



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 02 December 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>

#### Corporate Services

#### Corporate and Governance

#### Strategic Finance

#### Assistant Director

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 24797)**

Gazetted: 08 December 2021

Closing Date: 22 December 2021

**Details:** Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health Directorate's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between ACT Health and Share Services Finance for financial reporting, banking and taxation management. The Financial Reporting Team provides strategic financial support to the Directorate, ensuring effective, efficient and accurate financial policy advice and financial reporting. Under broad direction this position will play an important role in financial reporting with a particular focus on ledger balances, analysis, asset management and reconciliations. This position also provides financial management support and advice to Divisions within the ACT Health Directorate, the responsibility includes but is not limited to internal budget management, monthly performance analysis and financial forecast. To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

This position requires:

Previous experience in a finance related role.

Experience in using Microsoft Office suite applications, with intermediate excel skills and have the ability of performing basic formulas.

High level of customer service, with consistently clear oral and written communication skills.

High level of organisation skills and ability to work under pressure.

Highly Desirable:

A degree level qualification (or progression towards) in accounting or relevant experience in a commensurate finance officer role.

Membership/progression towards ICAANZ or CPA.

Knowledge and experience in the use of ACT Governments financial systems (e.g. Oracle, Web and Excel TM1, APIAS, etc.).

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

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

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

Contact Officer: Mei Lin Lam (02) 5124 9649 [meilin.lam@act.gov.au](mailto:meilin.lam@act.gov.au)

**Corporate and Governance  
People Strategy and Culture  
People Strategy  
Wellbeing Project Officer**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 54370)**

Gazetted: 07 December 2021

Closing Date: 21 December 2021

**Details:** The Wellbeing Project Officer will play a key role in leading the design and implementation wellbeing and mental health strategies and programs in the ACT Health Directorate. Working closely with diverse stakeholders across the Directorate, the Wellbeing Project Officer will create and implement wellbeing and mental health strategies and programs that are consistent with contemporary evidence-based approaches and aligns with the strategic direction of the organisation and the ACT Public Service.

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

**Eligibility/Other Requirements:**

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

**Notes:** This is a temporary position available immediately up until 24 June 2022. An order of merit will be established from this process to fill identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

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

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

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

**Digital Solutions Division  
Office of the Chief Information Officer  
Senior Digital Records Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 54380)**

Gazetted: 07 December 2021

Closing Date: 23 December 2021

**Details:** Do you have active knowledge in one or more ACT Gov EDRMS system? Are you looking for your next challenge? The Digital Solutions Division within ACT Health is looking for a motivated ASO5 Digital Records Officer to join the Records Management team in a newly created position!

The successful candidate will have strong organisational skills with a proven ability to manage workloads to meet competing deadlines in a fast paced environment. The successful candidate will also have a proven track record in building and maintaining effective professional relationships, in order to work collaboratively and provide high quality advice in line with the team's objectives and customer needs.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

**Eligibility/Other Requirements:** This role requires you to:

Obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Undergo a pre-employment National Police Check.

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

**How to Apply:** 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: Caitlin Sands 02 5124 6029 Caitlin.Sands@act.gov.au

**Digital Solutions Division**

**Assistant Director, Digital Solutions Support**

**Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 44336)**

Gazetted: 07 December 2021

Closing Date: 24 December 2021

**Details:** Are you an ICT Professional with proven experience working in a diverse, fast-paced environment? Are you up for a challenge? Do you have experience in managing a dynamic team providing ICT and business support services as part of a 24/7 service desk environment?

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to temporarily fill the Assistant Director, Digital Solutions Support (DSS) role in the Technology Operations Branch. The role is responsible for the day to day management of the Digital Solutions Support service desk team, identifying and implementing process improvements and developing, implementing, and maintaining a proactive user engagement strategies to resolve user issues in a timely manner.

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be reassessed. In accordance with the ACT Public Health Direction, this role requires you to be fully vaccinated (or be eligible to become vaccinated) against COVID 19.

**Notes:** This is a temporary position available from February 2022 for a period of 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. When required, this position will be required to provide technical support outside of usual business hours for emergency or urgent issues. This will be using either on-call or emergency overtime arrangements.

**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 whom is your current manager/supervisor.

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

Contact Officer: Layla Tabaja (02) 620 54199 Layla.Tabaja@act.gov.au

**Digital Solutions Division**

**Office of the Chief Information Officer**

**Assistant Director, Digital Records**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 54382)**

Gazetted: 06 December 2021

Closing Date: 22 December 2021

**Details:** Do you have experience with Objective and in digital records management? Are you looking for your next exciting challenge?

The Digital Solutions Division within ACT Health is looking for a motivated Assistant Director, Digital Records lead the Digital Records team to success.

The successful candidate will lead the implementation of Objective, including all project management tasks associated with the implementation. The successful candidate will have high level communication, negotiation, interpersonal, liaison and representational skills and a proven ability to produce quality outcomes in tight deadlines.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

**Eligibility/Other Requirements:**

It is essential that you have experience working with Objective and/ or in digital records management.

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

Undergo a pre-employment National 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.

**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: Caitlin Sands (02) 5124 6029 Caitlin.Sands@act.gov.au

#### **Digital Solutions Division**

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

##### **Senior Director, Office of the Chief Information Officer**

##### **Senior Officer Grade A \$153,041, Canberra (PN: 29117)**

Gazetted: 02 December 2021

Closing Date: 16 December 2021

Details: Are you strong leader with business governance, project, and executive experience? Do you want to lead a dynamic team that are responsible for the operations of a large Division? The Digital Solutions Division within ACT Health is looking to recruit someone to be responsible for the provision of high-level strategic advice and confidential support to the Chief Information Officer.

The successful applicant will lead and motivate five core teams that sit within the Office of the Chief Information Officer and that are outlined below to success -

- Executive Support.
- Contract, Procurement and Finance.
- Portfolio Management.
- Strategic Projects, including Check In CBR.
- Records Management.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

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

Note: This is a temporary position available immediately until 25 May 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**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: Peter O'Halloran (02) 5124 9000 Peter.O'Halloran@act.gov.au

#### **Digital Solutions Division**

##### **Future Capability**

##### **Digital Health Record**

##### **Director, Digital Health Record Program and Governance**

##### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 45436)**

Gazetted: 02 December 2021

Closing Date: 21 December 2021

Details: **Overview**

The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team comprises approximately 135 staff with administrative, technical, clinical and nursing backgrounds.

##### **Pitch**

The Digital Health Record Program has an opening for a Director of Program and Governance. This person will be responsible for coordination of governance-related activities for the Program including managing risks and issues, developing reports and coordinating governance committees. The person will also be responsible for the management of the DHR Program and Governance Officer, who will support these activities as well as responding to communications coming in to the DHR mailbox. This is a critical position to the Program and we are looking for someone with strong organisational and communication skills, as well as an understanding of Program management and the ability to support executives in this area.

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

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

**Eligibility/Other Requirements:**

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

**Notes:** This is a temporary position available until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. A merit pool may be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

**How to Apply:** Please submit a response which addresses the selection criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process.

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

Contact Officer: Sandra Cook (02) 5124 9129 [Sandra.Cook@act.gov.au](mailto:Sandra.Cook@act.gov.au)

**Calvary Public Hospital Bruce**

**Calvary Public Hospital Bruce**

**Work Health and Safety**

**Injury Prevention and Management Advisor**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (LP7747)**

Gazette Date: 06 December 2021

Closing Date: 16 December 2021

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

Reference Number: 17413

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

Contact Office r: Juliana Symonds (02) 6201 6193 [juliana.symonds@calvary-act.com.au](mailto:juliana.symonds@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Cardiology Consultant**

**Staff Specialist - Cardiology Consultant**

**Specialist Band 1 – 5 \$183,172 - \$226,040, Canberra (LP7736)**

Gazette Date: 06 December 2021

Closing Date: 30 December 2021

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

Reference Number: 17470

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

Contact Officer: Dr Suzanne Smallbane (02) 6201 6160 [suzanne.smallbane@act.gov.au](mailto:suzanne.smallbane@act.gov.au)

**Calvary Public Hospital Bruce**

**Ward Clerk**

**Admin Service Officer**

**Administration Team Leader**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (LP7107)**

Gazette Date: 06 December 2021

Closing Date: 12 December 2021

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

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

Reference Number: 17480

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

Contact Officer: Alana Cash (02) 6264 7100 [alana.cash@calvary-act.com.au](mailto:alana.cash@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Allied Health**

**Physiotherapy Outpatients Senior and Student Coordinator**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (LP8294)**

Gazette Date: 07 December 2021

Closing Date: 20 December 2021

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

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

Reference Number: 17499

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

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

**Calvary Public Hospital Bruce**

**Medical Registrar - HITH (Hospital in the Home)/Infectious Diseases Advanced Trainee**

**Senior Registrar \$154,436, Canberra (600861)**

Gazette Date: 07 December 2021

Closing Date: 13 December 2021

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

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

Reference Number: 17456

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)

**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)

**Division of Medicine**

**Hospital in the Home (HITH) - The Canberra Hospital**

**Registered Nurse (Hospital In The Home (HITH))**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 53516, several - 01ZP8)**

Gazetted: 06 December 2021

Closing Date: 23 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

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**

This is a unique and exacting opportunity for a suitably qualified Registered Nurse to work as part of a comprehensive Multidisciplinary Team with Hospital In The Home (HITH) at Canberra Hospital. HITH nurses have the opportunity to work independently conducting advanced clinical assessments, apply their critical thinking skills in a community outpatient setting all the while being part of an exceptional care team to support patients to recover in the comfort of their own home or other suitable location.

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

Hospital in the Home (HITH) is an Inpatient service of CHS, based at Canberra Hospital. HITH provides access to acute healthcare for patients, generally in their own home. Operating hours of the HITH service are from 0730 to 2200, seven days a week and after 2200 a HITH Nurse is "On-Call" for patient support. Patients admitted to HITH are classified as Inpatients of CHS and would otherwise be receiving their medical treatment in a hospital ward. Simply put, HITH patients receive the same treatment at home as they would have if in a hospital bed.

The Registered Nurse in this role will provide complex clinical care to patients with a variety of medical conditions across the lifespan. This includes working independently providing clinical care to patients in their home, conducting advanced clinical assessments of patients, applying critical thinking skills, supporting, providing guidance to junior nursing staff, troubleshooting, and coordinating complex care needs of patients within the service. Escalating concerns to medical staff as needed. Nursing staff work as part of a comprehensive Multidisciplinary Team.

The service requires driving to the patient's home to deliver the care or attending to patient care in the HITH Unit at Canberra Hospital. This role also includes ward rounds to promote and initiate patient referrals to the HITH service.

The hours of work are normal shift work pattern, morning, and evening shift seven days a week. After orientation and training being "On Call" will be a job requirement.

#### **ABOUT YOU**

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

Ability to work with a high degree of autonomy

Strong communication and interpersonal skills

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

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

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

A minimum of three years relevant clinical nursing experience in acute medical and/or surgical nursing care of patients in an inpatient, ambulatory or community setting.

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](#).

Have a current drivers' licence.

#### **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 positions available.

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

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



## People and Culture

### Workplace Culture and Leadership

#### Project Manager

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 10823 - 0128Q)**

Gazetted: 06 December 2021

Closing Date: 16 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

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 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.

Reporting to the Senior Director, Workforce Culture and Leadership, the Project Manager will coordinate and drive the progression of multiple culture related projects to support the work of the Workforce Culture and Leadership team.

#### ABOUT YOU

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

#### Behavioural Capabilities

Strong communication skills, and capacity to develop collaborative relationships with stakeholders and team members.

Strong organisational skills and ability to manage multiple projects simultaneously.

Adaptable and flexible to accommodate changing demands.

Self-motivated with the ability to work autonomously while being a great team player.

#### Position Requirements/Qualifications:

Project management skills and experience – relevant qualifications are an advantage

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

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

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

Undergo a pre-employment National Police Check.

**Notes:** This is a temporary position available for 10 months.

Contact Officer: Kara de Lucey (02) 5124 9945 [kara.delucey@act.gov.au](mailto:kara.delucey@act.gov.au)

## **Cancer and Ambulatory Services**

### **Administration**

#### **ASO Service Coordinator**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 37796 - 01ZIQ)**

Gazetted: 06 December 2021

Closing Date: 20 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

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 Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services, and palliative care through inpatient, outpatient, and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, Walk-in Centres and transcription.

The Service Coordinator is responsible for coordinating the workload and administration staff for a department in the Canberra Region Cancer Centre providing support to people accessing cancer 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**

Flexible and organised with an ability to thrive in a busy and dynamic environment

Strong time management skills

A commitment to customer service with an ability / previous history of managing and developing staff

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

Relevant experience of working with administration staff, and experience in the use of the Electronic Medical Records is preferred.

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

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 Reference Checks

Undergo a pre-employment National Police Check.

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

Contact Officer: Mandy Willingham (02) 5124 8536 [mandy.willingham@act.gov.au](mailto:mandy.willingham@act.gov.au)

## **COVID E Team**

### **Chief Operating Office**

#### **COVID E Team and DHR, Administration Support**

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 53490 - 01ZPA)**

Gazetted: 03 December 2021

Closing Date: 15 December 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

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.

This position will support the COVID E Team in administration duties relating to the management of COVID Exposures and Exemptions for CHS staff and patients. Additionally, this position will support the DHR (Digital Health Record) program whilst COVID related work is quiet. The successful applicant may be selected on application and referee only.

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/> ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. The COVID E team is responsible for centralised coordination, investigation and implementation of COVID exemptions and exposures for Canberra Health Services patients and staff.

Under general direction this position provides administrative support to the COVID E Team and Digital Health Record Project. This position will action general administrative duties such as data entry, supporting risk assessments for staff, supporting liaison with ACT Public Health, and inbox management. This role will assist CHS clinical, administration and management staff to be ready for the DHR.

This position will report to the COVID E Team Manager.

#### ABOUT YOU

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

Behavioural Capabilities

Being flexible and adaptable in changing environments

Efficient and detail oriented

Reliable and patient

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Dee Patil (02) 5124 8464 [dee.patil@act.gov.au](mailto:dee.patil@act.gov.au)

#### Chief Operating Office

##### COVID E Team

##### COVID E Team Manager

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53777 - 01ZPE)**

Gazetted: 03 December 2021

Closing Date: 15 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

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/> ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. The COVID E team is responsible for centralised coordination, investigation and implementation of COVID exemptions and exposures for Canberra Health Services patients and staff.

Under minimal direction this position provides management to the COVID E Team and supports the Digital Health Record Project. This position will action management of administration team, conduct risk assessments for staff, oversee liaison with ACT Public Health, and inbox management. This role will assist CHS clinical, administration and management staff to be ready for the DHR.

This position will report to the Senior Director of COVID E Team and Non admitted Care lead of DHR.

#### **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**

Being flexible and adaptable in a changing environment.

You will be an outstanding communicator, able to drive collaboration and inclusion.

Your resilience will see you through the challenges and help you navigate the dynamic and urgent nature of the job.

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

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

The successful applicant will preferably be available to work a Wednesday-Sunday work week, if this does not suit you, please indicate this in your application.

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

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

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

Undergo a pre-employment National Police Check.

#### **NOTES**

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

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

Contact Officer: Dee Patil (02) 5124 8464 [Dee.Patil@act.gov.au](mailto:Dee.Patil@act.gov.au)

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

##### **Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 36784 - 01ZL6)**

Gazetted: 03 December 2021

Closing Date: 10 December 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 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/> Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

Under the broad direction of the Assistant Director of Nursing (ADON), the Clinical Nurse Consultant (CNC) is responsible for provision of clinical leadership for the clinical operations of AMHRU and the maintenance of the education and therapeutic environment. The CNC plays a pivotal role in the implementation of direct clinical care and the coordination of clinical operations for key members of a busy multidisciplinary team. The CNC position also works collaboratively with the ADON and Clinical Director for the provision of evidence-based clinical interventions within standardised clinical processes, reporting against key performance indicators and promote a learning environment for the team.

The CNC is required to undertake professional development and supervision, participate in quality initiatives, contribute to the multidisciplinary team processes as well as provide leadership and supervision of all nursing staff. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologist, Occupational Therapist, Social Worker, Allied Health Assistants, Peer Workers, Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

#### About You

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

#### Behavioural Capabilities

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive.

Able to effectively liaise with key stakeholders.

#### Position Requirements/Qualifications:

##### Mandatory:

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

three years equivalent fulltime experience in mental health nursing.

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

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

##### Desirable

Significant experience providing clinical leadership within a mental health setting.

Current drivers licence.

Post Graduate Qualifications in Mental Health Nursing.

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 specific infectious diseases.

Undergo a pre-employment National Police Check.

**Note:** This position is available from 10 January 2022. Selection may be based on written application and referee reports only.

**Contact Officer:** Susan Jacques 5124 0220 [susan.jacques@act.gov.au](mailto:susan.jacques@act.gov.au)

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

### **Assistant Director or Nursing**

**Registered Nurse Level 4.3 \$139,701, Canberra (PN: 04806 - 01ZM8)**

Gazetted: 03 December 2021

Closing Date: 17 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

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 is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

Canberra Health Services is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with ACT Health's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

#### **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

Innovative, adaptable and flexible to drive change and provide responsive services to meet clients' needs

A strong focus on person centred care and a commitment to quality outcomes

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

Collaborative leadership skills.

Willingness and flexibility to be responsive to fluctuating strategic and operational demands.

Highly motivated to undertake strategic service improvement initiatives.

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.

**Mandatory:**

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

**Highly Desirable:**

Post graduate qualifications in health management and/or

Post graduate qualifications in Geriatric Nursing

Current driver's licence

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 a period of six months. Selection may be based on application and referee report only.

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

Contact Officer: Rhonda Maher 0466 770 236 [Rhonda.Maher@act.gov.au](mailto:Rhonda.Maher@act.gov.au)

**Rehabilitation, Aged and Community Services**

**Occupational Therapy**

**Activities Coordinator**

**Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level), Canberra (PN: 48033 - 01ZMJ)**

Gazetted: 03 December 2021

Closing Date: 22 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

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 rehabilitation, aged and community-based care across a range of settings. This includes The University of Canberra Hospital, Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the Mullangarrie Unit, Red Hill. Our staff are committed to the delivery of health services that reflect CHS values: Reliable, Progressive, Respectful and Kind.

Based at the University of Canberra Hospital (UCH), the Activities Coordinator is a pivotal role in ensuring a healthy and happy quality of life for our patients. The Activity Coordinator will be responsible for the development and implementation of innovative individual and group activities for patients at UCH.

The Activities Coordinator will be responsible for liaising closely with the multidisciplinary team to review patients' needs by planning, facilitating and evaluating activities in order to contribute to the enhancement of patients' health. Under supervision of the Allied Health Professional (AHP) and working with a multi-disciplinary team, the Activities Coordinator is responsible for providing day to day implementation, record keeping and evaluation of the activities program to a range of patients within a designated caseload area.

This position will have direct clinical supervision from an Occupational Therapist and will be supported by an experienced team of clinicians and other Allied Health Assistants.

**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, self-motivation and high levels of initiative.

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

High level communication and interpersonal skills.

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

#### **Mandatory:**

Cert IV in Allied Health assistance

Current Drivers' licence

#### **Desirable:**

A minimum of 3 years' experience working professionally in an Allied Health Assistant role

Experience working in rehabilitation and/or aged care is preferred.

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

Have an understanding of how the [National 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:**

Be registered under *the Working with Vulnerable People Act 2011*

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

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

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency.

Contact Officer: Jane Lawrence (02) 5124 0073 jane.lawrence@act.gov.au

### **Finance and Business Intelligence**

#### **Chief Financial Officer**

**Executive Level 2.4 \$332,821 - \$346,259 depending on current superannuation arrangements, Canberra (PN: E1085)**

Gazetted: 02 December 2021

Closing Date: 16 December 2021

**Details:** Canberra Health Services is seeking a suitably qualified Chief Financial Officer (CFO) to appoint on a five year, long-term contract.

Reporting to the Chief Executive Officer, the CFO provides strategic leadership and vision to lead the financial maturity of Canberra Health Services. The role is responsible for the establishment of appropriate financial management frameworks, processes and accountabilities and provides overall leadership and management of the Finance and Business Intelligence Division. The position has responsibility for providing the Chief Executive, Ministers, Government and other stakeholders with commercial assessments and information which will ensure planning and budgeting activities meet organisational objectives.

The role has oversight and responsibility for financial accounting controls, budget development, performance reporting, treasury functions, costing, purchasing and supply chain, clinical and corporate records, clinical coding, business intelligence, clinical benchmarking and digital records.

**Remuneration:** The position attracts a remuneration package ranging from \$332,821 - \$346,259 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$268,758.

**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:** Please provide a copy of your curriculum vitae including referees and Selection Criteria addressing your skills and experience against the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

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



### **CAMHS Operational Manager**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 25282 - 01ZIH)**

Gazetted: 02 December 2021

Closing Date: 16 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

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

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

This permanent management role will provide operational and clinical leadership to CAMHS Community Teams, and daily management of a multidisciplinary service, including facilitating group work and provide clinical supervision to HP1, HP2, HP3, RN's and allied health assistants.

The role will also require the team manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Strong Organisation Skills with a high degree of drive.

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

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

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

Comply with CHS credentialing and Scope of Clinical practice requirements for allied health professionals.

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

#### **NOTES**

The successful candidate will be required to be available to work within all program areas of CAMHS as the service needs arise

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

Contact Officer: Kalvinder Bains (02) 5124 1638 [Kalvinder.bains@act.gov.au](mailto:Kalvinder.bains@act.gov.au)

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

### **Justice Health**

#### **Drug and Alcohol Nurse - Bimberi**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 52416 - 01ZKF)**

Gazetted: 06 December 2021

Closing Date: 20 December 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 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/>

To Provide specialised AOD nursing care for young persons at Bimberi Youth Justice Centre (BYJC). The AOD BYJC nurse will be responsible for the treatment and management of all AOD related issues, including the identification of a Young person (YP) who may be at risk of substance misuse issues, so early intervention can be initiated, and the compilation of a comprehensive discharge plan.

The AOD BYJC Nurse will complete comprehensive and personalised substance misuse program catered to the needs of the YP whilst in BYJC. A Program that assists in the development of through-care and follow up support services in the community upon release.

#### **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**

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

Ability to synthesise and analyse information and make decisions.

Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.

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

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

Relevant registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of three years' experience working professionally in Alcohol and Drug services is preferred.

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.

Desirable to hold a current drivers licence.

Contact Officer: Amanda Chase 5124 2523 [amanda.chase@act.gov.au](mailto:amanda.chase@act.gov.au)

## **COVID E Team**

### **COVID E Team Administration Officer**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 53499 - 01ZPD)**

Gazetted: 03 December 2021

Closing Date: 15 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

This position will manage the administration duties relating to the management of COVID Exposures and Exemptions for CHS staff and patients. Including liaising directly with ACT and NSW Public Health, and CHECC for relevant legislation and direction. Additionally this position will support the DHR (Digital Health Record) program whilst COVID related work is quiet. The successful applicant may be selected on application and referee only.

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/> ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. The COVID E team is responsible for centralised coordination, investigation and implementation of COVID exemptions and exposures for Canberra Health Services patients and staff.

Under limited direction this position provides administration support to the COVID E Team and supports the Digital Health Record Project. This position will action general administration duties, conduct risk assessments for staff, manage liaison with ACT Public Health, and inbox management. This role will assist CHS clinical, administration and management staff to be ready for the DHR.

This position will report to the COVID E Team Manager.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Flexible, adaptive and comfortable with a changing working environment.

Effective communication skills and the ability to develop and maintain relationships across Canberra Health Services and relevant external parties.

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Dee Patil (02) 5124 8464 [Dee.Patil@act.gov.au](mailto:Dee.Patil@act.gov.au)

#### **Office of the CEO**

**Strategic Communications and Engagement Unit**

**Assistant Director, Content and Engagement (Infrastructure)**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 40135 - 01ZF9)**

Gazetted: 02 December 2021

Closing Date: 20 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.

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.

Canberra Health Services (CHS) is seeking an Assistant Director, Content and Engagement (Infrastructure), to fill a short term position for up to three months starting early January 2022. This is a temporary position available with the possibility of extension.

In this team, our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals. We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

This position will work with a small team to deliver communication and engagement activities to support the Infrastructure and Health Support Services Group (IHSS). IHSS is responsible for infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient-centric solutions across Canberra Health Services.

Relevant tertiary education qualifications and a minimum of five years working professionally in a related sector is preferred.

#### 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/>

#### STRATEGIC COMMUNICATIONS AND ENGAGEMENT

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

This position will work with a small team to deliver communication and engagement activities to support the Infrastructure and Health Support Services Group (IHSS). IHSS is responsible for infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across Canberra Health Services.

#### Duties:

Under the direction of the Director, Stakeholder Engagement and Communications (Infrastructure) you will:

Plan, write, create, edit, curate and publish engaging written and digital content for CHS publications, websites and digital channels, including video content which is in line with business objectives and audience communication preferences.

Create engaging and interactive digital content strategies, for CHS projects, services and initiatives.

Manage and optimise content to improve delivery of consumer health information in the most appropriate form and delivery channel, while adhering to health literacy principles.

Work closely with stakeholders, subject matter experts and multidisciplinary teams within other directorates to source, edit and draft content.

Provide advice on emerging communications and digital media opportunities including the development of communication strategies and operational plans.

Work within style guides, brand guidelines and corporate messaging framework.

Research and write speeches and talking points for the CEO, Executive and Ministers.

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

#### About You

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

#### Behavioural Capabilities

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

Strong organisation skills with a high degree of drive

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

Exhibit the values of Canberra Health Services when they go about their work – kind, reliable, respect and progressive.

Position Requirements/Qualifications:

Desirable:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in communications and/or engagement is preferred.

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

The successful applicant will:

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.

**Note:** This is a temporary position available for up to three months.

Contact Officer: Karen Warner 0419 489 891 [karen.warner@act.gov.au](mailto:karen.warner@act.gov.au)

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

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

#### **Clinical Manager**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 49486 - 01Z15)**

Gazetted: 02 December 2021

Closing Date: 13 December 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 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

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

This role will be to conduct assessments, safety planning, with children, young people, family and carers with mental health issues presenting to TCH, and to provide clinical direction, and support to junior clinicians.

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

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

#### **Duties**

Under direction of the CAMHS Clinical Team Manager, the Clinical Manager will:

Within a recovery framework, provide assessment, therapeutic intervention, for children and young people who present to TCH with a mental health vulnerability.

Work collaboratively with young people, their families and carers, the multidisciplinary team and other health and community service providers to develop and implement cohesive, recovery-oriented responses to the needs of young people and their families and carers.

Provide clinical leadership, support, consultation and liaison to other ACT Health employees and to external health care and community service providers, such as general practitioners and non-government agencies.

Maintain high quality health care records, including accurate and timely completion of risk assessments, file notes and outcome measurement tools.

As an active team member contribute to team development and initiatives and be involved in service development through membership of committees and working parties.

Undertake and provide clinical supervision and professional development activities.

Work within the Mental Health Act and other relevant legislation.

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

#### About You

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

#### Behavioural Capabilities

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

Commitment to achieving positive outcomes for young people and their families and carers.

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

#### Position Requirements/Qualifications:

Relevant tertiary qualification in nursing and a minimum of three years' post-qualification experience working professionally in respective field, five+ years' experience is preferred.

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

A current 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.

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.

**Note:** The is a permanent part-time position at for four days per week (32 hours per week) and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only.

Contact Officer: Delia O'Shea 0251246543 delia.o'shea@act.gov.au

## Medical Services

### Medical Imaging

#### Specialist/Senior Specialist - Radiologist

**Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 21431 - 01ZHK)**

Gazetted: 02 December 2021

Closing Date: 14 December 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)

Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (RANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency.

Duties include provision of clinical services, participation in the on-call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PET/CT and The Interventional Radiology section has two state of the art interventional suites with a complex and interesting workload.

Note: Please note appointment to this position may be based on written application and referee reports only. A merit list will be established to enable filling of identical vacancies that arise over the next 12 months.

Remuneration: \$514,783 - \$694,947 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 Royal Australian and New Zealand College of Radiologists (RANZCR) or equivalent specialist qualifications.

Eligibility for an unrestricted Medicare Provider Number to work at the Canberra Health Services

Hold a Current driver's licence

Experience and qualifications in Interventional Radiology would be 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.

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.

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.

Please note 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: Dr Apurv Garg, Clinical Director Medical Imaging (02) 5124 2528 [apurv.Garg@act.gov.au](mailto:apurv.Garg@act.gov.au)

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

### **Community Mental Health Services**

#### **Health Professional Level 3, ACOS**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 16183 - 01ZIN)**

Gazetted: 02 December 2021

Closing Date: 20 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.

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

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

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

The following portfolios are encompassed in the MHJHADS Division:

Territory Wide Mental Health Services.

Community Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services.

Justice Health Services.

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



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

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

#### Duties

Under limited supervision of the ACOS Manager, you will provide high-level clinical management and crisis intervention for people presenting with chronic and severe mental health issues and complex needs. You will: Provide skilled clinical assessment and interventions appropriate to people with complex mental health issues within the relevant scope of clinical practice, using established techniques and methods to enable people to live as independently as possible while engaging in meaningful and productive life roles. This includes involving carers, children, nominated persons, GPs, and other service providers in the recovery planning process, as required. Actively participate in clinical supervision, continuing professional development and personal performance review process. This includes providing professional supervision and training to Level 1 and 2 Health Professional clinicians, Allied Health Assistants, students, and other support staff.

Actively contribute to the implementation of clinical governance activities, quality improvement projects, research programs, and health promotion activities in areas relevant to the service.

Contribute to the accurate clinical records and associated administrative process, while maintaining data retention policies, procedures, and standards. While adhering to risk management processes, including identifying and escalating issues appropriately.

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

#### About You

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

#### Behavioural Capabilities

High level customer service skills to provide supportive and professional experiences to people who access MHJHADS services.

High level administration skills to be able to provide quality work output.

High level organisational skills to be able to efficiently manage workload.

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

#### Position Qualifications:

##### OCCUPATIONAL THERAPIST

Be registered or be eligible for registration with the Occupational Therapy Board of Australia under AHPRA, with a minimum of three years (preferably five years) experience working professionally in mental health.

##### PSYCHOLOGIST

Be registered or be eligible for general registration with the Psychology Board of Australia under AHPRA, with a minimum of three years (preferably five years) experience working professionally in mental health.

##### SOCIAL WORKER

Be eligible for registration with the Australian Association of Social Workers, hold a valid Working with Vulnerable People card and have a minimum of three years (preferably five years) experience working professionally in mental health.

#### Position Requirements:

The successful applicant will need to have a current drivers licence.

The successful applicant will need to be available for 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.

Comply with Canberra Health Services credentialling and scope of clinical practice requirements for allied health professionals.

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

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

### **Senior Manager- Eating Disorders Clinical Hub**

**Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 47214 - 01ZK8)**

Gazetted: 02 December 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

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 Eating Disorder Clinical Hub (The Hub) is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). The Hub is under development and will be a specialist outpatient tertiary service and is envisioned to be the single point of entry for eating disorder outpatient services such as the Eating Disorders Day Program, Early Intervention Service, Residential Care Facility, and the Eating Disorders Program.

The Hub will provide assessment and evidence-based treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. Additionally, The Hub provides consultation/liaison, education and training and system integration for eating disorders services across the Territory. The Hub is made up of multi-disciplinary mental health professionals who work within a recovery and person-centred framework.

We are seeking a dynamic forward thinking Senior Manager to provide high level leadership and oversight of the Eating Disorders Clinical Hub. This will include the ongoing development of Eating Disorders Clinical Hub, an early intervention team and residential centre. The role will also involve driving change in eating disorder policy and treatment provision and include writing and implementation of Territory-wide projects for eating disorders. The position will be also responsible for the existing Eating Disorders Program (EDP) which is a specialist outpatient eating disorders therapy service for consumers and their families whose primary presenting issue is an eating disorder. EDP provides assessment and evidence-based treatment, to those with a moderate to severe eating disorder and work with consumers across the lifespan residing in the ACT.

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

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

### **ABOUT YOU**

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

### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful applicant will have the following attributes:  
Strong Organisation Skills with a high degree of drive.

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

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

**Position Requirements/Qualifications:**

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

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

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

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

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

Undergo a pre-employment National Police Check.

Comply with CHS credentialing and Scope of Clinical practice requirements for allied health professionals.

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

**NOTES**

The successful candidate will be required to be available to work within all program areas of CAMHS as the service needs arise

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

Contact Officer: Kalvinder Bains (02) 5124 1638 [Kalvinder.Bains@act.gov.au](mailto:Kalvinder.Bains@act.gov.au)

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Occupational Therapist**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 28443 - 01ZB0)**

Gazetted: 02 December 2021

Closing Date: 17 December 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 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 and 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.

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

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with

neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele

#### 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 strong work ethic.

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

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

Ability to work autonomously as well as part of a team.

#### Position Requirements/Qualifications:

Degree in Occupational Therapy

Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Current Drivers licence

Minimum four years experience

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

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

Prior to commencement successful candidates will be required to:

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

If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Undergo a pre-employment National Police Check.

**Note:** Applications from this recruitment process may be used to form a merit pool to fill part-time and full-time, temporary, or permanent identical positions within RACCS over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Emily Peelgrane Emily Peelgrane 0408974091 [emily.peelgrane@act.gov.au](mailto:emily.peelgrane@act.gov.au)

## Rehabilitation, Aged and Community services

### Nursing

#### Clinical Development Nurse

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29934 - 01ZJ9)**

Gazetted: 03 December 2021

Closing Date: 17 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

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 main priorities of the Clinical Development Nurse (CDN) are to coordinate education and promote a learning culture within UCH. As part of the model of care for UCH, the clinical staff will have a more active role in the first response team. As the CDN you will be a part of the first response team when required and assist in ensuring the relevant staff have Intermediate Life Support skills and knowledge to effectively participate in this team. The successful applicant will have an understanding of the principles of rehabilitation nursing, however, will be supported by the Clinical Nurse Educator and Multi-disciplinary team.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Highly organised and motivated

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

Good leadership skills with the ability to work independently to agreed outcomes.

Excellent interpersonal and communication skills

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

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

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

#### **Mandatory:**

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

Minimum of four years of Clinical experience.

Be an approved train the trainer .

#### **Desirable:**

Certificate IV in Training and Assessment (Cert IV is not required upon application; however successful completion is required upon 12 months of employment).

Current driver's licence.

#### **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 with the possibility of extension.

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

Contact Officer: Leanne Muir 0461 634 639 [leanne.muir@act.gov.au](mailto:leanne.muir@act.gov.au)

#### **Infrastructure and Health Support Services**

##### **Facilities Management**

##### **Manager Business Operations**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 16299 - 01ZJL)**

Gazetted: 08 December 2021

Closing Date: 27 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

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/>

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

- Capital project delivery;
- Facilities Management;
- Domestic and Environmental Services;
- Food Services;
- Sterilising Services;
- Security Services; and
- Fleet Management.

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

FM are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people so that they continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in supporting each member of our team to grow their own skills and knowledge which they share with their team and the wider community that makes up the CHS Portfolio.

The Manager Business Operations reports to the Director of Business Operations and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, of satellite Health facilities located across the Territory.

This position reports directly to the Director of Business Operations and works in close liaison with other directors and senior staff in the Facilities Management Branch, the broader CHS Directorate, and other Directorates.

#### **Supervising Responsibilities**

ASO4 Administrative Services Officer

ASO3 Administration Support Officer

ASO2 Call Centre Administration

#### **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. Well-developed leadership qualities, including the ability to inspire and motivate others to achieve goals, identify and develop the potential in others, and assess and address future workforce and capability requirements.
2. An organised approach to work, managing competing priorities with a high degree of drive
3. High level resource and budget management skills to implement operational efficiencies
4. Adaptability and flexibility to accommodate change

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

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

- Experience in Microsoft SharePoint
- Experience managing budgets and financial reporting requirements

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

#### **NOTES**

This is a temporary position available for nine months with the possibility of extension. Selection may be based on application and referee report only.

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

Contact Officer: Sheree Seibold (02) 5124 8106 sheree.seibold@act.gov.au

## **Surgery**

### **Shock Trauma Service**

#### **Specialist/Senior Specialist - Trauma Consultant**

#### **Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 54322 - 01252)**

Gazetted: 08 December 2021

Closing Date: 31 January 2022

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, Intensive Care Unit, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service. These Units are supported by Administration Support Officers.

The ACT/NSW Trauma System is based on a network of hospitals, designated to provide different levels of trauma care in metropolitan, urban and regional areas. This system follows state wide referral networks and is part of the spectrum of acute and critical care services.

CHS is formally recognised as a Major Trauma Service (MTS) within the NSW/ACT trauma networks providing a tertiary trauma referral service to the ACT, Southern NSW Local Health District, and parts of Murrumbidgee Local Health District. This covers a large geographical area of NSW including Batemans Bay, Batlow, Bega, Bombala, Boorowa, Braidwood, Cooma, Delegate, Moruya, Pambula, Queanbeyan, Tumut, Wagga Wagga, Yass and Young. The ACT Trauma Service at CHS aims to provide best practice care for trauma patients. Trauma patients are admitted to Canberra Hospital under a Trauma Specialist and a dedicated Trauma Service bed card. The multidisciplinary trauma team includes medical, nursing, allied health and support staff who are committed to providing exceptional health care to trauma patients.

The Trauma Consultant position includes clinical and non-clinical responsibilities and will be incorporated into the Trauma Consultant Roster, which includes after hours and on-call. This position will provide clinical leadership, care continuity, care co-ordination and discharge planning for trauma patients and contribute to quality assurance/quality improvement initiatives within the service.

Note: This position is permanent part-time at 10 hours per week. Selection maybe based on 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 Royal Australasian College of Surgeons, the Australasian College of Emergency Medicine, or the College of Intensive Care Medicine or equivalent specialist qualifications.

Must hold a current driver's licence.

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

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

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.

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: Dr Ailene Fitzgerald, Director of Trauma (02) 5124 2793

#### RACS

##### Client Support Services

##### CHS NDIS Nurse Project Officer

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 54226 - 012PV)**

Gazetted: 08 December 2021

Closing Date: 22 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



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 rehabilitation, 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. The CHS NDIS Nurse Project Officer will be based predominantly at Village Creek Centre Kambah with capacity to work at other CHS sites across Canberra as needed.

RACS is looking for a dynamic and motivated RN3.1 keen to take on the leadership of projects aimed to improve client support and management in relation to NDIS matters. The position will be responsible for scoping, developing, coordinating and delivering on projects aimed to improve NDIS client management in Community Care Nursing. The projects will also have a flow on effect to improving inpatient discharge management for NDIS participants. The role will be supported by other staff within the CHS NDIS Project Team. The CHS NDIS Nurse Project Officer will work with the support of a Community Care Nursing reference group and broad guidance from the CHS NDIS Lead. While the length of the project role is agreed to for a period on 12 months, review will occur near the end of the 2021-22 financial year to confirm further funding.

#### **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, including being able to simultaneously manage and prioritise issues, with a high degree of drive.

Excellent interpersonal skills and the ability to develop and maintain relationships within the team, across Canberra Health Services and relevant external stakeholders while demonstrating leadership

Flexibility and adaptability to accommodate change to provide responsive services with an innovative approach.

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

Be registered or with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered (Division 1) Nurse.

Hold a current Driver's Licence

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

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

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

Undergo a pre-employment National Police Check.

**Notes:** This is a temporary position available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Barbara Bolton (02) 5124 0213 [Barb.Bolton@act.gov.au](mailto:Barb.Bolton@act.gov.au)

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

##### **Nursing**

##### **Registered Nurse**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 41899 - 01ZQ9)**

Gazetted: 08 December 2021

Closing Date: 22 December 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 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.

Expressions of interest are sought from an enthusiastic and experienced RNL1 to work in the Acute Geriatric Unit (Ward 11B). This 26-bed inpatient unit is part of the Division of Rehabilitation, Aged and Community Services and has a focus on restorative care, promoting independence and the wellbeing of elderly patients

#### Position Overview

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

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

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.

#### About You

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

#### Behavioural Capabilities

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

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

High level communication skills and a strong self-directed learning ethic.

#### Position Requirements/Qualifications:

Relevant nursing qualifications and a minimum of two years' experience working professionally in Acute Geriatrics setting is preferred.

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

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

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

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

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.

Bring two referee reports, with one from your current line manager

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for a period for 10 months with possibility of extension. Selection may be made on application and referee reports only.

Contact Officer: Mercy Lukose 0434 674 442 [mercy.lukose@act.gov.au](mailto:mercy.lukose@act.gov.au)

#### Acute Allied Health Service

##### Nutrition Department

##### Allied Health Assistant - Nutrition

**Allied Health Assistant 2 (Qualified) \$55,730 - \$62,047 (up to \$63,894 depending on qualification level), Canberra (PN: C07241, several - 01ZQL)**

Gazetted: 08 December 2021

Closing Date: 22 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

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.

There are several casual positions available. This role is required to participate in after-hour shifts, including potential for weekend and public holiday work. This recruitment will be used to establish a merit list of candidates which may be used to fill any casual AHA2 positions which may arise in the next 12 months.

#### **POSITION OVERVIEW**

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

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision this role supports the Dietitians in provision of Nutrition Support to patients within the hospital. Duties include supporting the operation of the special diet service and infant feeding service, preparation and distribution of adult and infant formulas according to departmental guidelines, computer data entry; patient visits with documentation, reception and other administrative duties.

This role is required to participate in providing cover to after-hour shifts, including potential for weekend and public holiday work.

#### **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 initiative.

Flexible and adaptive approach to work.

Strong interpersonal skills and confidence with communicating across a range of stakeholders

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

Relevant certificate three qualification or equivalent.

Hold a current driver's license.

The successful applicant will need to be available for weekend 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](#).

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

Undergo a pre-employment National Police Check.

Be registered under the Working for Vulnerable People Act.

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

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

**Notes:** There are several casual positions available. The above full-time salary will be pro-rata.

Contact Officer: Andrew Slattery (02) 5124 2544 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

## **Division of Cancer and Ambulatory Support**

### **Cancer Rapid Assessment Unit**

#### **Nurse Practitioner**

**Registered Nurse Level 4.2 \$131,034, Canberra (PN: 41367 - 01ZR4)**

Gazetted: 08 December 2021

Closing Date: 22 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

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 Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

The Rapid Assessment Unit provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department.

The unit is staffed by Nurse Practitioners and Registered Nurses who work in collaboration with the patient's treating team. The Rapid Assessment Nurse Practitioner will work primarily within the Rapid Assessment Unit with development opportunities within the Canberra Region Cancer Centre and inpatient wards.

The NP will receive professional development and formal clinical supervision from the Medical Officers and there are opportunities to participate in research, teaching and service development.

The unit operates between 8am – 6pm Monday to Friday. The position is full-time, however, applications for part-time hours may be considered.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Well-developed negotiation skills

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

##### **Mandatory:**

Applicants must hold or be eligible to hold registration with Australian Health Practitioner Regulation Agency (AHPRA) and have the notation of Nurse Practitioner attached to this registration.

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.

Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services.

Contact Officer: Melissa O'Brien (02) 5124 2623 [Melissa.O'Brien@act.gov.au](mailto:Melissa.O'Brien@act.gov.au)

## **Women, Youth and Children**

### **Child Health Targeted Support Services**

#### **Nurse Manager**

**Registered Nurse Level 4.1 \$122,360, Canberra (PN: 15943 - 01298)**

Gazetted: 08 December 2021

Closing Date: 23 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

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.

An exciting opportunity exists to join the senior leadership team of the Child Health Targeted Support Service. This is a newly created senior nurse position which will support the continuing development of a specialist nursing team with skills focused on delivering high quality nursing services to children and families accessing services through the Child at Risk Unit, Child Protection Training and Community Paediatric and Child Health Service. In addition, this role will lead the development of a new interdisciplinary model of care and supporting governance restructure, including the transfer of the Parenting Enhancement Program nursing team from Maternal Child Health Services to our unit. The successful candidate will possess a high level of drive, experience in managing a nursing team, effective communication and proficiency in clinical governance. The successful candidate will be supported through mentoring and professional development to develop their leadership skills.

#### **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/>

Women, Youth and Children, Community Health Programs (WYCCHP) delivers a range of primary health care community-based services to children, adolescents, families, and women including early pregnancy, child and family health, school health, immunisation, child protection and women's health services. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Child Health Targeted Support Services (CHTSS) team is a multidisciplinary team that includes the Child at Risk Health Unit and Community Paediatric and Child Health Service. The service is child, adolescent and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and young person and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

Under the broad direction of the CHTSS Manager, the CHTSS Nurse Manager is responsible for delivery of a high functioning nursing team which provides evidence based and quality services for the most vulnerable children, young people and their families in the ACT.

The CHTSS Nurse Manager is supported by the CHTSS Clinical Nurse Consultant and Child Protection Training Coordinator.

The Community Paediatric and Child Health Service provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with complex bio-psychosocial behavioural and emotional presentations. You will support the multidisciplinary team to promote positive client outcomes through the provision of high-quality nursing services including triage of referrals, nurse-led clinics, networking, health promotion activities and education to improve access to Aboriginal and Torres Strait Islander children and families with complex health needs.

The Child at Risk Health Unit provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers. You will oversee the delivery of evidence-based nursing services including triage of all referrals for medical assessment, provision of nurse led clinics to conduct

health assessments for children in Out of Home Care in accordance with National Standards and nursing support to the Paediatric Outpatient Blue Star clinic for babies with opioid withdrawal.

The Child Protection Training program develops, delivers and evaluates mandatory child protection training for Canberra Health Services. With the support of the Child Protection Training Coordinator, you will oversee the delivery of this program including rotation of nursing staff to deliver this training on 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 particularly encouraged to apply.

#### **Behavioural Capabilities**

Effective leadership qualities and ability

Adaptability and flexibility to accommodate change

Kindness

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

##### **Mandatory:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)  
A current driver's 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](#).

##### **Desirable:**

Tertiary qualifications or working towards same in leadership or in a relevant Primary Health Care area.

##### **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 part-time position at (32) hours per week for 12 months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

Contact Officer: Carolyn Thomas (02) 5124 1607 [carolyn.thomas@act.gov.au](mailto:carolyn.thomas@act.gov.au)

## **Surgery**

### **Personal Assistant (Neurosurgery)**

#### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 09955 - 01ZNH)**

Gazetted: 08 December 2021

Closing Date: 24 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

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 Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Intensive Care Unit, ACT Trauma Service, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Ophthalmology, specialist surgical ward areas, medical and nursing Outpatient services and the Trauma and Orthopaedic Research Unit.



Most clinical units, including the Neurosurgery Unit, are supported by Personal Assistants or Office Management staffs, who coordinate the Office of busy clinicians.

#### **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 a responsive services.

A commitment to the provision of high quality customer service

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

Experience with Dictaphone typing is 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.

#### **NOTES**

This is a temporary position available for six months with the possibility of permanency.

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

Contact Officer: Tonia Sydney 04686 63425 [Tonia.Sydney@act.gov.au](mailto:Tonia.Sydney@act.gov.au)

### **Women Youth and Children**

#### **Neonatology**

#### **Partnering with Parents Coordinator**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 13541 - 01ZDS)**

Gazetted: 06 December 2021

Closing Date: 15 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

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 Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN) and the ACT NETS retrieval service. It also includes the clinical support services Newborn and Parent Support Service, and Growth and Development Clinic, Neonatal Care Coordinator and the Partnering with Parents. NICU and SCN have 28 funded beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

As the Partnering with Parents Coordinator you will model and lead our team in providing evidence based family centred and developmental care to patients and their families. You will manage both parent and staff education and coordinate resources including web based communication systems (Webcam) specific to providing evidence based family centred and developmental care.

In the role you will be pivotal in supporting the creation of a partnership between parents and staff, centered around the individual needs of each patient and their family. This position is 0.84 FTE with no shift work required.

#### **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, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

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

**Position Requirements/Qualifications:**

Relevant post graduate qualifications relevant to the role. Education, training and experience in information technology would be an advantage.

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:**

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

Undergo a pre-employment National Police Check.

**Notes:** This is a permanent part-time position (0.84 FTE). The above full-time salary will be pro-rata.

Contact Officer: Kerry Pope (02) 5124 7309 [kerry.pope@act.gov.au](mailto:kerry.pope@act.gov.au)

**ACT Pathology**

**Molecular**

**Chief Scientist Molecular**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 29039 - 01ZMA)**

Gazetted: 08 December 2021

Closing Date: 27 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

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/>

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at eight other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Microbiology Molecular Pathology Laboratory within ACT Pathology operates 24hrs/ 7days for the Covid-19 response and provides routine molecular testing Monday to Friday.

**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.



Excellent written and oral communication skills and the ability to liaise with a diverse range of clients.  
Ability to work in a team environment.  
Adaptability and flexibility to accommodate change and provide responsive services to meet client needs.

**Position Requirements/Qualifications:**

**Mandatory**

Tertiary qualifications in Medical Laboratory Science or other relevant science related field.  
Minimum of five years' experience working with Molecular techniques, preferably in a diagnostic microbiology laboratory.

**Position Requirements**

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).  
The successful applicant will need to be available for occasional weekend and after-hours work.  
Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.  
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: Mary Brun (02) 5124 2893 [mary.brun@act.gov.au](mailto:mary.brun@act.gov.au)

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

**Adult Mental Health Unit and Mental Health Short Stay Unit**

**Mental Health Nurse (Future Clinical Leaders Program)**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 32309, several - 01ZK5)**

Gazetted: 06 December 2021

Closing Date: 23 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

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**

Future Clinical Leaders Program – Mental Health Nursing

MHJHADS Future Clinical Leader Program is a structured program to develop high potential talent within the existing workforce to provide a supported and structured pathway for development and succession.

The conversion program that will see clinical staff engaged and motivated to upskill in their careers, resulting in an improved delivery of mental health care and treatment within the inpatient care setting.

This program will prepare the candidate for a clinical leadership role within mental health. The program will provide support and ongoing training from senior registered nurses working within the division of MHJHADS in the ACT.

There are 10 positions available in the 2021 intake:

Six Full-time at Adult Mental Health Unit (AMHU)

Two Full-time at Adult Mental Health Rehabilitation Unit (AMHRU)

Two Full-time at Dhulwa Mental Health Unit (DMHU)

The Program will offer:

Six month structured and supportive development program.

Six Supernumerary days to support clinical practice with a senior nurse.

Tailored training program to develop your clinical and leadership skills.

Six Individual days to support the program objectives and deliverables. This includes access to guest speakers from across the organisation.

Opportunities to act in a Registered Nurse Level 2 (RN2) position.

On successful completion of the program, participants will have the skill and expertise to apply for promotion to the RN2 level.

For further information regarding the Future leadership Program please contact Anita Cregan at

[anita.cregan@act.gov.au](mailto:anita.cregan@act.gov.au)

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery.

The Adult Mental Health Unit (AMHU) is a 40-bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the person, their carers and other key services. The Mental Health Short Stay Unit (MHSSU) is a sub-acute 6 bed inpatient unit located in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. Ward 12B dedicated 10-bed inpatient acute mental health inpatient unit located within Canberra Hospital that provides assessment, treatment and therapeutic intervention for persons aged 18 years and over (unless otherwise approved for people under aged 18 years at the discretion of the Clinical Director) with mental health presentations requiring inpatient care with a lower risk of behavioural disturbance, vulnerability or other issues than persons requiring the more restrictive environment of the AMHU High Dependency Unit (HDU).

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

#### ABOUT YOU

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

#### Behavioural Capabilities

Flexible, adaptable, and comfortable with changing working environment.

Commitment to achieving positive outcomes

Strong organisational skills with a high degree of personal motivation

#### Position Requirements/Qualifications:

Relevant Post graduate qualification in Mental Health Nursing and experience working professionally within acute Mental Health setting is preferred.

The successful applicant will need to be available to work a rotating shift roster, including night shifts and weekends.

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 position available for six months.

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

Contact Officer: Anita Cregan (02) 5124 5856 [anita.cregan@act.gov.au](mailto:anita.cregan@act.gov.au)

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

#### **Administrative Support Officer 4**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 17293 - 01ZJW)**

Gazetted: 07 December 2021

Closing Date: 21 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

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 Justice Health Services team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

Justice Health Services is part of the Mental Health, Justice Health and Alcohol and Drug Services. Justice Health Services (JHS) provides high quality primary and forensic mental health care and people can access these services through City Health Centre, Alexander Maconochie Centre (AMC), and young people at Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties. As the Administration Support Officer, you will report to the Administration and Data Manager JHS, and be expected to provide high level administrative support to the clinical staff of all teams in the Program with a focus on providing quality customer service to mental health consumers and support when required to the AMC. This also includes the provision of high-quality customer service to the consumers and staff of MHJHADS. This position is currently based at the Alexander Maconochie Centre however may be required to work across multiple sites including 1 Moore Street, CHS, and Bimberi Youth Justice Centre.

The working hours for this position are 8.30am – 4.51pm. This position is not required to wear a uniform.

#### **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 with a commitment to achieving positive outcomes

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

Sensitivity and understanding with a non-judgemental attitude

Ability to manage confidential and sensitive information

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

Knowledge of Canberra Health Service internal software packages is preferred but not mandatory

A current drivers licence is preferred but not mandatory

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:**

Be registered under *the Working for Vulnerable people Act 2011*

Undergo a pre-employment National Police Check.

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

Contact Officer: Casey Shaw (02) 5124 7706 Casey.Shaw@act.gov.au

#### **Allied Health**

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

**Director of Allied Health, Acute Allied Health Services**  
**Health Professional Level 6 \$153,041, Canberra (PN: 28425 - 0129K)**

Gazetted: 06 December 2021

Closing Date: 20 December 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 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 Allied Health is responsible for the delivery of Acute Allied Health services, workforce reforms, and for strengthening, developing, and delivering allied health services through innovative models of care and services across Canberra Health Services (CHS).

Acute Health Services in the 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, timely, person-centred 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. Acute Allied Health Services are delivered by a range of health professionals including:

Audiology

Occupational Therapy

Social Work

Aboriginal and Torres Strait Islander Service

Nutrition and Dietetics

Physiotherapy

Psychology

Speech Pathology

across acute, sub-acute and ambulatory settings.

The Director of Allied Health, Acute Support will provide outstanding leadership, strategic approach, communicate professionally and work with flexibility, efficiency, and diplomacy.

**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.

To be successful in this position, it is expected that the successful candidate will have a demonstrated track record of leading a diverse team, including health professionals and administrative staff in a complex environment, inspiring a collaborative team and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

**Behavioural Capabilities**

Demonstrated senior leadership reputation in Allied Health or an Allied Health discipline.

Well-developed leadership and management experience, including ability to inspire and motivate others to achieve corporate goals, identify and develop the potential in others, and assess and mitigate future work and capability requirements.

High level critical thinking ability and extensive process, resource, and budget management skills to implement operational efficiency and understand the challenges facing modern healthcare service delivery.

High level interpersonal skills to influence and provide key information to support decisions made by a diverse stakeholder group.

**Position Requirements/Qualifications:**

Relevant tertiary qualifications and a minimum of five years' experience working professionally in an allied health profession is preferred.

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.

Highly Desirable

Postgraduate qualifications.

Current drivers licence.

For Registered Allied Health Professions:

Be registered or eligible for registration with AHPRA.

Applicants must have a minimum of five-10 years post-qualification experience.

For Self-Regulated Allied Health Professions:

Degree in relevant allied health profession.

Professional membership or eligibility for professional membership of the appropriate professional body.

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

Applicants must have a minimum of five-10 years post-qualification experience.

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

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

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

Undergo a pre-employment National Police check.

**Note:** This is a temporary position available for a period of 11.9 months with possibility of permanency.

Contact Officer: Jo Morris 02 5124 4776 [jo.morris@act.gov.au](mailto:jo.morris@act.gov.au)

## Medicine

### Renal Ward

#### Clinical Development Nurse

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 27012 - 01ZLI)**

Gazetted: 06 December 2021

Closing Date: 23 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

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 Renal Ward is a busy 20-bed ward offering inpatient care to patients admitted with renal dysfunction and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team of the Renal Service and Division of Medicine and coordinate education and promote a learning culture within the Renal Ward.

#### DUTIES

Under direction of the Renal Ward Clinical Nurse Consultant (CNC), the Renal Inpatient Ward Clinical Development Nurse (CDN) will:

Facilitate clinical teaching within the workplace utilising adult learning principles and following practice standards and policies to optimize personal learning and development of self and others including support of new colleagues and preceptors. This requires participation in the development and regular revision of clinically specific Self Directed Learning Packages that reflect evidence based practice and current literature.

2. Work with CNC to identify learning needs of the area and lead development activities and clinical in-services programs to promote Evidence Based Nursing taking into account local requirements. This includes presentations from nurses who have been sponsored to attend educational events.
3. Manage competency based assessment and mandatory training of all nurses within clinical settings as required and maintain credentialing records including Capability. Collect and report relevant data for KPI's.
4. Participate in risk management, quality improvement, procedure review, nursing practice review and clinical research activities.
5. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Highly organised and motivated

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

Good leadership skills with the ability to work independently to agreed outcomes.

Excellent interpersonal and communication skills

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

Desirable:

Certificate IV in Training and Assessment

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

#### **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.

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

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

Contact Officer: Tracy Garratt (02) 5124 3352 [tracy.garratt@act.gov.au](mailto:tracy.garratt@act.gov.au)

### **Rehabilitation and Community Care**

#### **Oral Health Services**

##### **PA to Director and Clinical Director**

##### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 11683 - 01ZPN)**

Gazetted: 08 December 2021

Closing Date: 20 December 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 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/>

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

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



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

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

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

These services are delivered in the community to:

Gungahlin Health Centre.

Belconnen Health Centre.

Civic Health Centre.

Phillip Health Centre.

Tuggeranong Health Centre.

Alexander Maconochie Centre.

Mobile Dental Clinics.

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.

Highly developed communication skills.

Sound ability to determine priorities and exercise initiative.

Position Requirements/Qualifications:

Previous experience as a Personal Assistant with a minimum one year experience.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Karen Macdonald 51241725 [karen.macdonald@act.gov.au](mailto:karen.macdonald@act.gov.au)

## Rehabilitation, Aged and Community Services

### Community Care

#### Podiatrist

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 21615, several - 01ZKZ)**

Gazetted: 08 December 2021

Closing Date: 22 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

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, 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.

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

RACS work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management, and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

#### **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 and ability to work independently with a high degree of drive

Adaptability and flexibility to accommodate change

Strong interpersonal skills and confidence communicating across a range of media

Ability to work within an interdisciplinary team environment

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

Tertiary qualifications in Podiatry

Be registered with the Podiatry Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

Current Driver's Licence (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](#).

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

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

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

Undergo a pre-employment National Police Check.

**Notes:** These are temporary positions of varying duration with the possibility of extension and/or permanency.

Applications from this recruitment process may be used to form a merit pool to fill part-time and full-time, temporary, or permanent identical positions within Community Care Podiatry over the next 12 months.

Recruitment may be determined by application and referee reports only.

Contact Officer: Amanda McLean (02) 5124 1229 [Amanda.Mclean@act.gov.au](mailto:Amanda.Mclean@act.gov.au)

#### **Acute Allied Health Service**

##### **Nutrition Department**

##### **Senior Dietitian**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 22028 - 01ZQX)**

Gazetted: 08 December 2021

Closing Date: 22 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

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 Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under the direction of the Manager Nutrition, the Senior Dietitian is responsible for the provision of clinical dietetic services across the Canberra Hospital Campus. This involves liaising across the Canberra Hospital Campus, partaking in service improvement and quality assurance initiatives and contributing to the supervision and training of fellow Health Professionals and Students.

The Senior Dietitian role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

#### **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 initiative

Flexible and adaptive approach to work

Strong interpersonal skills and confidence with communicating across a range of stakeholders.

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

##### **Mandatory:**

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

Be registered under the Working for Vulnerable People Act.

Hold a current Driver's Licence.

##### **Other:**

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 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 Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Andrew Slattery (02) 5124 2544 [Andrew.Slattery@act.gov.au](mailto:Andrew.Slattery@act.gov.au)

**Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS)**

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

**CAMHS Acute Clinician**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 49487 - 01ZL0)**

Gazetted: 06 December 2021

Closing Date: 23 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

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**

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

This role will be based within CAMHS Acute Services, CAMHS Hospital Liaison Team. The service provides assessment to children, young people, and adolescents who present to The Canberra Hospital with a mental health vulnerability. The service is over a seven-day roster.

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

**ABOUT YOU**

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

**Behavioural Capabilities**

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

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and comfortable with a changing working environment.

**Position Requirements/Qualifications:**

**Mandatory:**

- Tertiary qualifications in Nursing.

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must hold a current ACT driver's license.
- Experience in mental health.

Desirable:

- Experience in working with children and young people.

The successful candidate will be required to;

- Be available to work within all program areas of CAMHS as service needs arise
- Be available for weekend and on call work when necessary.
- This position is a full time permanent RN3 position available at CAMHS Acute services.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

#### NOTES

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

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

Contact Officer: Norette Leahy (02) 5124 6543 [Norette.Leahy@act.gov.au](mailto:Norette.Leahy@act.gov.au)

## Rehabilitation, Aged and Community Services

### Oral Health Services

#### General Administration Officer

#### Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: 46920 - 01ZJA)

Gazetted: 08 December 2021

Closing Date: 20 December 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 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/>

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

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

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

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

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

These services are delivered in the community to:

Gungahlin Health Centre.

Belconnen Health Centre.

Civic Health Centre.

Phillip Health Centre.

Tuggeranong Health Centre.

Alexander Maconochie Centre.

Mobile Dental Clinics.

#### 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 organisational skills.

High level of customer service skills.

Good time management skills.

communication skills.

Position Requirements/Qualifications:

Previous experience in an administration role and/or knowledge of dental terminology and item numbers is 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:

Referee checks

Undergo a pre-employment National Police Check.

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

Contact Officer: Karen Macdonald 5124 1725 [karen.macdonlad@act.gov.au](mailto:karen.macdonlad@act.gov.au)

## **Medical Services**

### **Pharmacy**

#### **Deputy Director of Pharmacy (Operations)**

**Pharmacist Level 5 \$131,773 - \$148,344, Canberra (PN: 32120 - 01ZBE)**

Gazetted: 07 December 2021

Closing Date: 21 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

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 (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, administration staff and a clinical nurse educator. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

This is an opportunity to join the team as the Deputy Director of Pharmacy – Operations and to lead and manage a team of dedicated and skilled staff to provide pharmacy services that meet the needs of both internal and external users of the service.

This position works closely with the two other deputies and will assume the responsibilities of the Director of Pharmacy when required

#### **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:

Well-developed leadership skills

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs  
Support the shared purpose, mission statement and strategic directions of the department  
Follow all reasonable directions from your supervisors and managers and participate in ongoing professional development and performance review.

**Position Requirements/Qualifications:**

Relevant Pharmacist qualifications and a minimum of five years' experience working professionally in hospital pharmacy, together with post-graduate qualification in a relevant field such as clinical pharmacy, health informatics or management, is preferred.

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

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.

**NOTES**

This is a temporary position available for 11 months.

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

Contact Officer: Daniel Lalor (02) 5124 2120 [Daniel.Lalor@act.gov.au](mailto:Daniel.Lalor@act.gov.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)**

**Executive Branch Manager Payroll and HR Systems**

**Temporary Vacancy (24 December 2021 – 28 January 2022)**

**Chief Minister, Treasury and Economic Development Directorate**

**Shared Services**

**Position: E1084**

**(Remuneration equivalent to Executive Level 1.2)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 2 December 2021

Shared Services within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Executive Branch Manager, Payroll and HR Systems, Shared Services.

The Executive Branch Manager, Payroll and HR Systems, Shared Services is a dynamic position that leads, contributes to and influences strategic thinking, direction setting and decision making by engagement with stakeholders within the Directorates of the ACT Government while leading a large team of Payroll and HR systems employees to deliver the ongoing pays to around 25,000 employees per fortnight. The position is also responsible in leading the Branch's role in the implementation of the new Human Resources Information Management System (HRIMS).

The successful candidate will require knowledge and experience in managing and leading a large team, including understanding complexity associated with a diverse workforce governed by 18 enterprise agreements and legislation. A sound understanding of payroll's role in HRIMS is highly desirable with an ability to be hands on with Directorates and to maintain relationships with those directorates maintaining high level stakeholder relations.

**To apply:** Candidates are requested to submit an Expression of Interest (maximum two pages) addressing the selection criteria and a current curriculum vitae to Martin Bolton via email, [martin.bolton@act.gov.au](mailto:martin.bolton@act.gov.au) by COB Wednesday 8 December 2021.

**Remuneration:** The position attracts a remuneration package ranging from \$225,196 - \$233,809 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,249. Contact Officer: Martin Bolton (02) 6205 8700 [martin.bolton@act.gov.au](mailto:martin.bolton@act.gov.au)

#### **Executive Branch Manager**

**Temporary Vacancy (2 January 2022 – 31 March 2022)**

**Chief Minister, Treasury and Economic Development Directorate**

**Policy and Cabinet - Office of the Coordinator General Whole of Government COVID-19, Non-health response**

**Position: E1191**

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

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 2 December 2021

The Coordinator General Whole of Government COVID-19 (Non-health) Response is looking for an Executive Branch Manager to provide strategic advice to the Coordinator General to ensure they are fully briefed on current and emerging issues, initiatives, projects, and responses in relation to the COVID-19 pandemic and the Territory's cross-government non-health related response.

The Executive Branch Manager, Office of the Coordinator General is a key position within the Chief Minister, Treasury and Economic Development Directorate. The role is highly strategic and facilitative rather than administrative in nature and is one that requires a combination of focus, flexibility, and ability to work with limited direction.

**To apply:** If you can collaborate on National issues, build effective relationships with senior staff across all levels of Government and have the proven experience in complex Interjurisdictional engagement, please send your curriculum vitae and an Expression of Interest no longer than one page to Leesa Croke via email, [leesa.croke@act.gov.au](mailto:leesa.croke@act.gov.au) by COB Wednesday 8 December 2021.

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

**Remuneration:** The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039. Contact Officer: Leesa Croke (02) 6207 3751 [leesa.croke@act.gov.au](mailto:leesa.croke@act.gov.au)

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

**ACT Data Analytics Centre**

**Data Analyst**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53521)**

Gazetted: 06 December 2021

Closing Date: 20 December 2021

**Details:** Wherever you are at in your career, ACTDAC can help you take it further. We are a diverse, innovative, and professional team of data and policy experts. We are empathetic, curious, and respectful: working in the best interest of Canberrans and our ACTPS partners. Our people thrive in rapid decision and learning cycles, enabled by digital tools, and empowered with a common purpose to drive change across the ACTPS.

The successful applicant will have demonstrated conceptual and analytical skills and a soundtrack record in developing business intelligence products that enable business areas to achieve their outcomes. You will work as member of a dynamic and diverse team to develop and deliver visual analytics solutions and products that enable business to achieve better outcomes for the community. Please review the Position Description for more details about this role and its duties/responsibilities.

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 for three months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 you think you are the right person we are looking for, please submit your curriculum vitae (including the contact details of two referees) and a personal pitch by the application closing day. Your pitch should be no more than two pages addressing the section criteria by outlining:

Why you are interested in the opportunity.

What skills and experiences you will bring to the position and ACT Data Analytics Centre.

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

Contact Officer: Joseph Walshe (02) 6207 9172 joseph.walshe@act.gov.au

## **Shared Services**

### **Partnership Services**

#### **Service Centre**

#### **Recruitment Officer**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 08099)**

Gazetted: 02 December 2021

Closing Date: 8 December 2021

**Details:** The Recruitment and Information Services team are seeking applications from highly motivated, customer focused individuals who would relish the opportunity to deliver recruitment services across the ACT Public Service (ACTPS). We are a fast paced and high-volume area, often the first point of contact for people looking to work with the ACTPS which places us on the front line for attracting great people to the service.

#### **The Recruitment Officer is responsible for:**

Providing advice to directorate customers regarding recruitment matters, including procedures and policies/legislation.

Overseeing the timely onboarding of successful applicants, including Australian Federal Police and Visa checks.

Recruitment related administration.

Relationship management of directorate customers and their employees.

#### **To be successful in this role you will have:**

Demonstrated experience in a customer focused, administrative position.

Demonstrated resilience in working within a fast-paced environment with competing priorities.

Competence in using a variety of business applications.

Attention to detail.

Excellent relationship management skills.

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

**Eligibility/Other requirements:** Experience in government administration or Human Resource related position is highly regarded.

**Note:** This is a temporary part-time position available immediately for nine months with the possibility of extension up to 12 months. This position is for up to 29 hours per week, these hours are able to be flexibly negotiated with the successful candidate. The full-time salary noted above will be paid pro-rata. 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:** Applicants are asked to please submit a maximum two-page personal pitch providing examples from your past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your pitch please provide your curriculum vitae including two referees.

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

Contact Officer: Leon Kotzur (02) 6207 6965 leon.kotzur@act.gov.au

## **Access Canberra**

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

#### **Data and Strategy**

#### **Project Officer**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 49765, several)**

Gazetted: 02 December 2021

Closing Date: 16 December 2021

**Details:** Calling all problem solvers, LEGOMasters, game lovers, people who enjoy telling a story and who play well with others. If you enjoy grappling with problems, developing solutions and overcoming obstacles then the Project Officer role within the Strategy team in Access Canberra is the place for you.

Working in a small team in a flexible, fun loving working environment you will have the opportunity to work with people from across the organisation to find solutions and develop approaches to some of the major challenges facing the agency over the next few years. You will need excellent interpersonal and written communication skills. The team has a variety of major projects to achieve in addition to fast paced problem solving of issues as they arise. There will also be the opportunity to assist in the development and coordination of scenario storming exercises on a range of issues that impact on the organisation.

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 position available and at least one (potentially two) temporary positions available for six months with the possibility of extension and/or permanency.

**How to Apply:** If you are up for the challenge and enjoy working on a wide variety of projects with the opportunity to learn about an entire organisation then this role is for you! Send us a one page pitch outlining how you best meet the Selection Criteria. Please include your curriculum vitae and the contact details of two referees.

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

Contact Officer: Linda Muscat (02) 6207 5014 Linda.Muscat@act.gov.au

## **Economic and Financial Group**

### **Economic Modelling and Quantitative Analysis**

#### **Director - Economist**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52535)**

Gazetted: 02 December 2021

Closing Date: 7 January 2022

**Details:** The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is seeking a Director with applied economic and analytical skills to support the development of evidence-based policy and strategic advice. You will help build bespoke economic and financial models to address policy questions and generate workable solutions. You will become an integral member of the team, working closely with senior staff.

The position involves providing economic and quantitative analysis and advice on a broad range of economic policy and strategic issues for the government as well as providing Treasury support to ACT agencies.

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:**

Tertiary or post graduate qualifications in economics or similar field would be an advantage.

Prior experience in a public or private organisation with a focus on evidence-based analysis and advice will be highly regarded.

**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. 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:** Applicants are to address the Selection Criteria located in the Position Description in a short statement of no more than two pages and provide a current curriculum vitae and contact details of two referees.

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

Contact Officer: Douglas Miller (02) 6205 4079 douglas.miller@act.gov.au

## **Digital Data and Technology Services**

### **Technology Services Branch**

#### **ICT Security**

#### **Assistant Director, Cyber Strategy and Governance**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 54363, several)**

Gazetted: 03 December 2021

Closing Date: 22 December 2021

**Details:** Are you energetic, enjoy building strong relationships and interested in providing customers with solutions to improve their ICT security posture? Then this role is for you!

The ACT Cyber Security Centre is looking for self-motivated, highly organised and adaptable team members who have a passion for customer focussed cyber security solutions.

To be successful you would be someone with:

An ability to collaborate effectively with customers to understand requirements, provide analysis and problem resolution

Analytical skills to identify and analyse cyber security risks and develop effective solutions to meet positive business outcomes

A passion for maintaining and improving processes for delivering high quality cyber security risk management services to customers

Exceptional verbal and written communication skills with a high level of attention to detail to develop accurate and data driven security risk metrics and artefacts for customers

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:** A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

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

**How to Apply:** If this sounds like you, please provide your curriculum vitae with a two page pitch outlining why you're the best person for the job and how you would make a positive impact across the team along with your curriculum vitae. If you would like to know more about the role before applying, please contact Natalie Wise.

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

Contact Officer: Natalie Wise (02) 6207 5563 [natalie.wise@act.gov.au](mailto:natalie.wise@act.gov.au)

## Shared Services

### Finance Services

#### Reporting Team

##### Director – Finance Services Reporting

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 11114)**

Gazetted: 03 December 2021

Closing Date: 10 December 2021

**Details:** Applications are being sought from suitable experience and qualified people to work as a Director in the Finance Services Reporting Team in Shared Services Finance. This role is responsible for financial reporting and operational management of a team tasked with the provision of financial accounting services to ACT Government Directorates and Agencies. Duties include the leadership of a finance team which is responsible for the preparation of financial statements and taxation management, including the preparation of the monthly Business Activity Statement and annual Fringe Benefit Tax returns. The successful candidate will lead a team that may include several Directorates and Agencies and report to the Financial Controller.

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

**Eligibility/Other requirements:** Demonstrated 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 representational skills. A degree with a major in Accounting or equivalent is highly desirable, as is membership of a professional Australian Accounting Body.

**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.

**How to Apply:** Please submit a written application of no more than two pages, addressing the Capabilities and demonstrating your capacity to perform the Duties and Responsibilities of the role. 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: Ahalya Shakespeare (02) 6205 5474 [ahalya.shakespeare@act.gov.au](mailto:ahalya.shakespeare@act.gov.au)

## **Economic Development**

### **Finance and Business Services Unit**

#### **Senior Business Services Officer - Business Improvement**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 54238)**

Gazetted: 03 December 2021

Closing Date: 17 December 2021

**Details:** Do you find yourself regularly sitting in the driver's seat, taking the lead and making things happen? If this sounds like you, this could be the career opportunity you've been waiting for!

We've got an exciting project that needs to be delivered and we're looking for a Senior Officer – Business Improvement within our Finance and Business Services team. Initially, you'll be responsible for the design, development and implementation of a Services Catalogue – a repository of corporate-related processes and procedures that are easily accessible, interpretable and can be consistently adopted across the Economic Development Division. The ability to attain sound business knowledge, collaborate effectively and possess a 'can do' attitude are essential in this role.

You will need to be confident, able to get your head around complex issues quickly, and deliver solutions. You will be supported with development and career growth, including the opportunity to contribute to change initiatives to improve data and reporting outcomes.

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 for six months with the possibility of extension and/or permanency.

**How to Apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae with details of two referees.

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

Contact Officer: Fiona Moore (02) 6205 7031 [Fiona.Moore@act.gov.au](mailto:Fiona.Moore@act.gov.au)

## **Access Canberra**

### **Corporate Support and Capability**

#### **Gambling and Harm Prevention**

#### **Director**

#### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 54198)**

Gazetted: 03 December 2021

Closing Date: 10 December 2021

**Details:** Feeling adventurous? Ready to navigate differing perspectives to guide a broad range of stakeholders through rough seas to the public health approach to gambling harm? Access Canberra's Gambling and Harm Prevention team is seeking an experienced Director to lead our team and stakeholders in sailing through data, research and policy to ensure our initiatives and strategy are shored-up by a sound evidence base, evaluation and communication.

As one of two Directors of this small team who report directly to the Executive Branch Manager, you will need excellent collaboration, interpersonal and communication skills to jointly Co-captain this small ship. Teamwork, accountability and joint leadership are essential!

To be successful for this role you will also have policy and program management experience, high order analytical skills, sound judgement and ability to communicate effectively with a range of stakeholders.

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 position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former Australian Defence Force members are encouraged to apply.

**How to Apply:** Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the Duties and Responsibilities listed in the Position Description. Please submit a two-page pitch showing why you are the best person for this role, a current curriculum vitae and the contact details of two referees - one referee must be someone who has worked for you.

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

Contact Officer: Yu-Lan Chan (02) 6205 0319 yu-lan.chan@act.gov.au

## Treasury

### Shared Services

#### Finance Operations - Accounts Payable

##### Senior Finance Officer

##### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 07456, several)**

Gazetted: 03 December 2021

Closing Date: 29 December 2021

**Details:** Shared Services Finance Operations, Accounts Payable has a vacancy for a Senior Finance Officer (ASO4). The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory. The Accounts Payable team is looking for enthusiastic, motivated team player with excellent communication skills and a strong commitment to quality customer service. You will also possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational environment. In this role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment. This may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner. To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations environment. The Senior Finance Officer role has supervisory duties for junior officers within the team and reports directly to the Team Leader (ASO5).

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

**Eligibility/Other requirements:** Previous experience in a finance operations or processing environment would be highly regarded.

**Note:** These are temporary positions available immediately for up to 12 months with the possibility of extension or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only.

**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" sections and submit a personal pitch of no more than two pages. Your personal pitch should include information that provides evidence of your Capabilities against the Professional and Technical skills and the Behavioural Capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided.

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

Contact Officer: Tash Grant (02) 6205 4066 tash.grant@act.gov.au

## Digital, Data and Technology Solutions

### Technology Services Branch

#### Applications Service Delivery

##### Test Coordinator

##### **Information Technology Officer Class 1 \$71,963 - \$81,917, Canberra (PN: 53323)**

Gazetted: 03 December 2021

Closing Date: 17 December 2021

**Details:** The Application Service Delivery, Test Team is seeking to recruit an enthusiastic and organised Test Coordinator to execute tasks within the testing phases of operational and development activities including

managed software deployments, large-scale upgrades of Standard Operating Environments (SOE) and coordination/facilitation of User Acceptance Testing (UAT) within expected timeframes. The role requires sound organisational skills, including the ability to self-manage and prioritise competing tasks with effective written and oral communication skills, including the ability to build and maintain working relationships with customers at all levels. You will work in a diverse, inclusive, and supportive team of professionals who are strongly committed to modelling ACT Public Service values and behaviours.

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:** 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 attach the following to your application:

After reviewing the Position Description please provide a written response to each of the individual six capabilities listed in the "What you require" section of the Position Description, describing experience and claims of suitability for each capability separately. Applications should be limited to no more than two pages of capability response.

Names and contact details of two professional referees.

A curriculum vitae.

A Skills Framework for the Information Age (SFIA) assessment verification documents if applicants have them. The SFIA assessment verification documents are not mandatory.

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

Contact Officer: Larissa Wurzer (02) 6207 5929 [larissa.wurzer@act.gov.au](mailto:larissa.wurzer@act.gov.au)

**Access Canberra**

**Corporate Support and Capability**

**Executive Support Officer**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 34381)**

Gazetted: 03 December 2021

Closing Date: 10 December 2021

**Details:** Howdy Partner! Do you have the skills and aptitude to wrangle and organise two busy executives as well as their branches and stakeholders? Are you experienced at herding multiple projects, briefings and correspondence to get to the right milestone at the right time? Can you keep inboxes and correspondence under a tight rein while maintaining great relationships with everyone?

Access Canberra, within the Chief Minister, Treasury and Economic Development Directorate, is looking for an Executive Support Officer to support the Executive Branch Managers of the Engagement, Compliance and COVID-19 Response Branch and the Corporate Support and Capability Branch. In this important position, you will help them and their teams to keep everything on track and running smoothly. You will be part of a team while also needing to operate and problem solve under your own initiative with limited direction.

If you're a person who likes to keep busy, learn fast and help others with problem solving and achieving great outcomes, we welcome you to our team in Access Canberra.

If you would like to know more about this role, please contact Yu-Lan Chan (she/her), Executive Branch Manager, Access Canberra at [yu-lan.chan@act.gov.au](mailto:yu-lan.chan@act.gov.au).

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 for four months with the possibility of extension up to 12 months and/or permanency. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

**How to Apply:** Please submit a one-page pitch describing your biggest challenge in a work situation and how you overcame it, a curriculum vitae and details for two referee.

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

Contact Officer: Yu-Lan Chan (02) 6205 0319 [Yu-Lan.Chan@act.gov.au](mailto:Yu-Lan.Chan@act.gov.au)

**Procurement, Property and Venues**

**Venues Canberra**

**Commercial and Operations**

**Commercial Sales and Operations Coordinator**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 31485)**

Gazetted: 06 December 2021

Closing Date: 12 January 2022

**Details:** The Commercial Sales and Operations Coordinator is part of the Venues Canberra Commercial team and is responsible for increasing revenue and event days via sales and other commercial activities. The dynamic position involves collaboration with internal and external stakeholders, and responsiveness to the needs of clients.

The positions will also assist and contribute to marketing activities at Exhibition Park in Canberra and at other venues managed and operated by Venues Canberra.

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:**

C Class Driver's licence is essential.

Ability to perform after hours, public holiday or weekend work to support bookings may be 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. Selection may be based on application and referee reports only.

**How to Apply:** To apply please address each of the selection criteria/capability requirements and provide a copy of your curriculum vitae.

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

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

**Workplace Capability and Governance ( WCAG)**

**Secure Local Jobs Code (SLJC)**

**Assessment Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 54412, several)**

Gazetted: 08 December 2021

Closing Date: 7 January 2022

**Details:** The Secure Local Jobs Code Branch (SLJC) supports the Secure Local Jobs Code Registrar in administering the Secure Local Jobs Code. The Branch also conducts regulatory and assessment evaluations in support of procurement activities. The Registrar and the Branch are responsible, among other duties, for administering the Code and the legislative obligations conferred on Territory entities, conducting regulatory assessments and evaluations to support procurement activities, assessing Labour Relations, Training and Workforce Equity plans and making decisions regarding applications for Secure Local Jobs Code Certificates

The SLJC Branch is looking for highly knowledgeable and dependable people to support the Secure Local Jobs Code administration, regulatory assessments, and evaluation tasks supporting procurement activities. Success in this role demands strong attention to detail and analytical orientation coupled with exceptional communication skills and a highly developed collaborative nature. The occupant must have excellent stakeholder management skills to promote compliance with Code obligations. The role requires a sound understanding of contemporary compliance and assessment principles and handling sensitive information with discretion. The occupant will conduct assessments, prepare reports and recommendations, and deliver information to help educate stakeholders on their obligations. Training in making these assessments and evaluations and learning the legislation will be provided.

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:** Qualifications in Regulatory Assessment, Audit, Compliance or other relevant areas are desirable but not essential.



**Notes:** There are several permanent positions (Full time and Part-Time) available. The full time salary noted above will be paid pro-rata. Positions will be particularly suitable for those considering phased retirement; positions can accommodate reduced and staggered hours, compressed hours and job sharing. 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 for this role, please submit a two-page pitch addressing the Selection Criteria along with a curriculum vitae.

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

Contact Officer: Sameer Gupta (02) 6205 9695 Sameer.Gupta@act.gov.au

## **Digital, Data and Technology Solutions (DDTS)**

### **Human Resource Information Management Solution (HRIMS)**

#### **HRIMS Program**

#### **Assistant Director, HRIMS Governance and Reporting.**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 14470)**

Gazetted: 06 December 2021

Closing Date: 13 December 2021

**Details:** Do you have exceptional organisation skills, with experience providing Executive and operational support to key stakeholders on a complex Project landscape? Do you like a fast-paced work environment, which drives business improvements and best practice processes and governance advice? Do you have well developed liaison, oral and written communication skills? Do you enjoy development and review of governance related documentation to ensure appropriate governance controls are in place? If so, then this is the job for you!

The Human Resource Information Management Solution (HRIMS) Project is seeking an experienced Senior Project Coordinator. The role is responsible for supporting the implementation of the Human Resource Information Management Solution (HRIMS) program by developing and updating program artefacts and information systems, improving Project Management Office (PMO) governance processes and procedures to ensure a successful completion of the program.

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

**Eligibility/Other requirements:** A current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory for this position.

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

**How to Apply:** Please submit a maximum two page pitch providing examples demonstrating your suitability against the Professional/Technical Skills and Knowledge and Behavioural Requirements for this role outlined in the Selection Criteria to demonstrate proficiency, contact details of at least two referee and current curriculum vitae.

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

Contact Officer: Dale Easterby (02) 6207 2190 dale.easterby@act.gov.au

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

### **Technology Services Branch**

#### **Corporate and Shared Applications**

#### **Oracle EBS System Administrator**

#### **Information Technology Officer Class 1 \$71,963 - \$81,917, Canberra (PN: 23085)**

Gazetted: 07 December 2021

Closing Date: 14 December 2021

**Details:** The Oracle EBS Technical team is seeking a highly knowledgeable System Administrator who will undertake systems administration activity related to the E-Business Suite (EBS) application and supporting the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) environment. We're looking for:

A positive person with a can-do attitude,

Analyse and resolve issues related to the EBS application,

Undertake system analysis, specification, testing, documentation and reporting as required,

Undertake and maintain technical and user documentation and upkeep of the EBS documentation website,

Provide 2nd tier support for EBS application by supporting users who are having trouble logging in to EBS, or printing from EBS,

Assess impact of changes to the desktop Standard Operating Environment on the EBS Client 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.

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

**How to Apply:** Please submit a two page pitch addressing the 'What you will do' and 'Behavioural Capabilities' section of the position description, and your curriculum vitae.

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

Contact Officer: Satish Rajesh (02) 6207 1213 Satish.Rajesh@act.gov.au

## **Economic, Revenue, Insurance, Property and Shared Services**

### **Shared Services and ACT Property Services**

#### **Shared Services Finance Services**

##### **Assistant Director - Business Project Lead**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 49542)**

Gazetted: 07 December 2021

Closing Date: 21 December 2021

**Details:** Shared Services Finance Services is looking for an experienced Business Project Lead to manage and deliver a number of finance initiatives and projects undertaken by business area, including but not limited to, managing and delivering initiatives such as Whole of Government Banking project, e-invoicing, Oracle Cloud Procure to Pay (P2P) contract management, Expense Management System, Cloud Finance System, etc. The position requires demonstrated experience, knowledge and skills in procurement, project management, business analysis and change and communication management to support the delivery of strategic initiatives across Government. Stakeholder management is also a critical skill for the role as Shared Services Finance Services delivers a number of Whole of ACT Government projects.

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

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

**How to Apply:** 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.**

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

Contact Officer: Tran Nguyen (02) 6205 4620 tran.nguyen@act.gov.au

## **Strategic Finance**

### **Assistance Director, Budget and Reporting**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 37234, several)**

Gazetted: 07 December 2021

Closing Date: 14 December 2021

**Details:** Expressions of Interest (EOI) are sought for several Assistance Directors in the Budget and Reporting team of CMTEDD Strategic Finance. The successful applicants should demonstrate a good understanding and experience

in public sector budget processes, possess high level financial analysis skills, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders. 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:** Tertiary qualifications in accounting are highly desirable. Previous experience working with finance systems, in particular TM1 and Oracle, would be an advantage.

**Note:** These are temporary positions available 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 to fill future similar vacancies over the next 12 months. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. 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:** Interested applicants should provide a written pitch of no more than two pages addressing the Professional and Behavioural capabilities outlined in the Position Description. A current curriculum vitae should also be provided with two referee contacts.

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

Contact Officer: Lyn Pham (02) 6205 0052 lyn.pham@act.gov.au

## Treasury

### Shared Services

#### Assistant Accountant

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 09801, several)**

Gazetted: 07 December 2021

Closing Date: 14 December 2021

**Details:** Expressions of Interest are sought from suitably qualified and experienced accountants to work with the Reporting Team in Shared Services - Finance Services.

The successful team member will be responsible for the provision of a wide range of services to several agencies, including the coordination of payment runs, salary overrides, general ledger tasks and reconciliations, assisting with the preparation of BAS and FBT returns, and working with the team on monthly and annual financial processes.

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 a disability, and those who identify as LGBTIQ, are encouraged to apply

**Note:** This is a temporary position available for up to six months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

**How to Apply:** Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages, outlining experience and skills in the above areas. A current curriculum vitae with contact details for at least two referees is also required.

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

Contact Officer: Lindsay Shaw (02) 6205 4625 Lindsay.Shaw@act.gov.au

## Property and Shared Services

### Partnership Services

#### Record Services / Physical Records Support

#### Operations Team Leader

#### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 46739)**

Gazetted: 08 December 2021

Closing Date: 22 December 2021

**Details:** Do you have experience in leading and managing teams? Do you have excellent communication skills and the ability to provide high level support developing and implementing new procedures and policies, to achieve set outcomes?

Record Services/ Physical Records Support has the perfect opportunity for you. Record Services/Physical Records Support is seeking an experienced team leader to join the team as Operations Team Leader.

The successful applicant will be responsible for managing the day-to-day operations of the Physical Record Support (PRS) team. This role includes providing high level customer service, leading and monitoring team's performance and the performance of individuals. Assists in the development and implementation of procedures, identifies training requirements and delivers training to ensure a well-skilled and high performing team. Further to this manages the team's workload through the customer management system and ensures KPI's are met across the field of operations.

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

**Eligibility/Other requirements:** This position requires the ability to work in a manual handling environment.

**Note:** This is a temporary position available immediately up until 30 June 2022 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this process and future vacancies maybe used from this process within the next 12 months.

**How to Apply:** If you feel that you are the perfect candidate and have the necessary skills and capabilities to fill this role, please send a personal pitch (two page maximum) in response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your current curriculum vitae and details of two referees.

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

Contact Officer: Dana Milton (02) 6207 2068 [dana.milton@act.gov.au](mailto:dana.milton@act.gov.au)

## **Digital Data and Technology Solutions**

### **Strategic Business Branch**

#### **Portfolio Governance and Support Services**

##### **Director Portfolio Governance**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 12755)**

Gazetted: 07 December 2021

Closing Date: 14 December 2021

**Details:** The Strategic Business Branch are seeking a governance specialist who loves driving business change and has a passion for project management governance and assurance to take on the Portfolio Governance Director (SOGB) role with the Portfolio Governance and Support Services team for three months with possibility of extension.

The Portfolio Governance team's priority is to ensure business change is successful by providing governance, quality assurance and portfolio services. We assist in providing governance advice in order for Programs and Projects to remain on track and ensure we deliver our intended objectives through using and applying the P3M methodology and framework.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) 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 three months with the possibility of extension up to six months. This is available to ACT Public Service employees only. Selection may be based on application and referee reports only.

**How to Apply:** Submit a one-page pitch outlining why you're the best person for the job, along with a curriculum vitae and referee report.

Contact Khayam Sheikh or Lucy via Microsoft Teams if you want to know more about the vacancy.

*Applications should be submitted to the Contact Officer.*

Contact Officer: Lucy Taylor (02) 6207 6307 [Lucy.Taylor@act.gov.au](mailto:Lucy.Taylor@act.gov.au)

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

### **Customer Engagement Services Branch**

## **People and Capability Team**

### **Assistant Director Communication**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53645)**

Gazetted: 08 December 2021

Closing Date: 10 January 2022

**Details:** We're looking for someone with a passion for great communication and the ability to apply their skills to tasks ranging from strategy development and implementation to managing diversity initiatives and culture building events. This role is part of a small team responsible for delivering internal communication and engagement activities, providing communication advice to colleagues across Digital, Data and Technology Services, and developing communication for our customers across ACT Government. The person we're searching for has excellent listening skills, an inquisitive mind and is a whizz at drafting/developing content for a range of audiences and channels. We're committed to creating a workplace culture that is inclusive and celebrates diversity. As the internal communications lead, you will play an important role in promoting these 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Part-time hours will be considered and the full-time salary noted above will be paid pro-rata.

**How to Apply:** Please provide a maximum two page pitch outlining your suitability for the role based on the job requirements in the Position Description.

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

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

## **Strategic Finance**

### **Senior Finance Officer**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 54350, several)**

Gazetted: 08 December 2021

Closing Date: 29 December 2021

**Details:** We are seeking several highly motivated Senior Finance Officers to assist in the preparation of budget statements, financial reports and provide general support in accounting and financial administration. The successful applicants will have experience and skills in working with large quantities of complex data using systems and accounting software, be able to demonstrate good attention to detail and the ability to independently manage and complete multiple tasks in timely manner in collaboration with various stakeholders.

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 degree in tertiary professional accounting is required; or completion or progress towards accounting qualifications is highly desirable. Previous experience working with finance systems, in particular TM1, would be an advantage.

**Notes:** There are several temporary positions available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool may be established to fill future similar vacancies over the next 12 months. 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 based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants must provide a written response addressing the selection criteria of no longer than two pages. Assessment of applicants for the role will include a review of the written application, interviews, and consideration of referee comments.

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

Contact Officer: Emma Elento (02) 6205 2470 [Emma.Elento@act.gov.au](mailto:Emma.Elento@act.gov.au)

## **Access Canberra**

### **Working with Vulnerable People**

#### **Senior Director**

#### **Senior Officer Grade A \$153,041, Canberra (PN: 00597)**

Gazetted: 06 December 2021

Closing Date: 13 December 2021

**Details:** Are you passionate about supporting a safe and liveable city? Can you thrive in a fast-paced operational environment? Are you up to the challenge of improving services and managing diverse teams? Then this position is for you. Access Canberra is seeking a highly skilled leader to lead the Working with Vulnerable People registration and traffic infringement Management teams. In this role you will work with a high degree of autonomy to provide leadership, management and oversight of highly complex issues and you will also be responsible for leading ongoing change management and business improvement projects to constantly build operational capability and improve outcomes for Canberrans. This role oversees the administration of complex legislation, so an understanding of regulatory and legislative processes are helpful, but not mandatory.

The role covers two distinct teams: Working with Vulnerable People and the Infringement Management teams.

The Working with Vulnerable People registration scheme is a protective registration scheme for people working with children and vulnerable people in the ACT. The team processes approximately 35,000 applications each year and is a key control point in the protective framework in the ACT.

The Infringement Review team adjudicates and reviews all parking and speed related infringements issued through the safety camera network. The team will also administer the mobile phone detection scheme once it commences.

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:** If this sounds like the position for you, please submit a two page pitch addressing the Selection Criteria and a 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: Josh Rynehart (02) 6205 3740 [josh.rynehart@act.gov.au](mailto:josh.rynehart@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, Social and Community Inclusion**

**Temporary Vacancy (20 December 2021 to 26 January 2022)**

#### **Community Services Directorate**

#### **Inclusion and Participation**

**Position: E1119**

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

Date circulated: 06 December 2021

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

The Community Services Directorate are seeking a highly skilled individual to temporarily fill the role of Executive Branch Manager, Social and Community Inclusion within the Division of Inclusion and Participation for four weeks. Reporting to the Executive Group Manager, Inclusion and Participation, the Executive Branch Manager, Social and Community Inclusion will have oversight of six portfolios and will be responsible for the delivery of a significant number of grants programs and ensuring that Ministerial priorities are met. The portfolios also deliver on Commonwealth priorities and cross-jurisdictional priorities related to Veterans, Seniors, Women, Youth, Emergency Management, Contract Relations and Funding Support and Countering Violent Extremism.

To be successful in this role you will demonstrate extensive experience in human services service delivery and program management and an understanding of the relationships between the Directorate, Government, portfolio

Ministers and community agencies and peak bodies. A track record in and reputation in superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills is a must.

This is a significantly important role that engages across the community and provides the opportunity to truly make a difference across the ACT.

To apply: To apply, please submit a one-page pitch detailing your skills against the selection criteria and details of at least two referees to [christine.murray@act.gov.au](mailto:christine.murray@act.gov.au) by COB Friday 10 December 2021.

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

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

Contact Officer: Christine Murray (02) 6207 5046 [christine.murray@act.gov.au](mailto:christine.murray@act.gov.au)

## **Housing ACT**

### **Client Services Branch**

#### **Growth and Renewal Tenant Relocation**

##### **Tenant Relocation Officer**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 54064, several)**

Gazetted: 07 December 2021

Closing Date: 24 December 2021

**Details:** An exciting opportunity is available to be part of the Growth and Renewal Program as a Tenant Relocation Officer. The Growth and Renewal Program supports the work of the Housing ACT Strategy and its goal to strengthen social housing assistance by increasing the supply of quality public housing to the Canberra community. It aims to deliver the right mix of homes across Canberra and create a diverse portfolio to provide more choice for those in need of housing assistance. The occupant of this position will work closely with and support public housing tenants to relocate from identified sites. The successful applicant will need to demonstrate a knowledge and understanding of the role public housing has in the community, a proven ability to work independently and as part of a team in a busy operational environment and have excellent interpersonal, organisational and communication skills.

##### **Eligibility/Other requirements:**

Essential qualifications and experience:

Current driver's licence.

Experience in using a range of IT business and office applications.

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

Desirable, but not essential, qualification and experience:

- Qualifications in Social Housing and Homelessness or relevant studies.

**How to Apply:** To apply for this position, please complete a two page application outlining your skills relevant to the Position Requirements along with your curriculum vitae.

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

Contact Officer: Alexandra Grovess (02) 6207 1251 [alexandra.groves@act.gov.au](mailto:alexandra.groves@act.gov.au)

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

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Practice and Performance**

##### **Team Leader, CYPS Assessment and Support**

##### **Child and Youth Protection Professional Level 4 \$120,109 - \$128,873, Canberra (PN: 12764)**

Gazetted: 07 December 2021

Closing Date: 23 December 2021

**Details:** CYPS Assessment and Support Team functions include



Delivering best practices in statutory service provision to children and young people.  
Providing child centred functions including facilitating adoptions (intercountry local, step-parent), kinship carer assessments and support and permanency planning for children in care.  
Supporting people who have been in care or adopted to access their records.  
Supporting court processes: prepare reports, applications and represent the Director-General.  
Ensuring compliance with legislation and policy.  
Making decisions in accordance with principles and statutory obligations.  
Supporting children and young people to have permanent and stable homes, including adoption and other permanent stable care arrangements such as Enduring Parental Responsibility orders.  
The Child and Youth Protection Professional Team Leader role is focussed on providing strong leadership to build an integrated multidisciplinary team, delivering the best possible life outcomes for children and young people through facilitating adoptions and kinship carer support and permanency planning for children in care.

**Eligibility/Other Requirements:**

**Essential qualifications and experience:**

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.  
Experience in facilitation of groups/Mediation i.e. training, chairing meetings, group counselling sessions  
Proficiency in Aboriginal and Torres Strait Islander culture  
At least five years practice experience working with children, young people and their carers or families.  
Current drivers licence

**Desirable qualifications and experience:**

Diploma or relevant tertiary qualifications in human services or community services is highly desirable.

**Additional Information**

Please note, Working with Vulnerable People registration 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:** This is a temporary position available immediately for a period of 12 months. An order of merit may be established from this selection process and may be used to fill future identical vacancies both permanent and temporary 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:** All applications must include your written response to Selection Criteria and curriculum vitae. When responding to the Selection Criteria please keep your response to 400 words or less per criteria. Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Schoer (02) 6205 3283 [Jenna.Schoer@act.gov.au](mailto:Jenna.Schoer@act.gov.au)

**Inclusion and Participation**

**Social and Community Inclusion**

**Social Recovery**

**Director, Social Recovery**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 46548)**

Gazetted: 07 December 2021

Closing Date: 5 January 2022

**Details:** We are seeking expressions of interest from suitable candidates for a temporary vacancy for the position of Director, Social Recovery. The Director works in partnership with ACT Government agencies and community partners to achieve improved outcomes for vulnerable Canberrans in the implementation of Social Recovery functions under the *ACT Emergency Plan*

This role requires an individual with demonstrated experience in a leadership role which resolves issues collaboratively and an ability to develop, implement and monitor planning to ensure work priorities are achieved and community objectives are met.

**Notes:** This is a temporary position available until 30 June 2022. This position will be located in a 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 two page expression of interest. Applicants are asked to frame their statement of claims around the three key areas of skills, knowledge and behaviours, keeping in mind the duties and

responsibilities of this position. To assist you in responding to the criteria, please refer to the Manager/ Expert/ Specialist section of each capability of the [ACTPS Shared Capability - ACTPS Employment Portal](#). Please also provide a copy of your current curriculum vitae, along with detail of two referees.

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

Contact Officer: Sarah Conway (02) 6207 1048 [Sarah.Conway@act.gov.au](mailto:Sarah.Conway@act.gov.au)

## **Housing ACT**

### **Client Services Branch**

#### **Gateway Services**

##### **Director - Gateway Services**

##### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 37045)**

Gazetted: 06 December 2021

Closing Date: 20 December 2021

Details: DIRECTORATE OVERVIEW

The ACT Government Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, community recovery, children, youth and family support services and policy, support for families concerned about their child's development, Child and Family Centres, homelessness, Aboriginal and Torres Strait Islander Affairs and the ACT Office for Disability.

CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals. Staff working in CSD are expected to demonstrate quality customer service, problem solving and teamwork skills, be willing to continuously improve, adapt to change, be outcome focused and accountable for their actions. Further information relating to CSD can be found at

<http://www.communityservices.act.gov.au>

#### **DIVISION OVERVIEW**

Housing ACT provides social housing and specialist homelessness funding to meet the needs and circumstances of low income and disadvantaged people.

Through strengthening social housing and reducing homelessness, we help alleviate social isolation and build resilience, contributing to a safer, stronger and more inclusive community – a community where everybody has the opportunity for a bright future regardless of their characteristics, circumstances or background.

Housing ACT is committed to excellence and the highest ethical standards as we focus on client outcomes, respond to individual needs, and steward the public housing portfolio. Housing ACT reports separately as a public trading enterprise (PTE), and treated as a 'not-for-profit' entity under the Australian Accounting Standards.

The Director-General of CSD is appointed as the Commissioner for Social Housing and is an incorporated body under the Housing Assistance Act 2007 (ACT).

#### **BUSINESS UNIT OVERVIEW**

Client Services Branch is responsible for assessing applications for social housing assistance, allocating social housing properties, tenancy and property management, and tribunal advocacy services. In doing so, Client Services Branch provides a range of support to low income households, community providers and people who are unable to find appropriate accommodation in the private rental market. Client Services Branch has three main functions:

Gateway an operational arm which manages the processes of assessment and allocation to social housing properties. In addition to being assessed for eligibility for housing assistance, applicants also have the opportunity to identify support needs during an assessment interview that allows Housing ACT to engage services that can assist with an applicant's particular needs and build their capacity to sustain an independent social housing tenancy. Within Gateway there are a range of administrative areas or teams including Housing ACT's shopfront (the Central Access Point), the Assessing Team and the Allocation and Growth and Renewal Relocation Team. Tenant Experience an operational arm with responsibility for the management of more than 11,000 public housing tenancies and provides advice and support to public housing tenants and stakeholders on diverse and often complex issues. Tenant Experience coordinates support services and community participation programs to ensure long-term housing solutions and sustainable tenancies; manages neighbourhood disputes and identifies and delivers service improvements.

Development and Support (DAS) is responsible for development and oversight of the business plan, operational support including program review, management by objectives, workforce development/training, risk management

and WHS/Wellbeing. DAS also oversees Housing ACT matters related to courts and ACT Civil and Administrative Tribunal.

#### ROLE OVERVIEW

Directors in Gateway and Tenant Experience are key operational positions within Client Services Branch. Each manage significant functions within Gateway Services and Tenant Experience. Collectively, these positions oversee Housing ACT's assessment, allocation and tenancy management functions.

The roles are accountable to the Executive Branch Manager, Client Services Branch and the occupants are expected to demonstrate strong management and leadership capability in line with the organisational values, the ability to think strategically in a busy operational environment, possess excellent interpersonal, organisational and communication skills and outstanding customer service experience

Please see the attached Position Description for further information.

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, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

Eligibility/Other Requirements:

Experience in a human services field and/or a relevant tertiary qualification desirable.

Current Drivers Licence.

Notes: This is a temporary position available for up to 12 months. Selection may be based on application and referee report only.

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

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

Contact Officer: Michelle Francis (02) 6207 3035 [Michelle.Francis@act.gov.au](mailto:Michelle.Francis@act.gov.au)

#### **Children, Youth and Families**

##### **Child and Youth Protection Services**

##### **Bimberi Residential Services**

##### **Youth Worker (Permanent, temporary and casual)**

##### **Youth Worker 1 \$66,867 - \$71,963, Canberra (PN: 20859, several)**

Gazetted: 06 December 2021

Closing Date: 15 January 2022

**Details:** Bimberi Residential Services is seeking energetic and committed Youth Workers from a wide variety of backgrounds, with skills and experiences in many different fields.

The position of Youth Worker will work within a team environment to enhance the safe care, support and supervision of young people within the Bimberi Youth Justice Centre and/or Bimberi Community Residential Services. Youth Workers actively contribute to case planning for young people and provide advice and guidance to young people to improve their living skills, development and social interactions. They also implement effective behaviour management, conflict resolution and harm minimisation strategies. Most importantly Youth Workers must be willing to work to build a positive, supportive and professional working relationship with young people who require positive role models, mentoring, and support.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to young people and their families. It is comprised of Bimberi Youth Justice Centre and two Bimberi Community Residential Services properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House). Bimberi Youth Justice Centre practice complies with human rights legislation. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts. Bimberi Community Residential Services provides supported accommodation to young people, aged between 14 and 18 years old, on youth justice orders and living in the community.

Bimberi Residential Services facilities operate 24 hours a day, 7 days a week.

The occupants of these positions will be required to be available to work at both Bimberi Youth Justice Centre and Bimberi Community Residential Services properties and their duties may be slightly varied to ensure the safe custody of residents.

Youth Workers are required to work shift work and provide direct supervision and support to young people and management of their behaviours. Successful applicants will be provided with seven weeks induction training that

covers topics including legislative obligations, Human Rights, trauma informed and therapeutic practice, responding to critical situations (including use of force) and behaviour management. 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:**

Current driver's licence.

Current Senior First Aid Certificate.

*Working with Vulnerable People Card.* 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:**

Permanent, temporary and casual roles may be filled based on operational requirements and the business needs of the organisation.

Selection will be based on application, psychometric assessment (This assessment includes answering a series of multiple-choice questions in order to assess suitability to work in a custodial setting), interview, medical/fitness (beep test) assessment, National Police Check, Working with Vulnerable People Card and Senior First Aid certificate.

Prior to commencing Youth Worker induction, you are required to produce evidence of a current Senior First Aid Certificate and ACT Working with Vulnerable People Card.

It is recommended that potential applicants attend **one** of the Youth Worker Information Sessions.

**Youth Worker information session**

Two information sessions will be held at Bimberi Youth Justice Centre from 6.00 to 7.00pm:

Thursday 6 January 2022; or

Tuesday 11 January 2022.

You will need to RSVP to reserve your place by calling the contact officer.

**How to Apply:** You will be required to submit responses to the Selection Criteria questions below.

Why are you interested in being a Youth Worker?

What skills do you have?

What do you think teamwork means?

What is important to perform the role of Youth Worker?

Commercial Services Directorates values are Respect, Integrity, Collaboration and Innovation. What values align with you the most?

To apply upload your responses to the Selection Criteria detailing your experience and why you would be the best person for this role, your current curriculum vitae and contact details of at least two referees.

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

Contact Officer: Kim Gardiner (02) 6207 8801 [kim.gardiner@act.gov.au](mailto:kim.gardiner@act.gov.au)

**Housing ACT**

**Infrastructure and Contracts**

**Infrastructure and Delivery**

**Senior Project Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53314)**

Gazetted: 03 December 2021

Closing Date: 16 December 2021

**Details:** The Infrastructure and Contract Branch of Housing ACT is looking for a motivated Senior Project Officer to join our dynamic Infrastructure and Delivery team.

The Senior Project Officer is responsible for project management of properties marked for redevelopment as part of the Growing and Renewing Public Housing program. It supports the Assistant Director, Director and Senior Director, Infrastructure Delivery, by engaging and collaborating within the immediate team and other external stakeholders to provide safe and affordable housing to the Canberra community. Depending on work allocation the Senior Project Officer may be responsible for managing projects in either design and/or construction phases. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders. Applying strategic engagement principles when consulting and informing the community is a key part of this role.

The Infrastructure Delivery team carries a significant workload which can change rapidly, and team members must be able to effectively manage multiple projects. Consequently, it is important that you can identify / prioritise issues and implement practical solutions, including knowing when to escalate. This role requires sound conceptual, analytical, research, and problem-solving skills.

The position occupant will be expected to adhere to administrative, financial and contractual processes and manage the design and community engagement processes ethically and with integrity.

More information can be found in the Position Description.

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

**How to Apply:** Applicants should submit their applications as if writing to an Expression of Interest (EOI), addressing the Selection Criteria to a maximum two pages, plus curriculum vitae and references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Roland (02) 6205 4511 [skye.roland@act.gov.au](mailto:skye.roland@act.gov.au)

## **Housing ACT**

### **Clinet Services Branch**

#### **Assistant Director**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 10588, several)**

Gazetted: 03 December 2021

Closing Date: 22 December 2021

**Details:** Client Services Branch is looking to recruit to a number of permanent positions at the SOGC level currently available and pending in Gateway Services and more broadly across the Branch.

The successful candidates will require strong leadership skills and strategic thinking, the ability to manage the day to day operations of a busy frontline workforce to achieve strong customer service outcomes, have high level communication and problem solving skills, and the ability to interpret and report on complex data.

The Client Services Branch supports the management of over 11,000 public housing tenancies. Advice and support are provided to public housing clients and stakeholders on diverse, and often complex, issues. The Branch is responsible for monitoring property conditions on behalf of Housing ACT and advising on asset maintenance issues. As the organisation's primary interface with the community, our service delivery aimed at providing quality client-centred responses to meet the needs of public housing clients.

The Branch is responsible for coordination of support services and community participation programs, and we seek to ensure long-term housing solutions and sustainable tenancies. Our functions also include the management of neighbourhood disputes, the monitoring of property conditions, and advice on asset maintenance issues. We place emphasis on our staff's wellbeing, and are committed to providing a safe, productive, and rewarding place of work.

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

Assistant Directors in Client Services Branch are responsible for providing leadership and direction to staff, clients, and stakeholders on a diverse and often complex range of issues involved in providing support to public housing tenants.

Assistant Directors are required to lead a team to deliver on operational requirements, develop and maintain networks and collaborative working relationships with community service organisations to assist clients to access appropriate housing and community support services.

Assistant Directors are expected to demonstrate strong management and leadership capability, stakeholder management skills, the ability to think strategically in a busy operational environment. There is a requirement to work across other business units when necessary.

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.

#### **Additional requirements:**

Current driver's licence.

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

#### **Desirable, but not essential, qualification and experience:**

Relevant tertiary qualifications in Leadership, Management, Social Work, Community Development or a related field are desirable but not essential.

**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:** Candidates should submit a **two page pitch of no more than 800 words** outlining the skills, capabilities, qualifications and suitability for the role in line with the job tasks, outcomes and Selection Criteria. Candidates should provide a copy of their **most recent curriculum vitae** including the contact details of at least one current direct manager.

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

Contact Officer: Samantha Henry (02) 6205 4647 Samantha.Henry@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.

## Corporate

### People Management

#### Senior Director

##### Senior Officer Grade A \$153,041, Canberra (PN: 38435)

Gazetted: 03 December 2021

Closing Date: 10 December 2021

**Details:** The Community Services Directorate are seeking an experienced, enthusiastic and proactive Human Resources professional to support the Executive Branch Manager in leading the People Management Branch. The People Management Branch provides strategic and operational management, support and advice in the areas of Safety and Well-being, Employee Relations, Workforce Development and Facilities and Fleet Management. The Senior Director will be responsible for providing high-level advice and direction on Human Resource matters to the Executive Branch Manager and will work closely with all Directorate Executives, external stakeholders and across the ACT Government to support the strategically aligned objectives of the Directorate.

To be successful in this role you will have strong organisational skills, adaptability and flexibility and the ability to respond to priorities and urgent requests whilst maintaining a high work standard and accuracy.

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 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 a part of a dedicated and high performing team, please submit no more than two pages addressing your suitability against the Skills, Knowledge and Behaviours, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Elizabeth Jolley (02) 6207 9308 Elizabeth.Jolley@act.gov.au

## Strategic Policy

### Performance and Systems

#### Strategic Portfolio and Data Excellence

##### Assistant Director, Child, Youth and Family Reporting

##### Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 54339)

Gazetted: 02 December 2021

Closing Date: 16 December 2021

**Details:** The Strategic Policy Division is seeking a highly motivated Assistant Manager to join the Strategic Portfolio and Data Excellence team (SPaDE).

SPaDE is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of CSD's innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The team provides strategic advice to the Executive and Ministers on performance and program issues related to human services portfolio issue. The team also manages coordinates and undertakes the preparation of complex project plans, policies and frameworks, executive briefings and high level correspondence.

The Assistant Director in this position leads the development, implementation and support of reporting on information held within our Child and Youth Reporting and Information System (CYRIS). This includes all aspects of reporting from operational dashboards, strategic reports, and the National Reporting and Datasets that underpin reports such as Report on Government Services and AIHW reporting such as Child Protection Australia and Youth Justice in Australia. This role will be responsible for ensuring the solution design and implementation adheres to good ICT practice, and meets the needs of the business now and into the future.

Successful candidates must have experience in data automation and visualisation and be passionate about providing information to inform decision making, both at the case level and at the strategic level and everything in between. They must be adaptive to requests at short notice and be able to support a team delivering in a dynamic fast paced environment.

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

**How to Apply:** Please submit a two (2) page expression of interest addressing the selection criteria below. Your suitability for this position will be assessed in the following key areas:

### **Skills**

#### **Service Delivery:**

Applies project management principles to ensure the effective planning and delivery of outputs.

Develops and maintains productive working relationships with colleagues and stakeholders.

Delivers reporting solutions that meet the users needs, taking into account stakeholder views

Ensure solutions provided are built with consideration of audience and data security, perform well and are usable.

#### **Achieves Results with Integrity:**

Prepares high-quality and timely project plans, and effectively manages risk.

Demonstrates transparency in data reporting, being clear about quality limitations, and aiming for consistent counting rules and visualisations to support informed decision making.

Applies effective data governance including adherence to privacy and security requirements and sign off by data custodians.

#### **Thinking and Innovating:**

Supports the organisation to use data as an asset and improve access to information to support decision making at all levels within the organisation.

Is confident in leading the reporting work within the directorate, with a focus on continuous improvement.

Ensures data and advice provided is suitable to the audience and allows people to engage with the content.

### **Knowledge**

#### **Service Delivery:**

Understands the value of data and exploiting data as an asset to support evidence-based decision making.

Builds organisational data literacy and capability as a strategic asset.

An understanding and knowledge of managing data.

Is confident with technology and tools such as Data Lakes and Warehouses, Power BI, Excel.

#### **Achieves Results with Integrity:**

Demonstrated experience with data, information transformation and visualisations.

### **Behaviour**

#### **Service Delivery:**

Ensures delivery balances time, cost and quality, to deliver the outcomes required.

Can build relationships and negotiate where required to deliver outcomes.

#### **Team Work:**

Experience in leading a team to deliver projects against agreed business outcomes, the efficient managing of resources and the ability to juggle competing priorities.

Able to work with a diverse set of stakeholders, as well as specialist child protection workers, and specialist ICT staff to deliver outcomes

### **Desirable knowledge qualifications and experience, but not essential**

Experience in managing ICT projects with several key priorities.

Experience in creating data reporting and visualisations to support evidence-based evaluation and service delivery

Experience in ICT technology such as python and Microsoft Dynamics

Experience with Child Protection and/or Youth Justice data and information

An understanding and knowledge of human services portfolio issues.

Tertiary qualifications in a related discipline.

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

Contact Officer: Peita Bonato (02) 5124 9364 [Peita.Bonato@act.gov.au](mailto:Peita.Bonato@act.gov.au)

**Family Safety  
Projects and Legal  
Director**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 40396)**

Gazetted: 02 December 2021

Closing Date: 9 December 2021

**Details:** The Office of the Coordinator General for Family Safety is seeking a passionate and experienced leader to oversee, develop and procure a range of pilot initiatives that support the prevention of domestic and family violence, and/or responses to victims. The successful occupant will have a strong leadership and mentoring skills, a proven ability to deliver, and a demonstrated knowledge of domestic and family violence and the systemic challenges facing victim survivors. We are looking for someone who is able to manage a small team, support the executive in briefings to Ministers and sector leaders and also be responsive to the changing domestic and family violence landscape.

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, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

**Notes:** This is a temporary position available for 12 months with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. 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 provide a two page pitch along with a curriculum vitae.

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

Contact Officer: Steven Portelli (02) 6207 8702 Steven.Portelli@act.gov.au

**Corporate  
People Management  
Workforce Management**

**Assistant Director Workforce Management**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 09169)**

Gazetted: 02 December 2021

Closing Date: 16 December 2021

**Details:** People Management Branch HR Services is seeking a team player with the ability to manage multiple project deliverables relating to human resources, including planning, anticipating and establishing priorities, monitoring project progress and working to deliver required outcomes within set timeframes.

Providing sound judgement and risk management practices when providing high level advice and direction on recruitment, workforce management, employment conditions and other complex and/or contentious Human Resources matters.

The successful applicant will have a sound understanding of human resources legislation, conditions of service and associated human resources processes in the ACT Government and will have well developed research, analytical and conceptual skills.

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

**Notes:** This is a temporary vacancy available asap to 30 June 2022 subject to the project requirements, there is a possibility of extension and or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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:** Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applicants should submit a supporting statement of



no more than (two) pages addressing the requirements of the position, as well as a copy of a current curriculum vitae and include contact details of at least two relevant referees.

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

Contact Officer: Elizabeth Jolley (02) 6207 9308 [Elizabeth.Jolley@act.gov.au](mailto:Elizabeth.Jolley@act.gov.au)

### **Cultural Facilities Corporation**

#### **Canberra Theatre Centre**

##### **Publicity and Communications Officer**

##### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 3503)**

Gazetted: 08 December 2021

Closing Date: 22 December 2021

Canberra Theatre Centre is looking for a Publicity and Communications Officer to join the busy marketing team. Located centrally in Civic Square, Canberra Theatre Centre (CTC) is the premiere performing arts venue in Canberra and is often considered the heart of the city. CTC provides world class entertainment to the audiences of Canberra and surrounding regions.

##### **About the role**

The Publicity and Communications Officer is responsible for CTC's publicity, media, communications, and events; generating media coverage to promote events and productions, projects, company announcements, and corporate branding communications to local and national media, as well as other stakeholders, to maximise media coverage, social media chatter, and public awareness.

The Publicity and Communications Officer plans and implements campaign and corporate media releases, media alerts, and CTC's social media presence. Tasks include maintaining media and VIP contact lists, media coverage compilation, managing invitation and media lists and distribution, and event management.

##### **About you**

You will be the go-to person for Canberra Theatre Centre's communications, public relations, social media, and events. You will develop relationships with key editors, journalists, writers, publicists, and artists. You will create a strong, clear voice for the brand, and be the face of the organisation in media settings.

You will be curious, constantly seeking out new opportunities by staying informed about the social media and influencer landscape. You will be observant, with a keen eye for detail, with considered and empathetic communication abilities, verbally and in writing.

You have a commercial mind, balanced with strategic, analytical, and creative thinking. You will have exceptional copywriting abilities, outstanding time management skills, and an accountable, results-driven nature.

How to Apply: Applicants must submit a curriculum vitae and a written response to the capabilities which form the criteria.

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

Contact Officer: Jennifer Morris 0431 113 908 [jennifer.morris@act.gov.au](mailto:jennifer.morris@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)**

#### **Administration Assistant**

##### **North and Gungahlin Network**

##### **Black Mountain School**

##### **Administration Assistant**

##### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 54398)**

Gazetted: 08 December 2021

Closing Date: 15 December 2021

**Details:** Black Mountain School caters for students with disability in years 7-12 from the northside of Canberra. We are a centre for excellence in education and take pride in providing deeply personalised, student-centred learning for all students. At Black Mountain School we are committed to providing rigorous, authentic, hands-on learning experiences at the point of need for each student. Our staff are central to this culture, and we are committed to providing an environment where staff wellbeing is seen as a critical component of student learning. Black Mountain School provides a framework of professional supervision and development for all staff within an innovative interprofessional model of practice. Black Mountain School are seeking a highly motivated administrative assistant to work collaboratively within a team environment. You will be part of the team that provides first contact support to students, families, staff and visitors. High level communication and customer service skills will be essential.

The front office at Black Mountain School is a dynamic environment that responds to the needs of the students and their families. The role will suit someone that works well with a broad range of students with disabilities and can modify their communication style depending on the needs of the individual students. The successful applicant will be an active member of the front office team, completing a range of administrative functions including enrolments, finance and staffing support for the school. This is an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They will provide valuable support to the Business Manager while working collaboratively with the school administration and support team and the school community to support 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).

First Aid Certificate or a willingness to undertake appropriate training.

**Note:** This is a temporary position available from 17 January 2022 until 9 October 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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:** A copy of your current curriculum vitae and a statement of claims against the Selection Criteria in three pages or less you should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge.

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

Contact Officer: Morgan Ghamilton (02) 6142 1400 [morgan.ghamilton@ed.act.edu.au](mailto:morgan.ghamilton@ed.act.edu.au)

**Service Design and Delivery**  
**Student Engagement**  
**Positive Behaviour for Learning Team**  
**PBL Project Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 38370)**

Gazetted: 07 December 2021

Closing Date: 21 December 2021

**Details:** The PBL Team are looking for a highly capable and motivated Project Officer to work three days per week. You will be responsible for developing, implementing and maintaining processes for contribute to achieving organisation and operational goals. Our ideal candidate will have demonstrated experience in producing high quality written documentation such as briefs, correspondence and reports, as well as exceptional stakeholder management skills.

**Eligibility/Other Requirements:**

Highly Desirable

Knowledge of the Positive Behaviour for Learning Framework.

Demonstrated experience in providing administration and governance support to a team.

**Note:** This is a temporary part time position available immediately at 22.05 hours per week for a period of six months with the possibility of permanency. The full time salary noted above will be paid pro rata. 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 provide a response to the Selection Criteria (maximum three pages), a current curriculum vitae and contact details of two referees.

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

Contact Officer: Michael Wensing 0405 485 245 michael.wensing@act.gov.au

**Service Design and Delivery**

**Universal School Support**

**Careers and Vocational Pathways**

**Assistant Director Programs and Projects**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 40546)**

Gazetted: 07 December 2021

Closing Date: 14 December 2021

**Details:** You will support and communicate the organisation's strategy for the provision and promotion of vocational pathways, ensuring that the business processes and information required to support the implementation of high-quality VET delivery in ACT public schools are accurate and up to date.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders to understand business requirements and work collaboratively to develop effective solutions that can be applied universally. This will include working collaboratively across business units and directorates to develop documentation and run workshops.

The role requires highly developed written and verbal communication skills, with a proven ability to write for government, as well as excellent interpersonal skills to liaise effectively with internal and external stakeholders, including business and industry.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

**Eligibility/Other Requirements:**

### MANDATORY REQUIREMENTS

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

Permanent resident of Australia.

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).

### HIGHLY DESIRABLE

Significant experience and understanding of the VET sector and local industry.

Detailed understanding of VET systems, current national reforms, relevant legislation, and current issues facing the Capital Region.

Previous experience working with and understanding the roles and responsibilities of the Australian Skills Quality Authority, Skills Canberra, and WorkSafe ACT.

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

**How to Apply:** Please submit a statement of claims (maximum of six pages) addressing the Selection Criteria. Also provide your current curriculum vitae and 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: Melissa Pinney (02) 6205 5268 [Melissa.Pinney@act.gov.au](mailto:Melissa.Pinney@act.gov.au)

### Service Design and Delivery

#### Student Engagement

#### Jervis Bay School

#### Social Worker - Jervis Bay School

**Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 36985)**

Gazetted: 06 December 2021

Closing Date: 28 January 2022

**Details:** Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking a social worker to be based at Jervis Bay School.

Jervis Bay Primary school is a vibrant school community committed to maximising opportunities for every student to learn and play in a friendly and safe environment. We focus on meeting social, emotional and academic needs of all students, place high value on cultural identity and self-determination and we work within a supportive team of teachers and executive.

#### Eligibility/Other Requirements:

Tertiary qualifications in Social Work.

Current professional registration:

Social worker membership with the Australian Association of Social Workers or eligibility for membership.

Current drivers licence essential, including access to a private vehicle for work purposes.

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

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. Part time or full hours will be considered for his position. Applications will be assessed as received, prior to the close date. 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: INTERESTED IN APPLYING?**

If you are interested in making a difference to the outcomes of our children and young people, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

Current curriculum vitae

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities. The format may be chronological and/or functional. A chronological Resumé starts with your most recent experience. A functional curriculum vitae concentrates on what has been achieved, rather than the positions held. Focus on relevant achievements rather than merely describing the duties of positions held.

Individual response to the Selection Criteria

In four 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 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.

Two Referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge

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

Contact Officer: Lana Read (02) 4442 1002 [lane.read@ed.act.edu.au](mailto:lane.read@ed.act.edu.au)

**Service Design and Delivery**

**Student Engagement**

**Jervis Bay School**

**Speech Language Pathologist - Jervis Bay School**

**Health Professional Level 2/3 \$68,809 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 37197)**

Gazetted: 06 December 2021

Closing Date: 28 January 2022

**Details:** Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking a speech language pathologist to be based at Jervis Bay School.

Jervis Bay Primary school is a vibrant school community committed to maximising opportunities for every student to learn and play in a friendly and safe environment. We focus on meeting social, emotional and academic needs of all students, place high value on cultural identity and self-determination and we work within a supportive team of teachers and executive.

Eligibility/Other Requirements:

Tertiary qualifications in Speech Language Pathology.

Current professional registration:

Speech and Language Pathologists membership or eligibility for membership with Speech Pathology Australia.

Current drivers licence essential, including access to a private vehicle for work purposes.

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

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. This position will be filled at either the HP2 or HP3 level, dependent on the skills and experience of the successful applicant. Part time or full hours will be considered for his position. Applications will be assessed as

received, prior to the close date. 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: INTERESTED IN APPLYING?**

If you are interested in making a difference to the outcomes of our children and young people, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

Current curriculum vitae

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities. The format may be chronological and/or functional. A chronological Resumé starts with your most recent experience. A functional curriculum vitae concentrates on what has been achieved, rather than the positions held. Focus on relevant achievements rather than merely describing the duties of positions held.

Individual response to the Selection Criteria

In four 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 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.

Two Referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge

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

Contact Officer: Lana Read (02) 4442 1002 [lane.read@ed.act.edu.au](mailto:lane.read@ed.act.edu.au)

**System Policy and Reform**

**Strategic Policy**

**Assistant Director Intergovernmental Relations**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 48136)**

Gazetted: 03 December 2021

Closing Date: 17 December 2021

**Details:** Do you have excellent interpersonal and communication skills, the ability to work under pressure and to adapt to change to achieve deadlines in an environment of competing priorities? This job may be the challenge you need. Start the new year in this role and enjoy learning about education reform at the National level.

The Intergovernmental Relations section leads the Directorate's engagement in education reform activity by coordinating intergovernmental relations processes, building capability within the organisation and developing constructive relationships with organisations within the national education architecture. The Assistant Director is responsible for managing the Directorate's day-to-day participation in intergovernmental forums including the Education Ministers Meeting and the Australian Education Senior Officials Committee, providing advice and support across the organisation on intergovernmental matters and ensuring relevant deadlines are met.

We require someone with a high degree of professionalism and integrity, attention to detail and the ability to build strong relationships at all levels of our organisation. Ideally you would be able to quickly understand complex policy material and correspondence and to represent the Directorate in high level forums as required.

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

**Notes:** This is a temporary position commencing mid-end January 2022 for up to 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. 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 respond to the selection criteria in a written response of up to three pages. Please also provide a resume and the names of two referees, preferably a recent manager.

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

Contact Officer: Jane ShunWah (02) 6205 3312 Jane.ShunWah@act.gov.au

## **ACT Schools**

### **Preschools to Year 10**

#### **Namadgi School**

##### **Facilities Manager**

**Building Service Officer 4 \$88,899 - \$101,743, Canberra (PN: 35399)**

Gazetted: 03 December 2021

Closing Date: 9 December 2021

**Details:** In accordance with Directorate policies and in consultation with the supervisor, the position requires a high degree of initiative and independent judgement. It may include the management of multiple projects; involve coordinating, training, mentoring and supervising a team of Building Service Officers; and be a cluster position with specific responsibilities.

##### **Key Responsibilities**

Maintain the school buildings and grounds [including preschool(s) and cluster 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 when organising and overseeing emergency repairs.

##### **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).

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.

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.

**Desirable:**

Microsoft Office suite Information Technology (IT) skills;  
Certificate IV in an appropriate field eg Security, Training and Assessment.  
A current First Aid certificate.  
An industry recognised trade qualification.

**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:** Applications should consist of a maximum two page response addressing the Selection Criteria as well as a current curriculum vitae.

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

Contact Officer: Janet Flint (02) 614 20901 Janet.Flint@ed.act.edu.au

**South Weston**

**School Performance and Improvement**

**Yarralumla Primary School - Montessori**

**Classroom teacher - Montessori Cycle 1**

**Classroom Teacher \$75,443 - \$112,930, Canberra (PN: 02439)**

Gazetted: 03 December 2021

Closing Date: 15 December 2021

Details:

The environment at Yarralumla Montessori School is characterised by the following:

A relaxed and welcoming ambiance for children, families, staff and visitors.

Child-centred, a sense that it belongs to the children.

An atmosphere of security, respect, happiness and humour.

The hum of constructive activity with children absorbed in a variety of activities.

A sense of "order" - structure, consistency and time in the physical environment with routines designed to support learning, practice and refinement.

Evidence that the children have opportunities for and are encouraged towards independence.

Opportunity for tasks which are drawn from everyday life, using skills purposefully.

Opportunity for tasks which allow choice, mobility, exploration, creative expression, perseverance and appropriate challenge.

Good relationships - interactions between all classroom members, children and adults which show mutual care, respect and appreciation.

Evidence of a rich program aimed at developing knowledge, skills and attitudes in each individual child and where processes are assessed and evaluated to benefit the child and for program improvement.

Eligibility/Other requirements:

**MANDATORY:**

Early childhood qualifications

**HIGHLY DESIRABLE:**

Montessori qualifications (or willingness to undertake further study).

Experience in teaching multi age classrooms.

Experience in Montessori settings – Cycle 1.

Developing tasks which allow choice, mobility, exploration, creative expression, perseverance and appropriate challenge.

Evidence of a rich program aimed at developing knowledge, skills and attitudes in each individual child and where processes are assessed and evaluated to benefit the child and for program improvement.

Note: This is a permanent part-time position at 29:24 hours per week and the full time salary noted above will be pro-rata. 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 and a two-page statement of claims based on the Australian Professional Standards for Teachers. Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

**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: Rohan Evans (02) 6142 3253 rohan.evans@ed.act.edu.au

## **People and Performance**

### **School Improvement**

#### **Telopea Park School**

##### **Student Support Officer**

##### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 48707)**

Gazetted: 03 December 2021

Closing Date: 10 December 2021

**Details:** An exciting opportunity exists to join the collaborative team at Telopea Park School years seven to ten. As a member of the Student Services team the successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. These programs will support school connectedness and general health and well-being. Duties will also include assisting students to access appropriate external community-based youth support services; taking a proactive role in liaising with parents, school and relevant community or government agencies; and maintaining accurate records. The successful applicant will possess sound knowledge and understanding of current issues affecting young people.

##### **Eligibility/Other requirements:**

##### **MANDATORY:**

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

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

##### **HIGHLY DESIRABLE:**

Experience in Secondary School Setting and experience in working with agencies to support young people.

##### **DESIRABLE:**

First Aid Certificate or willingness to undertake training.

**Note:** This is a temporary position available from 27 January 2022 until 16 December 2022. 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:** Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities as required. Applicants are strongly encouraged to make contact with the contact officer.

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

Contact Officer: Melanie Consola (02) 6142 3378 melanie.consola@ed.act.edu.au

#### Office for schools

Tuggeranong

Namadgi School

School Leader

School Leader C \$130,338, Canberra (PN: 38999)

Gazetted: 02 December 2021

Closing Date: 9 December 2021

**Details:** Namadgi 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.

#### Job Description

Work, as a member of the executive team to lead a Professional Learning Community towards the achievement of school and system goals

Collaboratively lead Positive Behaviours for Learning, including Social Emotional Learning in the school

Lead a collaborative teaching team to use data to plan effective teaching and learning programs that meet the needs of all students

Support the implementation of quality literacy programs across the primary school K-2 and the ability to coach and mentor staff with a focus on Early Years Literacy initiatives

Teach an appropriate load and undertake teaching tasks and other duties as determined by the Principal

**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 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).

**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 two referees.

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

Contact Officer: Liz Baker-Matterson (02) 6142 0900 Liz.Baker-Matterson@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**

**People and Performance**

**People Strategy**

**Assistant Director, Workforce Planning**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 48902)**

Gazetted: 02 December 2021

Closing Date: 16 December 2021

**Details:** The Assistant Director, Workforce Planning will play a key role in leading the development and implementation of the Education Directorate's Schools Workforce Profile Project. Working closely with diverse stakeholders across the Directorate, the Assistant Director, Workforce Planning will map the critical workforce challenges, gaps and risks for the ACT's public schools in order to identify workforce management and planning strategies and/or approaches.

The Workforce Profile Project will ensure that schools are able to identify, manage and respond to workforce matters in their schools and that the system has a future-focused plan/approach to address strategic workforce risks.

The Assistant Director, Workforce Planning will form part of our Senior Officer team and work together to deliver a proactive and collaborative approach to HR.

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

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

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 should submit a response, of no more than two pages, demonstrating proficiency against the professional and technical skills, knowledge and behavioural capabilities listed in the 'What you require' section of the position description. Applicants should also provide a current curriculum vitae.

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

Contact Officer: Cameron Bertrand-Bruce (02) 6205 2215 Cameron.Bertrand-Bruce@act.gov.au

**System Policy and Reform**

**Education and Care Regulation and Support**

**Children's Education and Care Assurance**

**Project and Communication Officer**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 50407)**

Gazetted: 03 December 2021

Closing Date: 17 December 2021

**Details:** Are you a highly motivated and organised individual looking for your next challenge? Then supporting Education and Care Regulation and Support as a project and communication officer is the role for you?

We're seeking an innovative, motivated and collaborative individual with strong skills and experience in project management and/ or communication to join the Education and Care Regulation and Support Branch.

To be successful in the role, you will have a diverse range of experience and background in project management and/ or communication to deliver government initiatives.

Under limited direction you will provide day to day relationship engagement, project planning and direct support to the team and executive.

Excellent stakeholder relationship skills with the ability to develop and maintain networks, strong interpersonal skills, and coordination skills are a must.

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 - Previous experience working in complex organisations with a diverse range of stakeholders; previous experience working on large change management projects, or similar; or equivalent professional experience, a diverse range of project management and/ or communication experience.

**Note:** This is a temporary position available from January 2022 for a period of up to 12 months with the possibility of extension 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:** Using the Selection Criteria as a guide, please complete an Expression of Interest of up to three pages outlining why you are the best person for the position. Please include a current curriculum vitae and the names of two referees.

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

Contact Officer: Clare Brookes (02) 6205 0615 [clare.brookes@act.gov.au](mailto:clare.brookes@act.gov.au)

## **School Improvement**

### **North Canberra/ Gungahlin**

#### **Margaret Hendry School**

#### **Youth Support Worker**

#### **School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 52372)**

Gazetted: 08 December 2021

Closing Date: 15 December 2021

**Details:** Margaret Hendry School is a fast-growing P-6 school in Gungahlin offering a wrap-around support model for the local community. We are a culturally and socially diverse community and seek an addition to the team that is committed to inclusion, positive social impact and equitable service delivery. Our new Youth Support team member will be friendly, experienced, energetic and proactive. They will possess a demonstrated knowledge of children's development and service delivery models that positively impact growth and development of children and their families. The applicant will be confident to work directly with children, staff and families and make referrals in consultation with the wider student wellbeing and engagement team.

The applicant will be responsible for a variety of tasks that includes a flexible education delivery model, outreach to families and coordination of community experiences. They will contribute to the efficiency of a customer focused team and demonstrate competence in managing and prioritising administrative tasks to determine the effectiveness and impact of initiatives. 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. Are you the person that will have a positive impact on our children and community? Then we want to meet you!

This is a full time School Assistant level four position. The standard working hours for the role are 8:30am-3:30pm, Monday – Friday.

**Eligibility/Other requirements:**

**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).

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at Margaret Hendry School must provide evidence of their vaccination status.

Applicants for this position will be required to be fully vaccinated against COVID-19.

**Highly Desirable:**

Certificate IV or Tertiary qualification in Youth Work or a related field.

**Desirable:**

First Aid Certificate or a willingness to undertake appropriate training.

**Note:** This is a permanent position available from 24 January 2021. 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 four 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: Maxine Galante (02) 6142 2800 [maxine.galante@ed.act.edu.au](mailto:maxine.galante@ed.act.edu.au)

**School Improvement**

**North Canberra/ Gungahlin**

**Margaret Hendry School**

**Kitchen Garden and sustainability lead educator**

**School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 54369)**

Gazetted: 02 December 2021

Closing Date: 21 December 2021

**Details:** Margaret Hendry School is seeking a passionate environmental enthusiast to lead the development of a whole school approach to sustainable practices with the desired outcome being a dirt to dish kitchen garden program in line with ACTsmart principles, Fresh Tastes and the Stephanie Alexander Kitchen Garden program. The successful applicant will have demonstrated experience and a proven ability to inspire and nurture a commitment to embed sustainable practices schoolwide. They will also work in partnership with the school leadership team and the community on the development of the garden, plan for the preparation and provision of 'tasters' of food that are inspired by the garden and representative of the culturally diverse community. The Kitchen Garden and sustainability lead educator has overall responsibility for planning and maintaining the garden, planning and conducting weekly garden classes, and auditing and enhancing the whole of school sustainability processes.

On taking up the position, the likely tasks you will undertake in collaboration with the school leadership and community include:

Plan weekly garden classes, ensuring they are applicable to all participating age groups.

Design, facilitate, educate and embed whole of school sustainability processes  
Facilitate garden classes with the aid of the learning coaches  
Involve learning coaches and children in the development of the syllabus through formal and informal discussions.  
Plan the planting of the vegetable garden and involve children and families in the process.  
Assist with documentation of the project by recording learning experiences on Seesaw.  
Be resourceful about obtaining items needed for the garden – receive donations when possible, scavenge(!) or purchase within budget guidelines.  
Work in the garden doing general gardening tasks like weeding, pest control and completing jobs not finished by students, as well as maintaining equipment and looking after chickens  
Communicate any maintenance matters to either the school groundskeeper or the maintenance worker.  
Coordinate and support garden volunteers, compile and update volunteer information, help coordinate volunteer events, advertise for volunteers and respond to interest from potential volunteers.  
Liaise with the wider community and nurture relationships with those donating goods to the kitchen garden.  
Identify and facilitate fundraising opportunities such as coordinating the selling of seeds, seedlings and excess produce at a suitable outlet, e.g. school market.  
Harvest produce for kitchen classes.  
Cook a dish with children weekly on Community Day to provide a ‘taster’ to children representative of diverse cultural culinary delights  
Support the running of a Community Garden outside of school hours  
Flexible work hours to be negotiated to enable involvement of children within school hours as well as community outside of school hours.

**Eligibility/Other Requirements:**

**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).  
In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at Margaret Hendry School must provide evidence of their vaccination status.

Applicants for this position will be required to provide evidence of full vaccination against COVID-19.

**Desirable:**

First Aid Certificate or a willingness to undertake appropriate training.

**Notes:** This is a permanent position available from 24 Jan 2022.

**How to Apply:** Please submit your response of no more than four pages addressing the Selection Criteria, 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: Aimee Simpson (02) 6142 2800 [Aimee.Simpson@ed.act.edu.au](mailto:Aimee.Simpson@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)

**Planning and Sustainable Development**

**Development and Implementation**

**Asbestos Response Taskforce**

**Director, Personal Support**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 35094)**

Gazetted: 02 December 2021

Closing Date: 9 December 2021

**Details:** Are you a great collaborator and communicator, with a demonstrated experience in providing strategic advice to deliver holistic responses to complex and sensitive issues in our community?

The Asbestos Response Taskforce is seeking to engage a dynamic and highly skilled Director to lead the Taskforce's Personal Support Team until 30 June 2022.

Working as part a multi-disciplinary team the Director, Personal Support leads the Taskforce's delivery of tailored support coordination, community engagement and information to affected homeowners and the broader ACT community in relation to the management of and eradication of loose fill asbestos insulation from the Canberra community.

The Asbestos Response Taskforce 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 for this position.

**Eligibility/Other Requirements:**

A current drivers licence

Experience in providing supervision to personnel in frontline human service or community engagement delivery areas.

Qualifications in social work, human services, community recovery or related disciplines are highly desirable.

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

**Note:** Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

**Notes:** This is a temporary position available until 30 June 2022. This position is in a 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:** Interested applicants should review the position description, prepare a two-page pitch addressing the selection criteria and illustrating how your abilities, experience and qualifications make you the best person for this role.

Please then upload your pitch, along with your curriculum vitae and the contact details of two nominated professional referees.

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

Contact Officer: Kathryn Looke (02) 6205 8680 [Kathryn.Looke@act.gov.au](mailto:Kathryn.Looke@act.gov.au)

## **Environment and Planning**

### **Climate Change and Energy**

#### **Climate Change and Energy Programs Households Program Officer Administrative Services Officer Class 4 \$74,237 - \$80,381 , Canberra (PN: 20826)**

Gazetted: 9 December 2021

Closing Date: 17 December 2021

Details: Climate Change and Energy Division is seeking to employ a Program Officer to assist in the day-to-day delivery of a range of sustainability and zero emission programs within the Household Team. This is a unique opportunity to be part of work on world leading, cutting edge climate action and provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community. This position will assist in the delivery of programs and services that support households to be more sustainable and energy efficient. This role requires an officer that has excellent skills in customer service, strong organisational skills, and capability in general and administrative program support functions.

**Eligibility/Other requirements:**

- Some after-hours and weekend work may be required.
- Current drivers license is required.
- This position will require a *Working with Vulnerable People* registration, if successful.

**Note:** This is a temporary position available from 13 January 2022 until 14 September 2022 with the possibility of extension up to 12 months and/or permanency. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:**

Applications are sought from potential candidates and should include:

- Two-page pitch supporting statement addressing Selection Criteria.
- Curriculum vitae.



- Contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eliza Hopkins (02) 6207 2078 [eliza.hopkins@act.gov.au](mailto:eliza.hopkins@act.gov.au)

### **Independent Competition and Regulatory 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)**

#### **Regulatory Analyst/Economist**

**Administrative Services Officer Class 5/6 \$82,506 - \$101,743, Canberra (PN: 33070, several)**

Gazetted: 02 December 2021

Closing Date: 23 December 2021

Details: Are you excited by the chance to contribute to consumer welfare? Does working on diverse range of complex issues in a collaborative and supportive work environment interest you? The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking two regulatory analysts to join its regulatory team. You will be working on a diverse range of projects to promote the well-being of the ACT community. You will have opportunities to engage with our stakeholders and contribute to the commission's decision-making processes. We are a small agency with a diverse workload: setting retail water and electricity prices, developing advice to the ACT Government on a range of industry competition and consumer issues, and monitoring and reporting on the performance of licensed utilities. We have a collaborative and supportive culture that values diversity of skills, ideas and experiences, and provides interesting and challenging work that develops our team members' knowledge and expertise.

Eligibility/Other Requirements: You have strong research and data analysis skills, good written and verbal communication skills, and a professional and collaborative working style. A degree in economics, finance or related discipline is highly desirable. Knowledge of regulatory, infrastructure, industry and/or consumer issues will be an advantage but is not essential.

Note: This position will be filled at either the ASO5 or ASO6 level, dependent on the skills and experience of the successful applicant. The position is based in Canberra, but we may consider remote working arrangements. 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: Submit a 'pitch' of no more than two pages that explains why you are interested in the opportunity and how you meet the Selection Criteria, and your curriculum vitae with contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Manish Agarwal (02) 6205 9759 [Manish.Agarwal@act.gov.au](mailto:Manish.Agarwal@act.gov.au)

#### **Experienced Regulatory Economist**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 10830)**

Gazetted: 02 December 2021

Closing Date: 23 December 2021

Details: Are you excited by the chance to contribute to consumer welfare? Are you interested in leading projects on a diverse range of complex issues in a collaborative and supportive work environment? The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking an experienced economist to join its regulatory team.

You will: lead projects requiring high-level research and quantitative analysis; develop advice for the commission and the ACT Government on economic regulation and competition issues; draft high-quality, evidence-based reports and briefing papers; and work effectively and collaboratively with a wide range of internal and external stakeholders.

We are a small agency with a diverse workload: setting retail water and electricity prices, developing advice to the ACT Government on a range of industry competition and consumer issues, and monitoring and reporting on the performance of licensed utilities. We have a collaborative and supportive culture that values diversity of skills,



ideas and experiences, and provides interesting and challenging work that develops our team members' knowledge and expertise.

**Eligibility/Other Requirements:** You will have strong economic and quantitative skills and experience in applying these skills in government or the private sector. You have experience in managing consultations with internal and external stakeholders and in leading small project teams. And you can communicate complex technical ideas in ways that meet the needs of diverse stakeholders, both in writing and verbally. A degree in economics, finance or related discipline is highly desirable. Practical understanding of regulatory frameworks and how government works will be an advantage.

**Note:** The position is based in Canberra, but we may consider a remote working arrangement. 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:** Submit a 'pitch' of no more than two pages that explains why you are interested in the opportunity and how you meet the Selection Criteria, and your curriculum vitae with details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Manish Agarwal (02) 6205 9759 [Manish.Agarwal@act.gov.au](mailto:Manish.Agarwal@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)**

#### **ACT Courts and Tribunal**

##### **Executive Branch Manager, Corporate Services**

**Executive Level 1.3 \$240,095 - \$249,378 depending on current superannuation arrangements, Canberra (PN: E1143)**

Gazetted: 08 December 2021

Closing Date: 22 December 2021

**Details:** The ACT Courts and Tribunal (ACTCT) provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT) with registry, court support, forensic medicine, sheriff, and corporate services. It supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high quality services to those using the courts and tribunal.

The Executive Branch Manager heads the ACTCT Corporate Services Branch and is responsible for the contemporary and strategic leadership of human resources, finance, infrastructure, risk management, audit, governance, change management, project management, procurement and contract management, knowledge management and information technology functions which support the operations of each court and ACAT. The role plays a key part in leading and supporting complex change management projects/transformation strategies to enhance the effectiveness and efficiency of business functions and service delivery. The position requires the application of a high degree of sensitivity and confidentiality, as well as a dynamic and flexible approach to tight deadlines.

To be a strong contender for this appointment you will need to display strong leadership skills with highly developed communication and interpersonal skills, sound judgement, and a commitment to the delivery of high quality services. You will be able to demonstrate success in achieving effective client-focussed corporate services with proven ability to inspire employees to embrace change and transformation in an inclusive and dynamic work environment. You will have a good understanding of the Court environment and understand the unique position of the Court in a democratic system.

For further information regarding this position please contact Amanda Nuttall, Principal Registrar and CEO, ACT Courts and Tribunal on (02) 6207 1054 or email to [amanda.nuttall@courts.act.gov.au](mailto:amanda.nuttall@courts.act.gov.au)

**Remuneration:** The position attracts a remuneration package ranging from \$240,095 - \$249,378 depending on the 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 12 months, with the possibility of extension up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

**How to Apply:** Please provide a written response of no more than four pages addressing the Selection Criteria, your curriculum vitae and the names of two referees.

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

Contact Officer: Amanda Nuttall (02) 6207 1054 amanda.nuttall@courts.act.gov.au

#### **Corporate**

##### **People and Workforce Strategy**

##### **Assistant Director, Workforce Inclusion**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 22103)**

Gazetted: 02 December 2021

Closing Date: 16 December 2021

**Details:** The Assistant Director Workforce Inclusion plays a key role in developing, researching, implementing and evaluating programs that support social inclusion in Justice and Community Safety (JACS) with a focus on Aboriginal and Torres Strait Islander people, people with disability, women, Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ) people, Culturally and Linguistically Diverse (CALD) people and the ageing workforce. The Assistant Director Workforce Inclusion represents JACS both internally and externally in regards to social inclusion matters; ensures effective communication between JACS business units and relevant external groups and networks; and coordinates the Respect, Equity and Diversity (RED) Framework and the provision of information and advice to JACS and the ACT Public Service (ACTPS).

##### **Eligibility/Other requirements:**

Previous experience in a similar role or project is highly desirable.

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

**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 the following: Professional / Technical Skills and Knowledge.

Behavioural Capabilities; outlined in the "What you require" section of the Position Description. Specific examples should be provided where appropriate.

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

Contact Officer: Liz Beattie (02) 6205 3995 liz.beattie@act.gov.au

#### **Suburban Land Agency**

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

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

#### **Suburban Land Agency**

##### **Finance, Systems and Valuation**

##### **Valuations and Advisory Services**

##### **Assistant Director, Valuations and Advisory Services**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 45902)**

Gazetted: 02 December 2021

Closing Date: 16 December 2021

**Details:** The Assistant Director, Valuations and Advisory Services will operate with a degree of independence while providing support to the Suburban Land agency (the Agency) in support of achieving objectives.

Reporting to the Director, Valuations and Advisory Services the Assistant Directors responsibilities include:

Securing market advice, intelligence and facilitating the process for making recommendations when setting and reviewing market value land sale reserves.

The ability to navigate and interpret the ACT Territory plan, complex commercial sales contracts and Crown leases.

Provide advice to internal stakeholders.

Building effective relationships with internal and external stakeholders.

Work in a small team to deliver high quality briefs, presentations and advice.

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

**How to Apply:** Please submit a written application addressing the Selection Criteria limited to a maximum of two pages, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Peter Davies (02) 6207 1235 [peter.davies@act.gov.au](mailto:peter.davies@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)**

#### **Executive Group Manager, CIT Woden-Campus Project**

**Temporary Vacancy (asap to June 2022)**

**Major Projects Canberra**

**Position: E01124**

**(Remuneration equivalent to Executive Level 2.1)**

Circulated to: ACTPS Senior Executive List

Date circulated: 8 December 2021

An Expression of Interest is sought for the Executive Group Manager, CIT Woden-Campus Project.

The role of Project Director CIT Project is a key role within major Projects Canberra, responsible for overseeing the planning, procurement and delivery of the project.

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

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

**Qualifications/Requirements:** The mandatory requirements for this position requires substantial experience in construction responsibilities of a large scale, complex infrastructure projects, particularly within a developed urban environment. Relevant tertiary qualifications in a construction, engineering, project management, commercial or legal discipline is required.

**To apply:** Please send your Expression of Interest of no more than two pages and contact details for two referees to Shaun Strachan via email, [Shaun.Strachan@act.gov.au](mailto:Shaun.Strachan@act.gov.au) by COB Friday 10 December 2021.

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

**Remuneration:** The position attracts a remuneration package ranging from \$270,405 - \$281,031 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$212,527.

**Contact Officer:** Shaun Strachan (02) 6207 1001 [Shaun.Strachan@act.gov.au](mailto:Shaun.Strachan@act.gov.au)

#### **Chief Operating Officer**

**Safety and Wellbeing**

**Director Safety and Wellbeing**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 37458)**

Gazetted: 08 December 2021

Closing Date: 5 January 2022

**Details:** Join Transport Canberra and City Services (TCCS) as we deliver quality services that make Canberra a great place to live. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community. We value our people, we support diversity and we strive to be a great place to work. The Director Safety and Wellbeing supports the embedding and maintenance of a strong workplace safety and wellbeing culture across the directorate. The ongoing response to

COVID-19 pandemic and evolving safety and wellbeing considerations mean this role has become increasingly visible and critical for TCCS. The diverse nature of activities delivered by the Director Safety and Wellbeing role include but are not limited to, supporting the development and implementation of appropriate health, safety and wellbeing strategies for TCCS, maintaining the safety management system (SafetyNet) and reporting frameworks, supporting ongoing directorate compliance with relevant Work Health and Safety (WHS) matters, preparation and quality assurance of a range of reporting products, developing effective and targeted safety, health and wellbeing interventions, maintaining training delivery, and strategically collaborating with relevant teams across the ACT Public Service, including with the whole of government Work Safety and Industrial Relations business unit and WHS business units across other directorates.

**Eligibility/Other requirements:**

Minimum of 3 years' experience operating in a senior capacity within a Work Health and Safety environment. Tertiary qualifications and technical expertise in a safety/occupational health and safety discipline or related discipline is desirable.

Driver's licence [C-Class] is desirable.

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of extension for up to a further six months. This position is based in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Applications should address the Selection Criteria and include a current curriculum vitae with names and contact details of two referees.

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

Contact Officer: Anthony Wickens (02) 6205 5107 [anthony.wickens@act.gov.au](mailto:anthony.wickens@act.gov.au)

**Office of the Director-General**

**Communications**

**Senior Director, Communications**

**Senior Officer Grade A \$153,041, Canberra (PN: 33134)**

Gazetted: 07 December 2021

Closing Date: 24 December 2021

**Details:** Do you enjoy working on multiple projects which contribute to the day to day lives of Canberrans? Do you thrive in a fast-paced, dynamic environment which brings challenges every day?

An opportunity exists to lead the City Services' stream of the Transport Canberra and City Services (TCCS) Communications team. The successful candidate will have excellent leadership skills and an ability manage a range of internal and external stakeholders. The role involves a combination of marketing, community engagement, social media, issues management and media liaison. The position plays a key role in the delivery of several ACT Government priority areas including city infrastructure, the urban forest and waste reduction initiatives.

**Eligibility/Other requirements:**

Relevant tertiary qualifications and significant experience managing communications and engagement teams is highly desirable.

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

The ability to work flexibly with some out of hours work is required.

**Note:** This is a temporary position available from 10 January 2022 for eight months with the possibility of extension up to 12 months. 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:** If the above role sounds like you, please submit no more than two pages addressing your suitability against the Selection Criteria and behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Geoff Virtue (02) 6205 0312 [geoff.virtue@act.gov.au](mailto:geoff.virtue@act.gov.au)

**Transport Canberra and Business Services**

**Strategic Policy and Customer**

**Transport Regulation**

### **Assistant Director**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 36204)**

Gazetted: 07 December 2021

Closing Date: 21 December 2021

**Details:** The Strategic Policy and Customer Branch is responsible for strategic policy development and implementing innovative programs to deliver services and information to the Canberra community.

The Branch prioritises, reviews, develops and implements policy and legislation relating to all areas of Transport Canberra and City Services' operations. Our projects range from strategic transport design and policy development; transport regulation and delivery of road safety outcomes; policy design for domestic animals, urban treescapes, and even waste management; and we also support customer-experience and service design to improve operational engagement with Canberrans.

The business unit currently comprises of 5 teams: Policy and Legislative Solutions, Strategic Transport Policy, Road Safety and Transport Policy, Transport Regulation and Customer Experience.

Working to a Director in the Transport Regulation team in Strategic Policy and Customer, Transport Canberra, and City Services you will provide high-level support and policy leadership on the ACT's implementation high-level support on the ACT's implementation of amendments to the *Mutual Recognition Act 1992* (Cth) as they apply to occupational registrations for which TCCS has policy responsibility.

We are looking for someone who:

has experience in legislative interpretation and/or application;

can deliver program and policy activities and outcomes that translate the government's broader agenda,

can conduct research and analysis to contribute to the development and implementation of policy proposals;

has strong written and verbal communication skills;

has a proven ability to deliver quality products within set timeframes;

is highly articulate, motivated, goal orientated and has the ability to set a strong direction and achieve results; and

has a proven record in building and sustaining strong relationships with key 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.

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

Legislative and policy development experience or relevant experience in areas related to policy and regulatory reform will be highly regarded.

Relevant tertiary qualifications (such as law, policy, etc) or other qualifications and technical experience deemed equivalent are highly desirable.

**Notes:** This is a temporary position available immediately until 31 March 2022 with a possibility of extension up to six months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The team is currently operating under work from home arrangements.

**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 sent to the Contact Officer.**

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

### **City Services**

#### **Customer Support and Business Improvement**

##### **Operational Coordinator**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 27169)**

Gazetted: 06 December 2021

Closing Date: 13 December 2021

**Details:** The Operational Coordinator, Governance and Customer Portal is responsible for receiving, recording and circulating planning and design submissions to relevant Transport Canberra City Services (TCCS) business units for review, assessment and acceptance within required timeframes. The Operational Coordinator is responsible for addressing industry queries regarding the submission and approval processes and for triaging and redirecting technical queries to the relevant teams within the Branch.

This position assists in:

Monitoring submissions and compiling performance reports on the handling of submissions by the Directorate, including reporting against accountability indicators.

The development and maintenance of TCCS Reference Documents.

Preparing and maintaining operational processes and procedures for the Branch.

**Eligibility/Other Requirements:**

Competent in the use of Microsoft Office Suite and document management systems such as Objective and Project Wise.

Relevant experience to competently perform the duties of this position.

**Note:** This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

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

**How to Apply:** Applications should include:

A supporting statement of up to two pages outlining experience and/or ability and addressing the requirements outlined in the attached Position Description - 'What you Require'.

Contact details of at least two referees or prepared referee reports.

A current curriculum vitae.

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

Contact Officer: Rebecca Finnigan (02) 6207 7013 [Rebecca.Finnigan@act.gov.au](mailto:Rebecca.Finnigan@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

#### Director Development Assessment

**Infrastructure Officer 4 \$132,911 - \$151,004, Canberra (PN: 11893)**

Gazetted: 03 December 2021

Closing Date: 10 December 2021

**Details:** The primary responsibilities of the position Director Development Assessment are:

Provide leadership for the Development Assessment Team within Development Planning including overseeing development application allocations within the team.

Coordinate technical assessment for a wide range of pre DA, planning and design submissions and provide technical responses against design standards, codes, guideline and policies within given timeframes. Design elements encompass all TCCS asset categories and may include geometric road design, traffic control devices, road pavements, stormwater systems, street lighting, active travel, traffic and transport, open space, waste and recycling.

Identify non-conforming design submissions and liaise with asset owners and consultants to negotiate appropriate outcomes. This will include undertaking technical assessments, reviewing concept planning reports / plans, and making decisions on design suitability and delivery requirements for integration with other land use planning and capital works infrastructure.

Draft ministerial correspondence, project reports, presentations, briefing notes, submissions and other general correspondence. This will include input into the development/enhancement of Engineering Advisory Notes, design standards and technical specifications.

Build relationships and work successfully with stakeholders, both internal and external to ensure land development proposals achieve good outcomes for customers. This also requires communicating technical advice to non-technical audiences and ensuring that project outcomes align with program strategic priorities, objectives, and benefits.

This position involves direct supervision of staff.

**Eligibility/Other Requirements:**

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

Hold a relevant building degree; or

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

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

**How to Apply:**

A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements in 'What you require' of the Position Description.

Contact details of two referees, or completed referee reports.

A current curriculum vitae.

Scanned copies of relevant qualifications.

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

Contact Officer: Tim Wyatt (02) 6205 4200 [Tim.Wyatt@act.gov.au](mailto: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.

## APPOINTMENTS

### ACT Health

**Administrative Services Officer Class 4 \$74,237 - \$80,381**

Jaimilee Webb, Section 68(1), 3 December 2021

### Canberra Health Services

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

Mardi Bettanin, Section 68(1), 18 December 2021

**Health Professional Level 2 \$68,809 - \$94,461**

Stephanie Casas, Section 68(1), 30 November 2021

**Administrative Services Officer Class 2 \$59,016 - \$65,167**

Gabrielle Delaney, Section 68(1), 2 December 2021

**Administrative Services Officer Class 2/3 \$59,016 - \$71,963**

Elizabeth Dennis, Section 68(1), 9 December 2021

**Registered Nurse Level 3.1 \$108,237 - \$112,691**

Richard Dent, Section 68(1), 9 December 2021

**Health Professional Level 4 \$111,887 - \$120,436**

Fallon Grieve, Section 68(1), 6 December 2021

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Gurkirat Handa, Section 68(1), 29 November 2021

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

Grainne Hughes, Section 68(1), 24 November 2021

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

Merlene Jacob, Section 68(1), 6 December 2021

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

Akvinder Kaur, Section 68(1), 25 November 2021

**Administrative Services Officer Class 2/3 \$59,016 - \$71,963**

Adrian Liszczyński, Section 68(1), 6 December 2021

**Registered Midwife Level 1 \$67,984 - \$90,814**

Madison Milde, Section 68(1), 2 December 2021

**Health Professional Level 2 \$68,809 - \$94,461**

Brigitte Pride, Section 68(1), 2 December 2021

**Clinical Coder Level 1 \$87,277 - \$121,095**

Maria Raffellis, Section 68(1), 6 December 2021

**Medical Imaging Level 2 \$68,809 - \$94,461**

Johanna Ridgway, Section 68(1), 2 December 2021

**Administrative Services Officer Class 2/3 \$59,016 - \$71,963**

Sarah Seckold-Mcintyre, Section 68(1), 9 December 2021

**Health Professional Level 2 \$68,809 - \$94,461**

Hannah Smith, Section 68(1), 6 December 2021

**Administrative Services Officer Class 2/3 \$59,016 - \$71,963**

Rangsit Sonthirak, Section 68(1), 6 December 2021

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

Molamma Vincent, Section 68(1), 25 November 2021

**Registered Midwife Level 3.1 \$108,237 - \$112,691**

Amber Wilson, Section 68(1), 2 December 2021

**Canberra Institute of Technology**

**Teacher Level 1 \$78,538 - \$104,793**

Matthew Allan, Section 68(1), 3 December 2021

**Teacher Level 1 \$78,538 - \$104,793**

Michael Coulson, Section 68(1), 3 December 2021

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade C \$111,887 - \$120,436**

Laura Martin, Section 68(1), 6 December 2021

**Administrative Services Officer Class 4 \$74,237 - \$80,381**

Ramona Romero, Section 68(1), 8 December 2021

**Senior Officer Grade C \$111,887 - \$120,436**

Callum Vandelloo, Section 68(1), 7 December 2021

**Community Services**

**Senior Officer Grade C \$113,397 - \$122,062**

Jiana Shen, Section 68(1), 7 December 2021



### **Education**

#### **School Assistant 2/3 \$50,184 - \$61,194**

Sean Gray, Section 68(1), 25 January 2022

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

#### **Senior Officer Grade C \$111,887 - \$120,436**

Jessica Nissen, Section 68(1), 6 December 2021

### **Major Projects Canberra**

#### **Infrastructure Officer 2 \$89,008 - \$102,403**

Pranayan Giri, Section 68(1), 6 December 2021

### **Transport Canberra and City Services**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381**

Fung Tai Chum, Section 68(1), 6 December 2021

#### **Senior Officer Grade A \$153,041**

Timothy Rampton, Section 68(1), 6 December 2021

## **TRANSFERS**

### **Canberra Health Services**

#### **Anne Endres**

From: Registered Midwife Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 52927) (Gazetted 15 October 2020)

## **PROMOTIONS**

### **ACT Health**

#### **Corporate Services**

#### **Corporate and Governance**

#### **Strategic Finance**

#### **Zeliang Fei**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

ACT Health

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

ACT Health, Canberra (PN. 01768) (Gazetted 29 October 2021)

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

#### **Office of Professional Leadership and Education**

**Office of the Chief Nursing and Midwifery Officer**

**Kylie Robson**

From: Administrative Services Officer Class 4 \$74,237 - \$80,381  
ACT Health

To: Administrative Services Officer Class 5 \$82,506 - \$87,331  
ACT Health, Canberra (PN. 52536) (Gazetted 29 October 2021)

**Canberra Health Services**

**Clinical Services**

**Sophie Drodge**

From: Radiation Therapist Level 2 \$71,713 - \$99,117  
Canberra Health Services

To: Radiation Therapist Level 3.1 \$106,414 - \$109,892  
Canberra Health Services, Canberra (PN. 28823) (Gazetted 10 September 2021)

**Emily Ferguson**

From: Registered Nurse Level 2 \$94,409 - \$100,061  
Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360  
Canberra Health Services, Canberra (PN. 22384) (Gazetted 2 November 2021)

**Canberra Health Services**

**Michael Perrin**

From: Health Service Officer Level 5 \$58,589 - \$61,498  
Canberra Health Services

To: Administrative Services Officer Class 2/3 \$59,016 - \$71,963  
Canberra Health Services, Canberra (PN. 21365) (Gazetted 27 October 2020)

**Canberra Health Services**

**Kim Pickering**

From: Registered Nurse Level 2 \$94,409 - \$100,061  
Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691  
Canberra Health Services, Canberra (PN. 22388) (Gazetted 14 October 2021)

**Canberra Health Services**

**Anna-Maria Thompson**

From: Administrative Services Officer Class 2 \$59,016 - \$65,167  
Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466  
Canberra Health Services, Canberra (PN:53406) (Gazetted 12/11/2021)

**Canberra Health Services**

**Ceinwyn Whittaker**

From: Senior Officer Grade B \$131,773 - \$148,344  
Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$153,041  
Canberra Health Services, Canberra (PN. 53229) (Gazetted 1 October 2021)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Engagement, Compliance and COVID-19 Response  
Complaints Management Team**

**Imogen Appleton**

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 54352) (Gazetted 10 May 2021)

**Workforce Capability and Governance**

**Industrial Relations and Public Sector Employment**

**Sophia Bouzas**

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. 52862) (Gazetted 26 August 2021)

**Procurement ACT**

**Procurement Policy and Capability Branch**

**Policy Development Section**

**Julijana Desa**

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. 51917) (Gazetted 28 October 2021)

**Procurement ACT**

**Goods and Services Procurement Branch**

**Sourcing and Supply Section**

**Bradley Elliott**

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 18898) (Gazetted 4 June 2021)

**Access Canberra**

**Construction, Utilities and Environmental Protection Branch**

**Lease Compliance and Occupational Licensing**

**Christopher Hall**

From: Administrative Services Officer Class 2 \$59,016 - \$65,167

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 3 \$66,867 - \$71,963

Chief Minister, Treasury and Economic Development, Canberra (PN. 37222) (Gazetted 1 January 2000)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

**Digital, Data and Technology Solutions**

**Technology Services Branch**

**Corporate and Shared Applications**

**Christopher Polzin**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 11079) (Gazetted 6 October 2021)

**Economic Development**

**Business and Innovation**

**Jessica Round**

From: Administrative Services Officer Class 5 \$82,506 - \$87,331  
Environment, Planning and Sustainable Development  
To: †Senior Officer Grade C \$111,887 - \$120,436  
Chief Minister, Treasury and Economic Development, Canberra (PN. 44649) (Gazetted 15 April 2021)

**Strategic Finance**

**Budget Policy and Capital Works**

**Jacob Tyrie**

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. 16493) (Gazetted 27 October 2021)

**Access Canberra**

**Customer Coordination**

**Service Centre**

**Cai Wilden**

From: Administrative Services Officer Class 5 \$82,506 - \$87,331  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$111,887 - \$120,436  
Chief Minister, Treasury and Economic Development, Canberra (PN. 42202) (Gazetted 14 May 2021)

**Community Services**

**Children, Youth and Families**

**Business Support**

**Jenniffer Griffin**

From: Child and Youth Protection Professional Level 3 \$106,450 - \$117,147  
Community Services  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Community Services, Canberra (PN. 23374) (Gazetted 25 June 2021)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Child and Youth Protection Services**

**Nicholas Hawley**

From: Child and Youth Protection Professional Level 3 \$105,032 - \$115,587  
Community Services  
To: †Child and Youth Protection Professional Level 4 \$120,109 - \$128,873  
Community Services, Canberra (PN. 41888) (Gazetted 19 October 2021)

**Education**

**Service Design and Delivery**

**EGM Office**

**Laura De Sant'Ana**

From: Senior Officer Grade C \$111,887 - \$120,436  
Education  
To: †Senior Officer Grade B \$131,773 - \$148,344  
Education, Canberra (PN. 45771) (Gazetted 6 August 2021)

**Service Design and Delivery**

**Student Engagement**

**Alison Evans**

From: Health Professional Level 2 \$68,809 - \$94,461

Education

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

Education, Canberra (PN. 50153) (Gazetted 8 October 2021)

### **School Performance and Improvement**

#### **Belconnen Network**

#### **Kingsford Smith School**

#### **Timothy Freeman**

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 15840) (Gazetted 13 November 2021)

### **South Weston**

#### **Mount Stromlo High School**

#### **Tracey Venables**

From: School Assistant 4 \$68,175 - \$73,820

Education

To: †Administrative Services Officer Class 5 \$82,506 - \$87,331

Education, Canberra (PN. 52735) (Gazetted 10 November 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

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

### **Sustainability and the Built Environment**

#### **Climate Change and Sustainability**

#### **Program Delivery and Policy**

#### **Samuel Byrne**

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Environment, Planning and Sustainable Development, Canberra (PN. 50578) (Gazetted 30 September 2021)

### **Environment**

#### **ACT Parks and Conservations Service**

#### **Parks and Partnerships**

#### **Aaron West**

From: General Service Officer Level 3/4 \$52,441 - \$57,268

Transport Canberra and City Services

To: Park Ranger 1 \$66,867 - \$71,963

Environment, Planning and Sustainable Development, Canberra (PN. 52326) (Gazetted 24 September 2021)

## **Justice and Community Safety**

### **ACT Government Solicitor**

#### **Executive**

#### **Saman Appuhamy**

From: Graduate Administrative Assistant \$74,237 - \$76,511

Justice and Community Safety

To: †Government Solicitor 1 \$78,683 - \$117,823

Justice and Community Safety, Canberra (PN. 26862)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

**Corrective Services**  
**Community Operations**  
**Probation and Parole**  
**Natasha Kumar**

From: Graduate Administrative Assistant \$74,237 - \$76,511

Justice and Community Safety

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Justice and Community Safety, Canberra (PN. 54129)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

**Legislation Policy and Programs**  
**Civil Law**

**Olivia Pursey**

From: Graduate Administrative Assistant \$74,237 - \$76,511

Justice and Community Safety

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Justice and Community Safety, Canberra (PN. 54211)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

**Corrective Services**  
**Operational Support**  
**Sophie Young**

From: Graduate Administrative Assistant \$74,237 - \$76,511

Justice and Community Safety

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Justice and Community Safety, Canberra (PN. 54388)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

**Legislation Policy and Programs**  
**Criminal Law Group**  
**Joyce Zhang**

From: Graduate Administrative Assistant \$74,237 - \$76,511

Justice and Community Safety

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Justice and Community Safety, Canberra (PN. 54243)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

**Corporate**  
**Strategic Finance**  
**Xuanqi Zhu**

From: Graduate Administrative Assistant \$74,237 - \$76,511

Justice and Community Safety

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Justice and Community Safety, Canberra (PN. 10545)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

**Transport Canberra and City Services**

**Chief Operating Officer Group**

**Finance**

**Financial Reporting and Systems**

**Yifei Cao**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Transport Canberra and City Services

To: †Senior Officer Grade C \$111,887 - \$120,436

Transport Canberra and City Services, Canberra (PN. 28758) (Gazetted 2 November 2021)

**City Services**

**ACT NoWaste**

**Strategic Coordination and Planning**

**Sarah May**

From: Senior Officer Grade C \$111,887 - \$120,436

Transport Canberra and City Services

To: †Senior Officer Grade B \$131,773 - \$148,344

Transport Canberra and City Services, Canberra (PN. 10985) (Gazetted 22 September 2021)