) (Gazetted 12 November 2020)

**Emily Wells**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17535) (Gazetted 7 October 2021)

**Chief Minister, Treasury and Economic Development**

**Revenue Management**

**Compliance**

**Paul Amalos**

From: Senior Officer Grade C \$111,887 - \$120,436

Canberra Health Services

To: †Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development, Canberra (PN. 39263) (Gazetted 28 August 2020)

**Access Canberra**

**Fair Trading and Regulatory Strategy**

**Working with Vulnerable People**

**Talia Backhouse**

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. 45368) (Gazetted 26 August 2021)

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Service Management**

**Justin Booth**

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. 14661) (Gazetted 6 October 2021)

**Policy and Cabinet**

**Office of The Coordinator General – COVID-19 (Non-health) Response**

**Commonwealth-State Relations**

**Megan Callaway**

From: Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development, Canberra (PN. 22933) (Gazetted 8 July 2021)

**Infrastructure Finance and Reform**

**Rebecca Harman**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development, Canberra (PN. 44981) (Gazetted 6 October 2021)

**Procurement ACT**

**Procurement Policy and Capability Branch**

**Capability and Governance Section**

**Amali Imalka**

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Cultural Facilities Corporation

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development, Canberra (PN. 49231) (Gazetted 13 August 2021)

**Digital, Data and Technology Solutions**

**Technology Services Branch**

**ICT Security**

**Davood Izadi**

From: Information Technology Officer Post Graduate \$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. 14376) (Gazetted 8 October 2021)

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Service Management**

**Felicity Knott**

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 1 \$71,963 - \$81,917  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14402) (Gazetted 21 September 2021)

**Access Canberra**

**Laura Le Mesurier**

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. 21856) (Gazetted 16 September 2021)

**Economic Development**

**Clare Szydluk**

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. 53530) (Gazetted 22 September 2021)

**Corporate**

**Corporate Management**

**Corporate and Coordination Services**

**Corinne Thompson**

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. 47694) (Gazetted 30 September 2021)

**Education**

**Business Services**

**Communications, Engagement and Government Support**

**Caitlin McGarvey**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Education

To: †Senior Officer Grade C \$111,887 - \$120,436

Education, Canberra (PN. 02917) (Gazetted 22 September 2021)

**Justice and Community Safety**

**Public Trustee and Guardian**

**Finance Unit**

**Surendra Sivapathasundram**

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Justice and Community Safety

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Justice and Community Safety, Canberra (PN. 53213) (Gazetted 27 September 2021)

**Worksafe ACT**

**Compliance and Enforcement**

**Jeffrey Beaver**

From: Regulatory Inspector 6 \$88,899 - \$101,743

Worksafe ACT

To: †Senior Officer Grade C \$111,887 - \$120,436



Worksafe ACT, Canberra (PN. 12937) (Gazetted 8 September 2021)

**Compliance and Enforcement**

**Craig Dillon**

From: Regulatory Inspector 6 \$88,899 - \$101,743

Worksafe ACT

To: †Senior Officer Grade C \$111,887 - \$120,436

Worksafe ACT, Canberra (PN. 32662) (Gazetted 8 September 2021)

**Compliance and Enforcement**

**Anthony O'Bryan**

From: Regulatory Inspector 5 \$82,506 - \$87,331

Worksafe ACT

To: †Senior Officer Grade C \$111,887 - \$120,436

Worksafe ACT, Canberra (PN. 51515) (Gazetted 8 September 2021)