



ACT Government Gazette

Gazetted Notices for the week beginning 09 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>

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Quality and Safety Unit

Assistant Director, Quality and Safety Unit

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54355)

Gazetted: 15 December 2021

Closing Date: 31 December 2021

Details: The Office of the Chief Medical Officer has an exciting opportunity available for a person with experience in clinical quality and patient safety to be part of the Quality and Safety Unit within the ACT Health Directorate. As part of a small but passionate team you will contribute your knowledge of quality improvement methods, clinical governance frameworks and the national safety and quality health agenda to support the unit to implement the ACT Health Quality Strategy 2018-2028 and to further develop quality improvement and patient safety systems across the ACT. Your experience in clinical incident management, quality systems management, clinical audit, data management and/or high-level health-related quality and safety reporting will stand you in good stead for this role.

We work collaboratively across the health system and our team highly values our positive workforce culture. As such, excellent people and stakeholder management skills are critical in this role. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: This role requires you to have:

Direct experience in managing quality improvement and patient safety initiatives in healthcare settings.

Advanced knowledge of the national safety and quality health agenda including quality improvement tools and methods, clinical governance frameworks, their application in healthcare delivery and an ability to support development of innovative systems to improve quality and patient safety.

Note: This is a temporary position available immediately for three months with the possibility of extension up to 12 months and/or permanency. Selection will be based on application and interview. A merit pool may be established from this selection process and may be used to fill future vacancies within the unit over the next 12 months. Applicants interested in part time or job share also considered.

How to Apply: Please submit:

Your curriculum vitae including contact details of at least two referees, it would be preferred if one of your referees is your current manager.

A written statement (no longer than two pages) in the form of a pitch which addresses the Professional/Technical Skills, Knowledge and Behavioural Capabilities outlined in the Position Description. The statement should explain how you have the technical skills, necessary experience and knowledge to perform in this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Thies (02) 5124 9320 amanda.thies@act.gov.au

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Business Analyst

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 47170)

Gazetted: 14 December 2021

Closing Date: 31 December 2021

Details: The Technology Operations Branch is comprised of Seven Hubs responsible for the delivery and operation of technology services to ACT Health, our patients, stakeholders, and partners. Our services cater to all types of technology including patient monitoring equipment, clinical business applications, critical communications and infrastructure, standard end-user equipment and services such as telephony and administrative computer applications and hardware.

The Digital Solutions Division (DSD) within ACT Health is looking to hire a suitably qualified and energetic individual to assist in the analysis of health-related business structures and processes to inform selection and implementation of projects and solutions that will contribute to improving health services. As the Business Analyst, Enterprise Architecture, you will be a key team member in the Enterprise Architecture team as we respond to the changing needs of the healthcare systems in parallel with the delivery of our new Digital Health Record in 2022 and beyond. 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. Apply to work with us to enable exemplary person-centred care through digital innovation.

Eligibility/Other requirements: This role requires you to obtain and maintain an Australian Government Negative Vetting 1 (NV1) security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Note: A merit pool will be established from this selection process and may be used to fill future 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 whom is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ryan Mavin (02) 5124 9299 ryan.mavin@act.gov.au

Digital Solutions Division

Future Capability

Digital Health Record Technical Hub

Technical Officer, Device Integration

Information Technology Officer Class 1 \$72,935 - \$83,023, Canberra (PN: 54146)

Gazetted: 14 December 2021

Closing Date: 31 December 2021

Details: The Digital Health Record Program has an opening for a Technical Officer – Device Integration within the Technical team. In this role you will be responsible for assisting the Senior Technical Specialist – Biomedical Engineering to integrate a range of medical devices with the Digital Health Record. This will involve, under broad supervision, ascertaining the presence of the necessary infrastructure and hardware; establishing connectivity with the Digital Health Record; and testing connectivity and functionality.

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.

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

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

Notes: This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months. The position may be offered as full-time or part-time.

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Timothy Panoho (02) 5124 9298 Timothy.Panoho@act.gov.au

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Enterprise Architect

Senior Information Technology Officer Grade B \$133,552 - \$150,347, Canberra (PN: 50881, several)

Gazetted: 14 December 2021

Closing Date: 30 December 2021

Details: Overview

The Technology Operations Branch is comprised of seven Hubs responsible for the delivery and operation of technology services to ACT Health, our patients, stakeholders, and partners.

Our services cater to all types of technology including patient monitoring equipment, clinical business applications, critical communications and infrastructure, standard end-user equipment and services such as telephony and administrative computer applications and hardware.

Pitch

The Digital Solutions Division (DSD) within ACT Health is looking to hire suitably qualified and energetic individuals to lead by example in the development of the ACT Health solutions, Enterprise Architecture capabilities and resulting business outcomes.

As an Architect in Enterprise Architecture, you will be a key team member as we strive toward enterprise-wide interoperability of business, information, application, and technology services. Your influence will help shape the transformation in healthcare in an environment where the business benefits of your work can be seen directly in the community. Furthermore, the leadership you provide will set standards for peer team members and elevate the teams ability to deliver quality outcomes that meet stakeholder expectations.

Depending on individual skills, selected Architects will take the lead as we re-architect and re-platform our current systems to a new hosting environment in preparation for the delivery of our new Digital Health Record in 2022 and beyond.

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. Apply to work with us to enable exemplary person-centred care through digital innovation.

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

Note: This is for several permanent and temporary positions. The temporary positions will be available for up to a 12-month period with the possibility extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future 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 whom is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter McNiven (02) 5124 9066 peter.mcniven@act.gov.au

Health Systems, Policy and Research

Office of Professional Leadership and Education

Office of the Chief Allied Health Officer

Allied Health Project Officer

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 45423)

Gazetted: 13 December 2021

Closing Date: 27 December 2021

Details: The Office of the Chief Allied Health Officer (the Office), ACT Health, is seeking an experienced allied health professional to provide project support to a variety of allied health workforce initiatives. The position will provide an opportunity for the successful applicant to undertake project work under supervision and exposure to a range of current allied health workforce matters.

The ACT Chief Allied Health Officer is the professional and strategic representative for allied health. The Office informs, guides and advocates for the ACT allied health workforce and provides evidence-based advice on a range of local, national and international issues relevant to the allied health workforce. The Office works with consumers, peak bodies, professional agencies, education providers and regulators. You will work under direction of the Allied Health Workforce Development Officer.

If you are the right person for this position, you will have practised as an allied health professional in your field and have some familiarity with the ACT health system and local allied health services. You will have the opportunity to develop your skills in project management and stakeholder consultation. You will have experience in project management and or quality improvement. You will be an effective communicator and have strong computer literacy and organisational skills.

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

Eligibility/Other requirements:

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA) in an allied health profession, OR, where from a non-registered allied health profession, eligibility for membership of the appropriate professional organisation.

Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: This is a temporary part-time position available at 7:30 hours per week and the full-time salary noted above will be pro-rata. The position is available from 20 January 2022 until 21 July 2022 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. The successful applicant is likely to be required to primarily work from home due to pandemic response arrangements.

How to Apply: Please apply by submitting a two-page pitch addressing the 'Professional/Technical Skills and Knowledge' and Behavioural capabilities' in the Position Description (found under 'what you will require'), your curriculum vitae and contact details of two referees including your current supervisor.

Please also provide a certified copy of your Allied health qualification *or* proof of registration if from a registered allied health profession *or* proof of eligibility for membership if from a self-regulated allied health profession.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Paul 0251249871 kate.paul@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Staff Specialist – Emergency Medicine

Specialist Band 1 - 5 \$185,645 - \$229,092, Canberra (LP6739)

Gazette Date: 10 December 2021

Closing Date: 16 January 2022

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

Reference Number: 17250

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

Contact Officer: Dr Stuart Stapleton (02) 6201 6777 stuart.stapleton@calvary-act.com.au

Calvary Public Hospital Bruce

Diabetes Nursing Service

Registered Nurse - Diabetes Educator

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (LP7111)

Gazette Date: 10 December 2021

Closing Date: 21 December 2022

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

Reference Number: 17531

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

Contact Officer: Marcia Neilson (02) 6201 6439 marcia.neilson@calvary-act.com.au

Calvary Public Hospital Bruce

Registered Nurse - Pre Admission Clinic

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (LP9985)

Gazette Date: 10 December 2021

Closing Date: 21 December 2022

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

Reference Number: 17347

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

Contact Officer: Jennifer Cain (02) 6201 6892 jennifer.cain@calvary-act.com.au

Calvary Public Hospital Bruce

Pharmacy

Technical Officer - Pharmacy Technician

Technical Officer Level 1 \$61,765 - \$64,757, Canberra (LP7687)

Gazette Date: 10 December 2021

Closing Date: 03 January 2022

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

Reference Number: 17342

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

Contact Officer: Christopher Hidayat (02) 6201 6265 christopher.hidayat@calvary-act.com.au

Calvary Public Hospital Bruce

Emergency Department

Emergency Registrar

Registrar Years 1-4/Senior Registrar \$111,413 - \$154,436, Canberra (LP6621)

Gazette Date: 10 December 2021

Closing Date: 03 January 2022

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

Reference Number: 17410

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

Contact Officer: Dr Mechelle Smith mechelle.smith@calvary-act.com.au

Calvary Public Hospital Bruce

Palliative Care – Clare Holland House

Palliative Care - Staff Specialist

Specialist Band 1 - 5 \$185,645 - \$229,092, Canberra (LP7012)

Gazette Date: 10 December 2021

Closing Date: 05 January 2022

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

Reference Number: 17549

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

Contact Officer: Dr Suharsha Kanathigoda (02) 6264 7300 suharsha.kanathigoda@calvary-act.com.au

**Calvary Public Hospital Bruce
Ward Clerk**

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (Various)

Gazette Date: 15 December 2021

Closing Date: 01 January 2022

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

Reference Number: 17578

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

Contact Officer: Belinda Mudge (02) 6201 6285 belinda.mudge@calvary-act.com.au

Calvary Public Hospital Bruce

Emergency Medicine with rotations to MAPU, ICU and Anaesthesia

Senior Resident - Critical Care

Senior Resident Medical Officer 1-4/ Junior Registrar \$97,350, Canberra (Various)

Gazette Date: 16 December 2021

Closing Date: 12 January 2022

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

Reference Number: 17601

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

Contact Officer: Dr Andrew Habig andrew.habig@calvary-act.com.au

Calvary Public Hospital Bruce

Obstetrics and Gynaecology Consultant

Women's and Infants' Health

Specialist Band 1 – 5 \$185,645 - \$229,092, Canberra (LP6827)

Gazette Date: 16 December 2021

Closing Date: 12 January 2022

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

Reference Number: 17538

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

Contact Officer: Dr Alison Porteous (02) 6201 6111 alison.porteous@calvary-act.com.au

Calvary Public Hospital Bruce

Medical Administration

Senior Hospital Registrar

Senior Registrar \$154,436, Canberra (601005)

Gazette Date: 16 December 2021

Closing Date: 22 December 2021

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

Reference Number: 17560

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

Contact Officer: Dr Suzanne Smallbane (02) 6201 6101 suzanne.smallbane@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

Rehabilitation Aged and Community Services

Client Support Services

NDIS Nurse Facilitator

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 54213 - 01ZQD)

Gazetted: 13 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/> 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 requires a dynamic and motivated RN2 with strong communication and interpersonal skills who can work collaboratively with CHS nursing teams including mainly the Community Care Nursing Team, clients, carers, and other relevant stakeholders. The RN2 will need to be motivated to improve service provision and process to support management of the complexities of NDIS process. This role will sit within the CHS NDIS Support Project team. 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 encouraged to apply.

Behavioural Capabilities

Strong organisational skills, including being able to simultaneously manage and prioritise issues, with a high degree of drive.

2. 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
3. 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.

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.

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

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

Medical Services

CHS Library and Multimedia

Reference Librarian

Professional Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 19555 - 01ZP6)

Gazetted: 10 December 2021

Closing Date: 14 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 CHS Library provides worldwide health information resources and quality services to its users. The library acquires, organises, preserves, and provides access to information resources to meet the needs of all staff, faculty, and students in a timely and cost-effective manner.

This position reports to the Director and provides medical librarian and referencing services to the organisation's staff to support the delivery of evidence-based medicine, policy, research, and academic study. The role works in close liaison with the unit's other librarians to provide a cohesively integrated and seamless service to clients.

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:

Effective communication skills and the ability to develop and maintain networks internally and externally.

Strong organisational, problem-solving, and planning skills.

Ability to work well in a small team including flexibility and adaptability to change.

Position Requirements/Qualifications:

Australian Library and Information Association (ALIA) accredited degree in Library/ Information Science or equivalent

Eligibility for professional membership of ALIA will be considered favourable.

Extensive health library and information technology experience is highly desirable.

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

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:

Undergo a pre-employment National Police Check.

NOTES

Selection may be based on application and referee reports only.

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

Contact Officer: Michelle Woodcroft (02) 5124 2588 michelle.woodcroft@act.gov.au

Client Support Services

Prosthetics and Orthotics

Prosthetist/Orthotist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 24110 - 01ZGY)

Gazetted: 09 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.

Please note there are two advertisements running concurrently on Req ID 01ZGY and Req ID 01ZGO. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, the University of Canberra Hospital (UCH), Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's values: reliable, progressive, respectful, and kind. RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS.

Prosthetic / Orthotics services are offered from the Village Creek Centre, Canberra Hospital and the University of Canberra Hospital. We pride ourselves on our continual drive for high quality patient care. Scope of practice includes assessment, care planning, production, fitting, adjustment and repair across a wide range of prosthetic, orthotic and medical grade footwear services. The team provides public health services for clients within a variety of funding bodies.

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 and interpersonal skills with a high degree of initiative.

Adaptability and flexibility to accommodate change.

Capacity to obtain and interpret information.

Position Requirements/Qualifications:

Relevant degree in Prosthetics / Orthotics or recognised equivalent qualifications and a minimum of 12 months experience working professionally in Prosthetics / Orthotics is preferred. You must be eligible for membership of the Australian Orthotic and Prosthetic Association (AOPA) and hold current Working with Vulnerable People Registration (ACT).

A current drivers license is highly desirable.

The successful applicant may on occasion, need to be available for after-hours or occasional weekend 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:

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

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available until October 2022 with the possibility of extension and/or permanency.

Contact Officer: Deanne Galvin (02) 5124 1057 Deanne.galvin@act.gov.au

People and Culture

Senior Workforce Advisor

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 19561 - 01ZTX)

Gazetted: 09 December 2021

Closing Date: 23 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.

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the work area and position:

The People and Culture Branch is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

Working closely with other Canberra Health Services Divisions the People and Culture portfolio delivers strategically aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment.

The Branch also plans, designs, communicates and monitors Canberra Health Services Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable Canberra Health Services to deliver on its strategic agenda. Quality expert advice and support is provided through the People Strategy and Services integrated teams.

Qualifications and experience:

Desirable:

Qualification in a related field

Knowledge of complex health workforce

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available up until 30 June 2022 with the possibility of extension and/or permanency.

Contact Officer: Andrew White 0477 740 419 andrew.white@act.gov.au

Women Youth and Children

Paediatric Day Stay and Outpatient Clinics

Paediatric Outpatient Nurse

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 44556, several - 01ZKQ)

Gazetted: 09 December 2021

Closing Date: 28 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 Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs.

The service is child 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 family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. You will meet undergraduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong.

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, 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:

Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

There are several temporary positions available for three months with the possibility of extension.

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

Contact Officer: Fiona Matthews (02) 5124 7373 Fiona.Matthews@act.gov.au

Clinical Services

Medicine

Clinical Support Nurse

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 12077 - 01Y8X)

Gazetted: 09 December 2021

Closing Date: 28 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/>

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community based health services, to the Australian Capital territory (ACT) – a catchment area including Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley serving approximately 650,000 people. Annually, the Emergency Department can have up to and more than 85,000 presentations.

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

ABOUT YOU

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Behavioural Capabilities

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

Highly conscientious and professional in all aspects of work

Ability to work within an interdisciplinary team

Position Requirements/Qualifications:

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

Desirable: Holds or progressing towards a tertiary qualification at Masters.

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from OMU (occupational medicine Unit) relating to assessment, screening AND vaccination processes against specified infectious diseases.

NOTES

Part-time may be considered and the full-time salary noted above will be paid pro-rata.

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

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

Finance and Business Intelligence

Patient Accounts

NDIS Billing and Debt Recovery

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 02951 - 01ZKV)

Gazetted: 09 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/>

This part time position will provide high-level support to the Patient Accounts, Patient Billing and Debt Recovery team focussing on the National Disability Insurance Scheme (NDIS) and be required to have a high level of skills in time management, data integrity, customer focused communication and the ability to work independently and as part of a team to resolve debt owed to the Canberra Health Services Directorate.

The successful applicant will be required to communicate, negotiate and liaise with a range of internal and external stakeholders including, but not limited to patients, plan managers, National Disability Insurance Agency (NDIA), outpatient clinics and debtors. They will also be required to screen incoming phone calls and correspondence, support the revenue data team, provide debt recovery and invoicing functions and provide administration assistance as necessary. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand NDIS billing in a public health environment and have experience in the use of hospital based IT system such as the ACT Patient Administration System (ACTPAS).

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

High level of data integrity skills

Strong communication, negotiation and networking skills

Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

This is a part-time position available at 16:53 hours per week and the full-time salary noted above will be paid pro-rata.

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

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

RACS

Community Nursing

Nurse Manager RN4.1 (Community Nursing)

Registered Nurse Level 4.1 \$129,103, Canberra (PN: 28537, several - 01Z66)

Gazetted: 09 December 2021

Closing Date: 28 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

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

Community Care Program is seeking Expressions of Interest from suitably qualified and experienced Nurse Managers to fill planned vacancies for the Community Nursing – Nurse Manager RN 4.1. This is a full-time role which provides high level leadership and management to support the effective functioning of a team of community nurses. Interested nurses should demonstrate high level critical thinking, sophisticated people management skills and a solution-focussed approach to management. It is important that applicants demonstrate a sound understanding of the community context of care and a commitment to consumer centred care with a multidisciplinary focus.

POSITION OVERVIEW

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A Nurse Manager within the Community Care Program, RACS, manages one of five community nursing teams within the ACT. The teams provide community nursing services to patients with a broad range of needs across the ACT community.

ABOUT YOU

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Behavioural Capabilities

Hold a Current driver's license.

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

Position Requirements/Qualifications:

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.

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

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

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

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

Undergo a pre-employment National Police Check.

Notes: These are temporary positions available for up to 11.5 months. A merit list will be created from this process to fill similar vacancies over the next 12 months.

Contact Officer: Alan Merritt 0431 659 762 alan.merritt@act.gov.au

Medicine

Medical

Dietician

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 26448 - 01ZJN)

Gazetted: 09 December 2021

Closing Date: 16 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.

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 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/>

- A range of general and specialist health services to people of all ages.

- A range of **community-based health services** including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

The ACT Health Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The diabetes nutrition team is an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Nurse Educators, other CHS and external Dietitians, Nurses, General Practitioners and Consumers to provide a team approach to care for people with, or at risk of diabetes.

The HPO3 Diabetes Dietitian will be responsible operationally and clinically to the Senior Diabetes Dietitian of the CHS Diabetes Service and professionally to the Profession Lead for Nutrition.

Under the direction of the senior dietitian, you will be required to provide clinical assessment, treatment, supervision and evaluation of nutrition care to inpatients and outpatients at risk of or who have diabetes.

Note: This is a part-time temporary position available at a minimum of 14.42 hours per week for a period of three months with the possibility of extension and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

About You

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

High level communication skills

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

Ability to work well within a multi-disciplinary team environment and independently

Position Requirements/Qualifications:

Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia

Current driver's license

Registered under the Working for Vulnerable People Act

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

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

Prior to commencement successful candidates will be required to:
Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
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: Maree Glynn, Senior Lead Dietitian, (02) 5124 3794

Infrastructure and Health Support Services

Clinical Support, Sterilising Services

Manager Sterilising

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 14198 - 01ZDP)

Gazetted: 10 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/>

This role is for Production, Preparation and Stores Area.

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services. Under limited the Director of Sterilising Services is responsible for the overall vision, leadership and management of Sterilising services, ensuring compliance with national standards in all areas of operation, team management, recruitment, procurement, monitoring of maintenance, repairs, inventory management, financial accountability, including customer relations, and ensuring a patient focused quality product and service are delivered to each customer.

Sterilising Services provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). Sterilising Services provides reprocessing of RMDs, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services at Mitchell, including management and administration

Sterilising Unit at Canberra Hospital

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at Canberra Hospital

ABOUT YOU

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

Behavioural Capabilities

1. Strong leadership and organisational skills with ability to manage competing priorities.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs whilst upholding a high level of customer service.
3. Strong communication and interpersonal skills and passionate about a patient focused service.

Position Requirements/Qualifications:

- Tertiary qualifications in business management, Health Services Management, the sciences, an advantage.

- Relevant Sterilising Service Management Qualifications is desirable.
 - certified Food Safety Supervisor (FSS) initiative.
 - Current class C driver's licence.
 - Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
 - Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- Prior to commencement successful candidates will be required to:
- Undergo a pre-employment National Police Check.
 - The successful applicant will need to be available weekday hours.

NOTES

This is a temporary position available for three months with the possibility of extension up to nine months.

Selection may be based on application and referee reports only.

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

Contact Officer: Chris Tarbuck (02) 5124 9713 Chris.tarbuck@act.gov.au

Medical Services

Pathology/Haematology

Haematology Scientist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 28953, several - 01ZMD)

Gazetted: 10 December 2021

Closing Date: 7 January 2022

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 seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities.

Under direction, the Scientist role is responsible for the provision of Haematology, Coagulation and Transfusion procedures. At the Haematology laboratories at Canberra and Calvary Hospitals, the Scientist role is a key position involved in the troubleshooting of instrumentation, monitoring of Quality Control, analysis of results, blood film morphology and the provision of blood and blood products.

There is a requirement to work out of hours shifts including nights, weekends and public holidays.

Duties

Under limited direction of the Chief Scientist in Haematology you will perform procedures and follow protocols associated with the provision of haematology, coagulation, immunophenotyping, transfusion and bone marrow transplant results. You will be involved in the running, maintenance and troubleshooting of instrumentation in Haematology. You will also play a role in the performance and monitoring of all quality assurance activities. You will:

Conduct procedures and investigations requiring the application of professional knowledge and skills or the ability to acquire such knowledge and skills in haematology and blood transfusion.

Ability to finalise routine reports and take part in the application of approved quality control procedures as required

Under the direction of the senior scientist, supervise and assist in the training of junior staff as required.

Liaise with and advise clinical staff on the provision of tests and the interpretation of results, where required.

An understanding and commitment to continuous quality improvement and client focus.

Rotate through all sections of the laboratory and participation in the afterhours rosters is required (operations include 24/7 shift rosters).

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

About You

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Behavioural Capabilities

High level evaluation and analysis skills.

Strong written and oral communication skills.

Ability to work as an individual and as part of a team.

Qualifications:

Relevant Medical Science tertiary qualifications and a minimum of one years laboratory experience working professionally in Pathology is preferred.

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, with access to flex time.

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:

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: There are several temporary full time positions available for a period of up to 11.5 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports.

Contact Officer: Jovanco Naumovski 5124 2828 jovanco.naumovski@act.gov.au

Cancer and Ambulatory Services

Radiation Oncology

Specialist / Senior Specialist - Radiation Oncology

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 26873 - 01278)

Gazetted: 13 December 2021

Closing Date: 16 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

As part of the Radiation Oncology team, you will have the opportunity to contribute to high quality clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment.

Note: This is a temporary position for a period of 11 months with possibility of extension.

Remuneration: \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super. Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

About You

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

Position Requirements/Qualifications:

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

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 or equivalent specialist qualifications.

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

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

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

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:

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

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

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

11. 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.

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

13. 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 Brandon Nguyen, Unit Director Radiation Oncology, (02) 512 45191

Division of Cancer and Ambulatory Support

Executive Administration

Executive Assistant

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 29772 - 01ZML)

Gazetted: 13 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 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

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.

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

The role of the personal assistant to the Executive Director for Cancer and Ambulatory support is to provide executive level support to the Executive Director and the Cancer and Ambulatory Support Leadership group. This position is integral to the Executive team in ensuring the Office of the Executive Director is managed Professionally and workflow is completed in a timely manner and to a high standard.

ABOUT YOU

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

Behavioural Capabilities

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

Higher level communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties.

Ability to manage confidential and sensitive information.

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:

Hold a current driver's license.

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

Undergo a pre-employment Police check.

Contact Officer: Katherine Wakefield (02) 5124 5198 katherine.Wakefield@act.gov.au

RACS

Client Support Services

CHS NDIS Allied Health Project Officer

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 54214, several - 01ZRB)

Gazetted: 13 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 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 project team will be based at Village Creek Centre Kambah with requirements to work across other CHS sites as needed.

RACS is looking for dynamic and motivated HP3s keen to take on the leadership of quality improvement projects aimed at improving client support and management in relation to NDIS and the health service interface. The positions will be responsible for scoping, developing, coordinating and delivering on projects aimed to improve NDIS client management across CHS care continuum in both community and inpatient settings.

The roles will work as part of the CHS NDIS Project Team and in coordination with services across CHS under the broad guidance and support of the CHS NDIS Lead. While the length of the project roles 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.

There are two positions available, one in Mental Health, Justice Health and Alcohol and Drug Services and one in Rehabilitation, Aged and Community Services.

ABOUT YOU

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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:

Tertiary qualifications (or equivalent) in an Allied Health discipline.

Hold registration with the Australian Health Practitioner Regulation Agency (AHPRA), or be registered under the Working for Vulnerable People Act, as required for your profession.

Tertiary Qualification (or equivalent) in relevant science and/or health related field.

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

Contact Officer: Barb Bolton (02) 5124 0213 Barb.Bolton@act.gov.au

Client Support Services

Prosthetics and Orthotics

Prosthetist/Orthotist

Health Professional Level 1 \$64,531 - \$64,531, Canberra (PN: 53874 - 01ZGO)

Gazetted: 09 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.

Canberra Health Services is looking for a suitably qualified and enthusiastic prosthetist/orthotist to join our Prosthetics and Orthotics Service. The position offers an exciting opportunity for an experienced clinician (HP2) or new graduate (HP1), to gain experience working across a wide range of prosthetic, orthotic and medical grade footwear services within a supportive team. The successful application will have the opportunity to work within a multidisciplinary team in both inpatient and outpatient settings.

Please note there are two advertisements running concurrently on Req ID 01ZGY and Req ID 01ZGO. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, the University of Canberra Hospital (UCH), Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's values: reliable, progressive, respectful, and kind. RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS.

Prosthetic / Orthotics services are offered from the Village Creek Centre, Canberra Hospital and the University of Canberra Hospital. We pride ourselves on our continual drive for high quality patient care. Scope of practice includes assessment, care planning, production, fitting, adjustment and repair across a wide range of prosthetic, orthotic and medical grade footwear services. The team provides public health services for clients within a variety of funding bodies.

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 and interpersonal skills with a high degree of initiative.

Adaptability and flexibility to accommodate change.

Capacity to obtain and interpret information.

Position Requirements/Qualifications:

Relevant degree in Prosthetics / Orthotics or recognised equivalent qualifications in Prosthetics / Orthotics is required. You must be eligible for membership of the Australian Orthotic and Prosthetic Association (AOPA) and hold current Working with Vulnerable People Registration (ACT).

A current drivers license is highly desirable.

The successful applicant may on occasion, need to be available for after-hours or occasional weekend 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:

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

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available until October 2022 with the possibility of extension and/or permanency.

Contact Officer: Deanne Galvin (02) 5124 1057 deanne.galvin@act.gov.au

Medicine

Obesity Management Service

Obesity Management Service Coordinator

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 25319 - 01ZUY)

Gazetted: 14 December 2021

Closing Date: 4 January 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Obesity Management Service (OMS) use an interdisciplinary approach to improve the health and well-being of adult patients with class III obesity which is defined as a BMI of 40kg/m² and over. The Service is medically led, and the team also includes dietitians, psychologists, exercise physiologists/ physiotherapists, registered nurses and administration staff. The clinical service prepares and supports individual Obesity Management Plans (OMPs) for patients focusing on self-management and improving patient risk factor profiles and wellbeing through physical activity, nutrition education, and psychological and community support.

The OMS collaborates with other service providers to support continuity of care for these patients into the community. Public bariatric surgery (PBS) is considered for patients within the service. The service also continues to support education, policy development, quality improvement, and collaborative research to enhance services and outcomes for people with class III obesity. Services delivered by the OMS include:

Groups: introductory session, multidisciplinary education program, exercise program, Informed Eating (IE) program, Body and Mind (BAM), Life After Bariatric Surgery (LABS) and the Very Low Energy Diet (VLED) program Case Management

Individual consultations: medical, dietetics, exercise physiology and psychology as required (mostly for psychological assessments pre-PBS and for support following surgery).

This position will be responsible for the operational management of the service, as well as providing a clinical service. The position is also responsible to the Unit Director.

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

Possess a strong work ethic and ability to problem solve and adapt to a constantly changing environment.

Be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common

Position Requirements/Qualifications:

Tertiary qualifications or equivalent in a relevant Allied Health position such as Physiotherapy, Occupational Therapy, Exercise Physiology, or Dietetics, with current unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA) where applicable and/or eligibility for membership of the appropriate professional organisation.

Hold a current driver's licence.

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Marilyn Hines (02) 51245 117 marilyn.hines@act.gov.au

Office of the Chief Operating Officer

Canberra Health Services

Program Director - Integrated Care

Senior Officer Grade A \$155,107, Canberra (PN: 54550 - 01ZRC)

Gazetted: 15 December 2021

Closing Date: 29 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 Office of the Chief Operating Officer (COO) is responsible for leading the delivery of a comprehensive range of health services for the ACT and surrounding district. It balances the coordination of day to day operations while leading strategic development initiatives required for long term success.

Reporting to the COO, the Project Director is responsible for co-ordinating, driving and delivering work to implement a range of strategies to achieve our objectives in delivering enhanced integrated care to those experiencing chronic and complex conditions in the ACT. The position will work closely with a range of stakeholders internally and externally to CHS. To be successful, you will be a consummate professional, be confident with a high workload, be adaptable and responsive, be able to quickly acquire knowledge and understanding of situations and subject matter and cultivate productive working relationships with a range of stakeholders.

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, communication and interpersonal skills with a high degree of drive.

Innovation, adaptability, flexibility, and resilience to accommodate change and provide responsive services to meet client's needs.

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

Position Requirements/Qualifications:

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

Postgraduate qualifications in a management field are highly desirable.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Cathie O'Neill 0400 101 051 cathie.o'neill@act.gov.au

Medicine

Canberra Sexual Health Centre

Sexual Health Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 12611 - 01ZPU)

Gazetted: 15 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

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Canberra Sexual Health Centre (CSHC) is based at The Canberra Hospital. We provide clinic-based care for sexual health and HIV patients as well as an innovative outreach programs. We have a strong philosophy of teamwork, evidence-based practice and continuing professional development.

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 communication and interpersonal skills

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

Friendly, professional, empathic and non-judgemental

Strong computer literacy and data management skills

Position Requirements/Qualifications:

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

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

Mandatory requirements:

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

Current driver's licence required for outreach programs.

Desirable:

Relevant post graduate qualifications – holds or working towards Sexual and Reproductive Health Nursing Certificate or equivalent.

Two years recent clinical experience in the speciality or other relevant area.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

This is a temporary position available for nine months with the possibility of extension and/or permanency. A merit list may be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Alison Winsbury (02) 5124 5164 Alison.Winsbury@act.gov.au

Territory Wide mental Health Services

Mental Health Consultation Liaison

Mental Health Consultation Liaison Clinician

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 41195 - 012NJ)

Gazetted: 15 December 2021

Closing Date: 3 January 2022

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

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

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

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) includes Mental Health Consultation Liaison team (MHCL), the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies

All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

This position will be required to participate in a seven-day twenty-four-hour roster.

Applications are sought from enthusiastic and innovative individuals to fill an RN 3.1 Mental Health Consultation Liaison position within the Emergency Department and General Hospital at The Canberra Hospital.

This is an exciting opportunity for someone who wishes to be part of the Mental Health Consultation Liaison team who provide expert clinical support and advice to the Emergency Department and General Hospital wards.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions within the Emergency Department or General hospital setting. The applicant will demonstrate a

recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies.

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

Competent negotiation and influencing skills in dealing with complex situations.

Ability to synthesise and analyse complex information and make decisions.

Demonstrate higher level communication skills and the ability to develop and maintain networks across CHS and with 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:

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

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.

Minimum of three years' experience (ideal five years) working professionally in related/relevant organisation/service is preferred.

The successful applicant will need to be available to cover a 24/7 roster including weekends, evening's, public holidays and Night shifts

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: Philip Hoyle (02) 6205 2782 Philip.A.hoyle@act.gov.au

Mental Health, Justice Health, Alcohol and Other Drugs Services

Territory Wide Mental Health Services

Assistant Director of Nursing

Registered Nurse Level 4.1 \$129,103, Canberra (PN: 18375 - 01ZNG)

Gazetted: 15 December 2021

Closing Date: 29 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.

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POSITION OVERVIEW

Applications are sought from enthusiastic and innovative individuals to temporarily fill an RN 4.1 Assistant Director of Nursing for the Mental Health Consultation Liaison (MHCL) within the Emergency Department and General Hospital at The Canberra Hospital.

This is an exciting opportunity for someone who wishes to be part of the Mental Health Consultation Liaison team and gain relevant experience in, or further enhance their knowledge in Management and Leadership of an established mental health team.

The successful candidate will develop, lead, and manage the financial, human, and administrative resources associated with the Mental Health Consultation Liaison team, promoting the safe and effective use of human and physical resources as well as complex relationships associated with industrial processes to ensure sound industrial relations.

The position holder provides oversight and maintenance of comprehensive governance processes for the Mental Health Consultation Liaison team including Quality and Safety systems, clinical outcomes and performance indicators and information systems.

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Territory Wide Mental Health Services (TWMHS) includes Mental Health Consultation Liaison team (MHCL), the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General, Medical and Surgical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an 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 encouraged to apply.

Behavioural Capabilities

Demonstrated leadership and management skills.

Experience in managing and influencing teams, processes, and practice improvement in a human services environment. Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

Flexible, adaptive, and comfortable with a changing working environment.

Commitment to achieving positive outcomes for people in adult acute mental health settings.

Position Requirements/Qualifications:

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

A minimum of five years' experience in Mental Health services including at least 12 months in a managerial role 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.

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 at least two referee reports, one of which must be from your current manager

NOTES

This is a temporary position available from 24 January 2022 to April 2022 with the possibility of extension.

Selection maybe based on written applications and referee reports only

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

Contact Officer: Philip Hoyle (02) 6205 2782 Philip.a.hoyle@act.gov.au

Rehabilitation, Aged Care and Community Services

Oral Health Services

Clinical Director

Health Professional Level 6 \$155,107, Canberra (PN: 46933 - 01ZTN)

Gazetted: 15 December 2021

Closing Date: 3 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/> CHS' Oral Health Services (OHS) currently provides a range of public dental services to children, young people and adults who are eligible for the service. Services are provided at five Community Health Centres across the ACT, and are also provided at a correctional facility, into schools, nursing homes, and other identified sites via three Mobile Dental Clinics. The range of dental services includes preventative dental interventions, health promotion, emergency dental care, restorative dental care, prosthetic dental care, and some orthodontic interventions. The Clinical Director is an integral position and will provide clinical and professional leadership and have highly developed clinical skills and knowledge of local, and national oral health care systems including current and emerging issues concerning oral health. The Clinical Director will work closely with the Director of OHS to lead service improvement and innovation through high-level clinical management. This also includes working with the Director, and senior clinicians to develop and progress plans and strategies for the OHS (i.e.: service promotion; design, development, and implementation of service models; and service enhancements).

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

Excellent organisational skills with a high degree of drive, self-knowledge, and a commitment to personal development.

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

Demonstrated capacity to lead, inspire, motivate, and develop people to achieve determined objectives.

Build and maintain key relationships and high-level effective written and verbal communication and interpersonal skills.

Solutions-focussed approach to problem solving issues and working collaboratively with all members across multi-disciplinary teams.

Position Requirements/Qualifications:

Mandatory:

Hold a recognised and pertinent health degree (e.g., Bachelor Oral Health, Bachelor Oral Health Therapy).

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

Have an understanding of the National Safety and Quality Health Service (NSQHS) Standards and how they 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:

Extensive experience in the leadership and management of diverse teams working in a public dental/oral health service environment.

Has a recognised management qualification.

Extensive experience in clinical supervision.

Hold a 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.

Note: This is a multi-disciplinary position and parallelly advertised at Dentist level 4 – Requisition 01ZTM.

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

Contact Officer: Kireet Taneja (02) 5124 1732 kireet.taneja@act.gov.au

Medicine

Renal

RN 3.1 Clinical Care Coordinator Renal Ward

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 38046 - 01ZT5)

Gazetted: 14 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 CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The 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.

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

Proven advanced clinical experience in a leadership role

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

Highly organised and motivated

Position Requirements/Qualifications:

Holds or is working towards a tertiary Management and/or Nursing qualification

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:

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

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 two months with the possibility of extension.

Contact Officer: Tracy Garratt (02) 5124 2949 tracy.garratt@act.gov.au

Division of Surgery

Administration

Administration Manager

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 30802 - 01ZTI)

Gazetted: 15 December 2021

Closing Date: 7 January 2022

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 Surgery is responsible for delivering inpatient and outpatient surgical services to the community within 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, and the Trauma and Orthopaedic Research Unit.

The Administration Manager is responsible for managing the day to day operations of the administrative staff to achieve a high quality, consistent consumer focused administrative support within the Division of Surgery, as well as supporting the Operations Manager – 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 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

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

Position Requirements/Qualifications:

Working towards or holds a certificate in management, customer service, medical terminology or another relevant field is desirable.

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

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

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 with the possibility of extension and/or permanency.

Selection may be made on application and referee reports only.

Contact Officer: Tonia Sydney 0468663425 Tonia.Sydney@act.gov.au

Division of Medicine

Operational Support

Administration Manager

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 23318, several - 01ZTF)

Gazetted: 14 December 2021

Closing Date: 28 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/>

Reporting to the Business Manager, this role will be responsible for leading a team consisting of approximately 20 administration officers across several specialties in the delivery of all frontline operational functions. This role will ensure that Key Performance Indicators are met by all services and Standard Operating Procedures adhered to. The frontline administration roles are responsible for registration of referrals, booking patient appointments, managing waiting lists as well as tracking billing and revenue. There are also several team members who provide Office Manager/PA support to the Clinical Directors.

The Administration Manager will provide day to day supervision to staff, human resources support including recruitment as well as the ability to extract and report on data relating to Ambulatory Services.

Administration staff are frequently required to communicate with internal and external stakeholders including patients, carers, referrers, medical, nursing and allied health staff.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to lead by example, support others and demonstrate integrity

Ability to lead change, discover and analyse opportunities for improvement.

Position Requirements/Qualifications:

Relevant experience working in an administrative capacity and/or working towards or holds a certificate in management or customer service or another relevant field is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Undergo a pre-employment Occupational Medicine assessment, screening and vaccination processes.

NOTES

There are several positions available. Two full-time permanent and one full-time temporary available for six months with the possibility of extension and/or permanency.

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

Contact Officer: Tarryn Guinard 0421 158 634 tarryn.guinard@act.gov.au

Rehabilitation, Aged Care and Community Services

Oral Health Services

Clinical Director

Dentist Level 4 \$164,295, Canberra (PN: 46933 - 01ZTM)

Gazetted: 14 December 2021

Closing Date: 3 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/> The Dental Health Program is in the division of Surgery, Oral Health and Imaging and offers a range of dental services to the community, these include:

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

Dental services for 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.

Mobile dental services for eligible residents in aged care facilities, targeted access groups and children at identified primary schools

Dental services for clients in remand and custody at the Bimberi Youth Detention Centre, Alexander Maconochie Centre (AMC) and Dhulwa Mental Health Unit.

Dental services for targeted access groups that include the homeless and vulnerable.

CHS' Oral Health Services (OHS) currently provides a range of public dental services to children, young people and adults who are eligible for the service. Services are provided at five Community Health Centres across the ACT, and are also provided at a correctional facility, into schools, nursing homes, and other identified sites via three Mobile Dental Clinics. The range of dental services includes preventative dental interventions, health promotion, emergency dental care, restorative dental care, prosthetic dental care, and some orthodontic interventions. The Clinical Director is an integral position and will provide clinical and professional leadership and have highly developed clinical skills and knowledge of local, and national oral health care systems including current and emerging issues concerning oral health. The Clinical Director will work closely with the Director of OHS to lead service improvement and innovation through high-level clinical management. This also includes working with the Director, and senior clinicians to develop and progress plans and strategies for the OHS (i.e: service promotion; design, development, and implementation of service models; and service enhancements).

ABOUT YOU

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

Behavioural Capabilities

Excellent organisational skills with a high degree of drive, self-knowledge, and a commitment to personal development.

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

Demonstrated capacity to lead, inspire, motivate, and develop people to achieve determined objectives.

Build and maintain key relationships and high-level effective written and verbal communication and interpersonal skills.

Solutions-focussed approach to problem solving issues and working collaboratively with all members across multi-disciplinary teams.

Position Requirements/Qualifications:

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.

Possession of a recognised degree in Dental Surgery or Bachelor in Dental Science.

Have an understanding of the National Safety and Quality Health Service (NSQHS) Standards and how they 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:

Extensive experience in the leadership and management of diverse teams working in a public dental/oral health service environment.

Has a recognised management qualification.

Extensive experience in clinical supervision.

Hold a current driver's licence.

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.

Note: This is a multi-disciplinary position and parallelly advertised at Health Professional level 6 – Requisition 01ZTN

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

Contact Officer: Kireet Taneja (02) 5124 1732 kireet.taneja@act.gov.au

Women, Youth and Children

Maternity

Registered Midwife

Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 52927 - 01ZV5)

Gazetted: 14 December 2021

Closing Date: 31 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 CHS division of Women, Youth and Children, provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital, Centenary Hospital for Women and Children and Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

ABOUT YOU

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

Behavioural Capabilities

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

Promote positive workplace behaviours and be committed to role modelling these

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

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

Position Requirements/Qualifications:

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

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

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

Prior to commencement successful candidates will be required to:

Provide suitable references

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for 11.5 months with the possibility of extension and/or permanency.

Contact Officer: Sheree Barr (02) 5124 7368 Sheree.barr@act.gov.au

Infrastructure and Health Support Services

Business Support

Senior Director Business Operations Manager

Senior Officer Grade A \$155,107, Canberra (PN: 09734 - 01ZUU)

Gazetted: 14 December 2021

Closing Date: 31 December 2021

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

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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/> Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations.

Reporting to the Executive Group Manager, Infrastructure and Health Support Services, the Business Operations Manager (BOM), Senior Director, will be responsible for dynamic supportive functions to the EGM including leadership and management of Food Services and Sterilising Services.

The BOM will support the EGM IHSS with the development and review of IHSS documentation, financial reporting responsibilities, attend meetings on behalf of IHSS, provide recruitment and procurement support, provide liaison between CHS clinical divisions and IHSS, and support the IHSS EGM in short term multi- disciplined organisational project deliverables.

Sterilising Services: Canberra Health Services Sterilising Services provides sterilising services to Canberra Hospital, Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). Sterilising Services provides reprocessing of RMDs, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services at Mitchell, including management and administration

Sterilising Unit at Canberra Hospital

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at Canberra Hospital.

Food Services: Canberra Health Services Food Services currently provides a range of food-related services within Canberra Hospital, National Capital Private Hospital and to health facilities in other off-site facilities. Food Services operates 7 days a week, 365 days a year in which 1.4 million patient meals are provided. In addition, Food Services also provides a 7 day a week cafeteria service and special function service for all staff and residents within Canberra Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services: Food preparation and Food Production.

Patient Services:

- o Meal Plating and Rethermalisation

- o Meal deliveries to patients

- o Menu monitors.

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

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

External sites: Dhulwa and other Community Centres.

ABOUT YOU

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and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to 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:

Highly Desirable:

Tertiary qualifications (or equivalent) and at least five years in a senior leadership role

Leading and managing large teams of up to 100 staff members

Desirable:

Postgraduate qualifications in management field are highly desirable

Current class C 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.

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

Undergo a pre-employment National Police Check.

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

The successful applicant will need to be available weekday hours.

Contact Officer: Chris Tarbuck (02) 5124 9713 Chris.tarbuck@act.gov.au

Medicine

Diabetes and Endocrinology

Podiatrist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 42433, several - 01ZLS)

Gazetted: 14 December 2021

Closing Date: 7 January 2022

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/>

Podiatry services are provided under the Division of Medicine and the Division of Rehabilitation, Aged and Community Services (RACS). All Podiatrists within Canberra Health Services have strong peer support and supervision structures. We pride ourselves on our continual drive to deliver exceptional patient care. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

Division of Medicine, High Risk Podiatry services are offered from The Canberra Hospital to inpatients and outpatients experiencing acute foot complications. The Podiatrist in this role is an integral member of the Interdisciplinary high risk foot service collaborating with Endocrinologists, Diabetes Nurse Educators, Diabetes Dietitians, Vascular Surgeons, Infectious Disease Specialists, Tissue Viability Nurses, Community Nurses and Orthotists to provide a team approach to care for people with complex foot conditions under the direction of the Senior Podiatrist.

RACS, Community Care Podiatry services are offered from community health centres within the ACT, and the University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research. The hospital is

located on the grounds of the University of Canberra and it is the ACT's first sub-acute rehabilitation hospital. UCH is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

In this role you will be part of a friendly and engaging interprofessional program where the Podiatrist is responsible for the provision of high-quality clinical assessment and intervention in a range of settings. This involves, promoting positive patient outcomes through the provision of exceptional clinical services, networking, and health promotion activities in and across designated areas or units under the direction of the Podiatry Manager. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Podiatrists within Canberra Health Services work collaboratively. Recruitment may be sought within RACS, Community Care Podiatry or the Division of Medicine, High Risk Podiatry Service subject to availability.

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:

Relevant tertiary qualifications in podiatry and a minimum of 3 years' experience working professionally in Podiatry is preferred.

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

Current Driver's Licence

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

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

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

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

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

Undergo a pre-employment National Police Check.

Notes: There are several permanent and temporary full-time/part-time positions available. The temporary positions are for six months with the possibility of extension and/or permanency. For the part-time positions the above full-time salary will be pro-rata. 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 RACS, Community Care Podiatry or the Division of Medicine, High Risk Podiatry Service over the next 12 months. Recruitment may be determined by application and referee reports only.

Contact Officer: Kate Storer (02) 5124 3794 kate.storer@act.gov.au

Nursing and Midwifery and Patient Support Services

Occupational Medicine Unit

Operations Manager – OMU/PCU

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53991 - 01ZQR)

Gazetted: 13 December 2021

Closing Date: 27 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 Occupational Medicine Unit (OMU) sits within the Division of Nursing, Midwifery and Patient Support Services and reports to the CHS Infection Prevention Control Unit Assistant Director of Nursing. The OMU staff support the guiding principles associated with the clinical response of a pandemic and work health safety by protecting the workforce, patients, and the community. This support includes undertaking qualitative fit testing of N95/P2 respirators for health care workers in high-risk areas. The OMU staff provides an occupational assessment, screening, and vaccination program for CHS staff including:

Immunisation: Hepatitis B, measles, mumps, rubella, varicella (chickenpox), diphtheria, tetanus, and pertussis (Whooping cough) and annual influenza vaccination

Screening / serology: Hepatitis B, measles, mumps, rubella, varicella (chickenpox), and annual blood borne viruses (staff who perform invasive exposure prone procedures)

Management of staff with blood and body fluids exposures such as needlestick, sharps, splash, and scratch/bites.

Respiratory Mask Fit Testing of N95/P2 respirators.

The Infection Prevention and Control Unit (IPCU) comprises a team of dedicated nursing and administrative staff working with the Infectious Diseases medical staff to minimise infection risks for patients, health care workers, and the general public.

The IPCU strives for excellence in achieving this aim through ongoing programs including staff and public education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

The Operations Manager is an integral team member of the OMU/IPCU teams with demonstrated knowledge, excellent communication, and interpersonal skills. The primary function of the Operations Manager is to manage the day-to-day operation of the OMU/IPCU, ensuring that services meet client and organisational needs.

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 the following attributes:

Strong organisational skills with a high degree of drive.

Strong communication skills and a high attention to detail.

Strong leadership and management skills.

Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the OMU/IPCU.

Position Requirements/Qualifications:

Highly Desirable:

Experience in human resource management, preferably in Healthcare or operational setting.

Tertiary qualifications or equivalent in a health or related discipline.

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

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.

Contact Officer: Kendra Kemister 5124 8583 kendra.kemister@act.gov.au

Medical Services

Medical Services Executive

Executive Assistant

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 19513 - 01ZOH)

Gazetted: 15 December 2021

Closing Date: 29 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 Personal Assistant (PA) to the Executive Director of Medical Services (EDMS) is a key role in the EDMS support team. Under direction of the EDMS and in close liaison with the Business Manager, Medical Services Group, the PA to the EDMS provides a wide range of support and coordination to the EDMS and their office, including diary coordination and time management, documentation coordination and management, secretariat support, liaison with other executive offices, medical staff, other staff and the public, and general office administration duties. The Medical Services Group (MSG) draws together professional oversight of the CHS medical staff with operational oversight of the services ordered by medical staff in the diagnosis and treatment of patients at CHS. The group includes medical imaging, pathology, pharmacy, medical officers credentialing support education and training, health care technology management, General Practitioner liaison, CHS library, prevocational education and training, physician education and the ACT Blood Counts program.

To be successful in the role, the PA must be responsive, able to manage changing and competing priorities, detail oriented, and have excellent time management, communication, liaison, and negotiation skills.

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 work ethic and ability to adapt to a constantly changing environment.

Commitment to achieving positive results.

Ability to apply judgement, critical thinking and common sense.

Position Requirements/Qualifications:

Relevant experience as a personal assistant to a senior executive, especially in the health sector is preferred. In addition you should:

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 three months with possibility of extension and/or permanency.

Contact Officer: Nicole Stevenson 02 5124 4702 Nicole.Stevenson@act.gov.au

Mental Health, Justice Services, Alcohol and Drug Services

Clozapine Coordinator

Clozapine Coordinator

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 33949 - 01ZR5)

Gazetted: 15 December 2021

Closing Date: 29 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 Mental Health Justice Health and Drug and Alcohol Services (MHJHADS) Division provides quality health care to people in inpatient, community and forensic settings. The Clozapine co-ordinator role will work across the MHJHADS Division, providing clinical services and senior support as it is 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

Excellent communication skills

Leadership skills

Strong attention to detail with ability to produce quality work with a minimum of supervision

Position Requirements/Qualifications:

Relevant Post graduate Mental Health Nursing qualifications or equivalent is desirable

Minimum of five years full-time experience working professionally in a mental health related area and minimum of twelve months work experience relevant to clozapine is preferred.

The successful applicant will work fulltime during business hours and be available for occasional weekend and after-hours work.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Provide evidence of a current drivers licence

Contact Officer: Susan Jacques 5124 0220 susan.jacques@act.gov.au

Canberra Institute of Technology

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

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

EandTS

HCSC

HUMS

Senior Educator Nursing

Teacher Level 2 \$113,447, Canberra (PN: 54340)

Gazetted: 14 December 2021

Closing Date: 21 December 2021

Details: CIT Human Services Department is seeking to employ a Team Leader for the Diploma of Nursing program for a period of 10 weeks to backfill the nominal occupant whilst on project work.

Under the general direction of the Manager Education Level 1 – Head of Department Human Services the Senior Teacher Level 2 will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental/divisional goals. This position will take the lead role in coordinating the delivery of the course content, development and delivery of the Diploma of Nursing (DN) program according to the

accreditation standards of both the Australian Nursing and Midwifery Accreditation Council (ANMAC) and the Australian Standards and Quality Authority (ASQA).

Working at CIT: With an impressive 90 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program

Flexible work options

Free parking

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

The successful candidate will:

Provide educational guidance to students within all programs delivered by the department.

Be willing to support student progression and provide a quality student experience.

Demonstrate an understanding of national VET standards including industry currency, assessment principles and rules of evidence.

Demonstrate capacity in the use of technology and be willing to further develop digital literacy to a high level.

Have current knowledge of the VET sector.

Have experience in working collaboratively and effectively with teams with minimal supervision.

Develop and maintain working relationships with industry and key stakeholders.

Eligibility/Other Requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 21 sub-Clause 40.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

All teachers who deliver into the Diploma of Nursing program are required to have:

AQF level nursing qualifications of at least 7 or above.

Registered General Nurse with a current registration with the Australian Health Professionals Regulation Agency (AHPRA) ([this registration needs to be maintained](#))

DESIRABLE

Previous teaching experience in the VET sector

Relevant higher level qualifications and professional registration (if applicable) in a field/s of Aged Care/ Disability and/or Nursing

Notes: This is a temporary position available from 10 February 2022 until 22 April 2022 with the possibility of extension up to six months.

How to Apply: Applicants are asked to submit a response to the selection criteria outlining their experience and/or ability to perform the Selection Criteria, as well as a current curriculum vitae and the contact details of at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Lily Muthurajah (02) 6205 7381 Lily.Muthurajah@cit.edu.au

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

CIT Pathways College

Student Support

Apprentice/Trainee mentors

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 41215, several)

Gazetted: 13 December 2021

Closing Date: 20 December 2021

Details: We are looking for interest in being on a merit list for positions as mentors for apprentice/trainees in 2022. This work aims to support students with both their study and personal issues, advise, and refer students to appropriate services. Applicants need to possess the ability to be flexible and work to identified needs in the departments they are placed in. Experience working in the VET environment is an advantage as is having qualifications relevant to one of the trades.

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.

Notes: These are temporary positions which will start as vacancies arise in 2022, end dates to be determined. The hours will vary from part-time to full-time. A merit pool will be established from this selection process and will be used to fill vacancies as they may come up in 2022. Selection of merit list will be based on application and referee reports.

How to Apply: Please provide a maximum of two page response to the Selection Criteria, a curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

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

Corporate Services

Human Resources

Teacher Capability

Vocational Education Leader - Teacher Level 2

Teacher Level 2 \$113,447, Canberra (PN: 42411, several)

Gazetted: 10 December 2021

Closing Date: 17 December 2021

Details: Are you looking for a challenging fast-paced and exciting role working with teachers across the Canberra Institute of Technology?

The Teacher Capability unit are looking for the right people to fill a part-time and fulltime Teacher Level 2 role. This dynamic and client-focussed team value the ability to be flexible and collaborative. The right candidates will be ethical, creative, prefer evidence-based decision making and want to have fun along the way. The candidates must be digitally fluent. The team support CIT teachers and staff with relevant and effective professional learning programs and qualifications. The successful applicants will provide leadership and support to Colleges, Departments, teachers and Divisions through:

- the delivery of TAE qualifications
- relevant professional learning aligned to strategic direction
- learner focussed curriculum design
- support in skills capability uplift

The Position Description contains further details of the role and skills required, and the required attributes.

Prospective applicants are also encouraged to discuss the position with the contact officer before applying. This is a great time to join our team, which engages with and supports the whole of the organisation. As a Teacher Level 2, you will work under the direction of the Manager (MEL1 EDs).

Eligibility/Other Requirements:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.8 All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Note: These are temporary positions available for two years with the possibility of extension up to but not exceeding five years in total. There is also a temporary part-time position available at 14:7 hours per week and the full-time salary noted above will be paid pro-rata. This may lead to full-time hours after the first 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 - Direct appointment of employee - general, and Section 41 - Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Please submit current curriculum vitae, contact details for two referees and two-page written response to the Selection Criteria within the Position Profile attached. Please contact the Contact Officer for information regarding this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren McLeish (02) 6207 4981 lauren.mcleish@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Branch Manager, Data and Analytics

Temporary Vacancy (17 January 2022 – March 2022 with possibility of extension)

Chief Minister, Treasury and Economic Development Directorate

Digital Data and Technology Solutions

Position: E1081

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 10 December 2021

DDTS are seeking an experienced leader to fill the position of Executive Branch Manager, Data and Analytics. The position leads the ACT Data Analytics Centre (ACTDAC), the ACT Government's central and dedicated unit to drive data analytics, data governance and data reform.

The Executive Branch Manager, Data and Analytics, provides leadership to the Branch with a focus on:

- leading the delivery of the ACT Data Governance and Management Framework
- guiding the consistent, safe and responsible use and sharing of ACTPS data assets to benefit the ACT community; and
- working to remove the challenges and barriers to data sharing and use.

The position is responsible for delivering a number of complex whole of government data projects and providing support on the national data agenda to the Chief Digital Officer and the Special Minister of State.

The Executive Branch Manager reports directly to the Chief Digital Officer and is part of the Executive Leadership Team for Digital, Data and Technology Solutions.

To apply: Applicants should submit a 'one page pitch' and resume addressing their suitability and availability for the role to Bettina Konti via email, bettina.konti@act.gov.au by COB 17 December 2021.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This is a three-month vacancy, with the possibility of extension.

Remuneration: The position attracts a remuneration package ranging from \$240,095 - \$249,378 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$185,671.

Contact Officer: Bettina Konti (02) 6207 2242 bettina.konti@act.gov.au

Executive Group Manager, Policy and Strategy

Temporary Vacancy (20 December 2021 to 4 April 2022)

Chief Minister, Treasury and Economic Development Directorate

Economic Development

Position: E671

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 10 December 2021

Expressions of interest (EOI) are sought for the position of Executive Group Manager, Policy and Strategy, Economic Development, for the period Monday 20 December 2021 to Monday 4 April 2022.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced leader to fill the position. The position requires strong experience in delivering strategic policy advice.

The Executive Group Manager, Policy and Strategy's role is to develop an integrated, whole of government approach to major economic policy initiatives; provide strategic direction and advice on Government's initiatives to diversify the ACT economy; and to work to create a vibrant community that attracts and retains talented people. This involves high level oversight and strategic management of a broad range of programs, initiatives and policy development.

Importantly, this role seeks to create synergy and alignment of effort across the line area work led by the three Executive Branch Managers that report directly to this position into the Divisional structure. The Executive Group Manager, Policy and Strategy reports directly to, and works closely with, the Deputy Director General, Economic Division, CMTEDD.

To apply: Interested candidates should submit a one page Expression of Interest and current curriculum vitae (including the contact details of two referees) to Kareena Arthy via email, kareena.arthy@act.gov.au by COB Friday 17 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 \$291,186 - \$302,749 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$231,249.

Contact Officer: Kareena Arthy (02) 6207 5564 kareena.arthy@act.gov.au

Deputy Under Treasurer

Temporary Vacancy (1 January 2022 – 30 September 2022)

Chief Minister, Treasury and Economic Development Directorate

Budget, Procurement, Infrastructure and Finance

Position: E1221

(Remuneration equivalent to Executive Level 3.3)

Circulated to: ACTPS Band 2 Executive List, ACTPS Band Executive List

Date circulated: 14 December 2021

ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Deputy Under Treasurer, Budget, Procurement, Infrastructure and Finance (BPIF).

The position is responsible for the provision of budget, procurement, infrastructure and finance to government. The successful applicant will have strong policy and numerical skills, an impressive track record of executive leadership and excellent communication skills.

The successful applicant will be engaged under a contract for the period 1 January 2022 to 30 September 2022.

Eligibility/Other Requirements: Appropriate tertiary qualifications, or experience in commerce, law or a related field.

To apply: Applications should email a one-page (maximum) pitch/statement of claims and a Curriculum Vitae to Stuart Hocking via email stuart.hocking@act.gov.au by Sunday 19 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 \$380,177 - \$395,725 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$310,970.

Contact Officer: Stuart Hocking (02) 6207 0260 stuart.hocking@act.gov.au

Executive Branch Manager, Procurement Policy and Capability Branch

Temporary Vacancy (4 January 2022 – 1 February 2022)

Chief Minister, Treasury and Economic Development Directorate

Procurement ACT

Budget, Procurement, Infrastructure and Finance Stream

Position: E880

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 14 December 2021

Expressions of Interest (EOI) are sought for the position of Executive Branch Manager, Procurement Policy and Capability Branch, Procurement ACT, Budget, Procurement, Infrastructure and Finance, Chief Minister, Treasury and Economic Development Directorate for the period 4 January 2022 to 1 February 2022.

The Executive Branch Manager, Procurement Policy and Capability leads the work of the teams within the Branch to ensure procurement policy is consistent with government priorities and community expectations and delivers best practice outcomes, and to support capability and systems delivering operational procurement outcomes across government.

The branch forms part of Procurement ACT and operates in close collaboration with the Goods and Services Procurement Branch in support of the Executive Group Manager Procurement ACT.

To apply: Interested applicants should submit a one-page Expression of Interest addressing their suitability and availability for the role, contact details of two referees and a curriculum vitae to Glenn Bain via email, glenn.bain@act.gov.au by Noon Friday 17 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: Glenn Bain (02) 620 76569 glenn.bain@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Technical Services Delivery

Senior Cloud Specialist

Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 14416)

Gazetted: 13 December 2021

Closing Date: 20 December 2021

Details: The Technical Services Delivery team is seeking an experienced Senior Cloud Specialist to join our Cloud Services team. In this role you will be responsible for the development and implementation of cloud solutions across the Microsoft Azure or Amazon Web Services (AWS) platforms. You will have skills and experience across the following products:

Microsoft Windows Server and related infrastructure.

Microsoft Server Operating Systems 2012/2012R2/2016/2019.

Microsoft IIS, Azure WebApps.

Microsoft Systems Centre Operations Manager (SCOM) and Azure Monitor.

Microsoft Systems Centre Configuration Manager (SCCM).

Azure / AWS Cloud Technologies and templating using JSON / YAML.

Programming using PowerShell, Python, .NET, Node.js.

Azure DevOps.

Configuration Management tools (Chef, Puppet, Ansible, PowerShell DSC).

In this role you will draw on your Cloud experience and ability to lead development of the ACT Government cloud platform. You will be required to liaise with stakeholders across directorates to deliver cloud-based solutions to meet their requirements.

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

Note: This is a temporary position available from 4 January 2022 until 1 July 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. Flexible working hours are available on discussion.

How to Apply: Please review the Position Description for further details about the role and the Capabilities required to perform the Duties and Responsibilities of the position. Please submit a written report of up to two pages, contact details for at least two referees, a current curriculum vitae and Application Coversheet. The response should be written in the form of a pitch, provide evidence of your capacity to perform the Duties and

Responsibilities (what you will do). Your pitch should detail your experience, skills and qualifications against the "What you require" section of the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tom Lemmon (02) 6205 9097 tom.lemmon@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Lease Compliance and Occupational Licensing and Builder and Building Surveyor Licensing

Project Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 30513)

Gazetted: 09 December 2021

Closing Date: 16 December 2021

Details: The Licensing and Registration branch of Access Canberra are seeking motivated and capable individual to join the Lease Compliance and Occupational Licensing and Builder and Building Surveyor Licensing the to support the licensing and registration functions performed by the team. We are seeking a project officer for a period of four months with the possibility of extension to support the implementation of the construction licence fee waiver and fee reduction project as per the recent budget announcement. The successful applicant will need project management skills as well as an ability to perform complex assessments. The preferred candidate will be able to read, interpret and apply legislation as well as internal policies and procedures in carrying out their duties with limited supervision. It will also be necessary to have a great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high-pressure environment whilst liaising with a diverse range of internal and external stakeholders. Access Canberra is a dynamic workplace with a changing workforce and the desire to adapt through ongoing personal and professional development is desirable quality of prospective candidates.

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

Note: This is a temporary position available immediately until 15 April 2022 with the possibility of extension up to 12 months. The successful applicant may be selected from application and referee reports only. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, 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.

How to Apply: To apply please email a copy of your one-page pitch addressing the Selection Criteria outlined in the Position Description, a copy of your current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bojan Stojakovic (02) 6207 5354 bojan.stojakovic@act.gov.au

Property and Shared Services

Partnership Services

Record Services/Physical Records Support

Project Sentencing Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 48174)

Gazetted: 09 December 2021

Closing Date: 16 December 2021

Details: Record Services/Physical Records Support is seeking applications from experienced and motivated professionals for the position of Project Sentencing Officer.

The successful applicant will be primarily responsible for inventorying and sentencing of records in accordance with legislation and with Territory Records ACT. Demonstrate sound knowledge and experience of legislation and policy frameworks governing the management of ACT Government records and information. Utilising technical expertise, you will assist in managing and the administration of file management systems to deliver an effective and high-quality records management service. Demonstrated ability to possess a good working knowledge of record keeping systems (e.g HPE Content Manager), including the ability to record and maintain accurate records. You will be required to assist with the analysing records to identify Directorate ownership and sentence

accordingly. Therefore the successful applicant will have the ability to gain or have a fundamental understanding of the present ACT Government structure.

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 vacancy is temporary up to 30 June 2022 with a 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: To apply, 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: Paul Jackson (02) 6205 8403 paul.jackson@act.gov.au

Property and Shared Services

Partnership Services

Record Services / Physical Records Support

Assistant Project Sentencing Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 12796, several)

Gazetted: 09 December 2021

Closing Date: 16 December 2021

Details: Record Services/Physical Records Support is seeking applications from motivated professionals for the position of Assistant Project Sentencing Officer.

The successful applicants will be primarily responsible for inventorying and basic sentencing of records in accordance with legislation and with Territory Records ACT. Demonstrate good knowledge and experience of legislation and policy frameworks governing the management of ACT Government records and information. Utilising technical expertise, you will assist in managing and the administration of file management systems to deliver an effective and high-quality records management service. Demonstrated ability to possess a good working knowledge of record keeping systems (e.g HPE Content Manager), including the ability to record and maintain accurate records. You will be required to assist with the analysing records to identify Directorate ownership and sentence accordingly. Therefore the successful applicant will have the ability to gain or have a fundamental understanding of the present ACT Government structure.

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: These positions requires the ability to work in a manual handling environment.

Note: These vacancies are temporary up to 30 June 2022 with a 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: To apply, 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: Paul Jackson (02) 6205 8403 paul.jackson@act.gov.au

Access Canberra

Investigations and Compliance

Investigations

Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39836)

Gazetted: 09 December 2021

Closing Date: 6 January 2022

Details: We are seeking an enthusiastic and self-motivated Assistant Director to assist our Investigations team with pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT.

The Investigations team adopts a strategic, risk-based, and proportionate approach to promote compliance with fair trading legislation. It works in close coordination with other areas within Access Canberra and across the ACT Government to achieve our common purpose of maintaining a safe and liveable city.

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: Suitability for this position will be assessed across three key areas:

Skills. The skills you have to fulfil the duties/responsibilities of the role.

Knowledge. The knowledge you have which will enable you to perform the duties/responsibilities of the role to a high standard.

Behaviour. How you will display the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.

Note: This is a temporary position available immediately for 12 months with the possibility of permanency.

How to Apply: To apply for this role please provide your curriculum vitae and a two-page pitch setting out: Your greatest achievements in the last five years and how they relate to this position and its duties.

Why your ability, ingenuity, experience, and qualifications make you the best person for this role.

Further information about working at CMTEDD can be found [here](#).

Applications should be submitted via the Apply Now button below.

Contact Officer: Damien Kelly (02) 6205 4467 damien.kelly@act.gov.au

Access Canberra

Working with Vulnerable People

Senior Director

Senior Officer Grade A \$155,107, Canberra (PN: 00597)

Gazetted: 09 December 2021

Closing Date: 16 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

Access Canberra

Construction, Utilities and Environment Protection

Lease Compliance and Occupational Licensing

Licensing Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 13582)

Gazetted: 10 December 2021

Closing Date: 17 December 2021

Details: Are you good with people? Do you have great communication and customer service skills? Are you an organised person who can prioritise effectively to keep on top of things? Have you demonstrated strong administration skills and attention to detail in past roles? Are you looking to join a supportive team that works hard but has fun too? If this is what you are looking for, we may have the perfect role for you!

The Lease Compliance and Occupational Licensing team is part of the wider licencing teams within Construction, Utilities and Environment Protection Branch. We process licences and registrations under a variety of legislation including the *Construction Occupations (Licensing) Act 2004*, the *Architects Act 2004* and the *Work Health and Safety Act 2011*. The team performs these functions on behalf of statutory officers: The Construction Occupations Registrar, the ACT Architects Board and the Regulator of Work Health and Safety. We are responsible for providing administrative support to the compliance and regulatory teams of Access Canberra in relation to the above occupations. This section is also responsible for providing administrative support for compliance activities in relation to Crown lease provisions and the processing of extension of time applications under the *Planning and Development Act 2007*. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for six months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on 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 one completed referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Zsuzsa (02) 6205 1342 rachel.zsuzsa@act.gov.au

Access Canberra

Strategic ICT

Project Manager – Rego.act Modernisation

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54193)

Gazetted: 10 December 2021

Closing Date: 7 January 2022

Details: Access Canberra is committed to delivering great regulatory outcomes and customer services to the community of the ACT and understands it is the capability and ingenuity of our workforce which determines our ability to deliver on this commitment. As part of our promise to provide quality services to the community, we are undertaking a modernisation program for one of our government critical business systems - Rego.act.

The Rego.act Modernisation program, funded by capital funding for the *Digitising Government Services* initiative, primarily focuses to deliver outcomes in the following key areas:

Prioritise functions for modernisation

Application Programming Interface (API) enablement for prioritised functions

Multi-disciplinary approach to solution development

Microservices deployment

Introducing contemporary system development practices

With that in mind, we are seeking to recruit an engaging and passionate Project Manager who will play a key role in delivering positive outcomes by directing and managing the quality and progress of the projects within the program including associated resources. The successful applicant will see to it that the projects will be delivered on time and within budget. They will effectively communicate with project sponsors, users, suppliers, specifically around benefits, risks, issues and change management.. 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: Eligibility:

Relevant certification in Scaled Agile Framework (SAFe®) is highly desirable.

Relevant tertiary qualifications are highly desirable.

Competency in the use of relevant Project Management tools and techniques.

Note: This is a temporary position up to 12 months with possibility of extension. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please attach the following to your application:

Your curriculum vitae;

Names and contact details of two professional referees; and

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position

Applications should be submitted via the Apply Now button below.

Contact Officer: Veronica Morados (02) 6207 0584 veronica.morados@act.gov.au

Access Canberra

Corporate Support and Capability

Strategic ICT

Project Coordinator – Rego.act Modernisation

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 54194)

Gazetted: 10 December 2021

Closing Date: 7 January 2022

Details: Access Canberra is committed to delivering great regulatory outcomes and customer services to the community of the ACT and understands it is the capability and ingenuity of our workforce which determines our ability to deliver on this commitment. As part of our promise to provide quality services to the community, we are undertaking a modernisation program for one of our government critical business systems - Rego.act.

The Rego.act Modernisation program, funded by capital funding for the *Digitising Government Services* initiative, primarily focuses to deliver outcomes in the following key areas:

Prioritise functions for modernisation

Application Programming Interface (API) enablement for prioritised functions

Multi-disciplinary approach to solution development

Microservices deployment

Introducing contemporary system development practices

With that in mind, we are seeking to recruit an energetic and organised Project Coordinator who will play a key role in delivering positive outcomes by assisting the Project Manager in directing and managing the quality and progress of the projects within the program. The successful applicant will see to it that the projects adhere to frameworks and all documentations are maintained appropriately for each project. They will effectively communicate with the project team, project sponsor, user and other stakeholders and provide administrative support as needed. 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 certification in Scaled Agile Framework (SAFe®) is highly desirable.

Relevant tertiary qualifications are highly desirable. Competency in the use of relevant Project Management tools and techniques.

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

How to Apply: Please attach the following to your application:

Your curriculum vitae;

Names and contact details of two professional referees; and A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Veronica Morados (02) 6207 0584 Veronica.Morados@act.gov.au

Economic Development

VisitCanberra

Canberra and Region Visitors Centre

Digital Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 16868)

Gazetted: 13 December 2021

Closing Date: 27 December 2021

Details: The Canberra and Region Visitors Centre (CRVC) is looking for a self-motivated Digital Officer. This role is the central link in our operations and oversees the digital content at the CRVC. Responsibilities include banking, invoicing, statistical collation and reporting and administering the reservations system. We need someone who is great with Excel and data management, enjoys working with different teams, has excellent customer service and a great organiser.

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

Eligibility/Other requirements:

Knowledge of the ACT tourism industry.

Current Australian driver's licence.

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria (What you require section in the Position Description), together with your curriculum vitae and details of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Sutherland (02) 6205 4857 lauren.sutherland@act.gov.au

Access Canberra

Customer Coordination

Service Centres

Senior Director

Senior Officer Grade A \$155,107, Canberra (PN: 15397)

Gazetted: 13 December 2021

Closing Date: 20 December 2021

Details: Customer Coordination, Service Centres is looking for a G.I Go-getter who can wrangle a large, multi-disciplinary team to deliver on the Customer Service initiatives we dream about. If you can solve problems before they even see you coming, stand shoulder-to-shoulder with stakeholders to achieve mutually beneficial outcomes, and pave the way for your team to provide the kind of customer service you want to write home about, then we need you!

As a Senior Director you will operate with a high degree of independence and actively contribute to and participate in the leadership team of the branch and organisation. You will play a key advisory role within Access Canberra in relation to the areas within your responsibility. You will be responsible for the Access Canberra Service Centres, Land Titles and Planning and Building Services teams. Your teams comprise of 120+ staff across six locations and execute thousands of regulatory decisions each day. You may also be required to fulfil other roles as required, which might mean providing leadership to additional teams aligned with your skills.

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

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 three months with possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a current curriculum vitae and a written response of no more than three pages that outlines your skills, knowledge and behaviour in relation to the duties/responsibilities in the attached Position Description.

Applications should be submitted via the Apply Now button below

Contact Officer: Craig Neiberding (02) 6207 6774 craig.neiberding@act.gov.au

Digital Data and Technology Services

Technology Services Branch

ICT Security

Senior Director, Cyber Security Operations Centre

Senior Officer Grade A \$155,107, Canberra (PN: 54410)

Gazetted: 13 December 2021

Closing Date: 10 January 2022

Details: Are you a strategic leader who builds strong relationships and provides customers with advice and solutions to improve their ICT security posture?

The ACT Cyber Security Centre is looking for a Senior Director, Cyber Security Operations Centre, who can inspire, energise and positively influence team and whole of government outcomes in this crucial area.

To be successful you would be someone with:

Strong leadership and management skills to achieve our objective of a centre of excellence in cyber security through delivery of a contemporary Cyber Security Operations Centre.

Ability to build partnerships with senior stakeholders to take them on a journey of change in a dynamic threat landscape.

Strategic thinking and technical skills to drive security architecture and uplift Whole of Government cyber security practices and controls.

Analytical skills to manage cyber security risks across government and develop effective solutions that enable positive business outcomes.

Persuasive verbal and written communication skills to deliver compelling strategic advice pitched at executive, business and technical audiences.

Selection may be based on application and referee reports only. A Merit Pool will be established from the selection process and may be used if there are additional vacancies over the next 12 months.

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 Negative Vetting 1 (NV1) security clearance issued by the Australian Government Security Vetting Agency is required for this position, or the ability to obtain and maintain one.

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jonathan Owen (02) 6207 5969 jonathan.owen@act.gov.au

Access Canberra

Transport, Licensing

Document Management

Administration Service Officer

Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: 40779)

Gazetted: 09 December 2021

Closing Date: 16 December 2021

Details: The Document Management Team really is at the heart of our organisation. It has a range of important functions within Access Canberra that allow all areas of the organisation to function smoothly. The team is responsible for the printing, checking and dispatch of secure identification cards for Access Canberra. The team will manage between 500-650 printed cards per day. The team also collate, scan, proofread and store transactional paperwork from Access Canberra customer service centre and motor vehicle dealers. We handle direct enquiries from the public and other organisations that require access to reports and records from our Registration and Licencing system. The team also process incoming and outgoing physical mail for Access Canberra.

This is a team committed to providing quality service, and our work has a huge impact for the community, and the staff of the organisation. We are an important link between the Government and the community and require a high degree of attention to detail in our work.

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.

DUTIES / RESPONSIBILITIES

Under the general direction of the Team Leader, you will be responsible for varying administrative functions within the Document Management Team including:

Provision of direct service to customers on lower level information requests and record searches, both via email and telephone.

In accordance with Information Privacy Principles, respond to customer requests for searches of Road Transport Authority (RTA) records.

Printing, checking and distribution of important and secure documents.

Scanning, digitising and saving of Access Canberra documents using Windows based programs and Objective®, and the retrieval of documents as requested.

Prepare incoming and outgoing mail via the Access Canberra mailroom.

Maintain records in accordance with the Territory Records Act 2002.

Refer complex matters for escalation of decisions.

This position does not involve direct supervision of personnel.

Notes: This is a temporary position for a period of three months with a possibility of extension up to six months.

How to Apply:

Please review the position description for more details. Please submit the following:

A one-page pitch detailing why you are the best person for the role.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kellie S (02) 6207 4319 Kellie.S@act.gov.au

Property and Venues

ACT Property Group

Estate Management and Procurement

Director, Estate and Strategic Asset Management

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 16581, several)

Gazetted: 13 December 2021

Closing Date: 18 January 2022

Details: ACT Property Group (ACTPG) are seeking experienced property asset management professionals to fill an important role in leading the strategic asset and estate management function. The person in this role leads a team that ensures expert asset planning and management is in place for the ACTPG property and aquatics portfolio. ACTPG is responsible for managing a large ACT Government owned property portfolio enabling delivery of community and government services. The role is responsible for managing building lifecycles and ensuring comprehensive strategic asset management planning is in place. The role includes planning, management and reporting functions for upgrades and capital works. You will need a strong understanding of capital works project and financial management to drive the Building Improvement Funding (BIF) program and other related projects. This position also drafts and coordinates a substantial amount of reporting and government business writing and is a member of the leadership team.

ACT Property Group will use this recruitment to also fill a temporary role managing initiation and oversee delivery of a significant capital works program in conjunction with project delivery partners. This role will be for an initial period of six months with the possibility of extension.

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

Eligibility/Other Requirements:

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

a current driver's licence (car)

Relevant industry or tertiary Qualification/s are highly desirable.

Hold or the ability to obtain membership of a relevant professional organisation is desirable.

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

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

Please submit the following:

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

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

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

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

A current Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Shaw (02) 6205 9937 Tania.Shaw@act.gov.au

Communications and Engagement

Whole of Government Communications and Engagement

Whole of Government Content

Senior Content Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 35880)

Gazetted: 15 December 2021

Closing Date: 12 January 2022

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Communication and Engagement team are seeking a driven and passionate ASO6 Senior Content Officer. The successful applicant will create engaging written and digital content for whole-of-government channels including the Our Canberra website, e-newsletter and print publication, as well as the ACT Government's social media channels. There is scope to contribute content to other Government priority projects, including infrastructure and climate action. The diversity of the role might see you in any given week deliver content for Canberrans promoting everyday climate choices, upcoming events or suburban infrastructure projects.

Who are we looking for?

An enthusiastic and motivated communications professional with a passion for creating engaging content for public audiences, digital communication and an eagerness to work across the ACT Government's priority projects.

What will your duties and responsibilities be?

Create engaging written and digital content for whole-of-government print publications, websites and digital channels, including social media and e-newsletters.

Support the implementation of engaging and interactive digital content strategies, for whole-of-government projects, services and initiatives. This includes interviewing noteworthy people for publications, taking photos and/or managing professional photography shoots.

Collaborate with stakeholders, subject matter experts and multidisciplinary teams within other directorates and Ministerial offices to source, design, edit and approve content.

Bring an audience-first lens to your work, informed by research, insights and evaluation.

Assist the wider team with the coordination, implementation and evaluation of communications activities as required.

Provide communications and online services support at the Public Information Coordination Centre (PICC) in times of a Territory emergency.

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

Provide administrative support as required.

Selection Criteria for this opportunity:

Demonstrated high work ethic and sound organisational skills including the ability to effectively manage multiple tasks, work under pressure and adapt to changing priorities.

Demonstrated experience in creating engaging digital content for different channels and audiences including websites, social media and photography.

Demonstrated experience of collaborating with stakeholders, subject matter experts and multidisciplinary teams to source, design, edit and approve content.

Understanding of and demonstrated commitment to the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives.

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

If this role sounds like you, get in touch!

Eligibility/Other requirements:

Relevant tertiary education qualifications such as in Communications, Journalism, Media Studies and/or Public Relations is desirable.

A current driver's license is desirable.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check

Note: This is a temporary position available from 28 January 2022 until 11 December 2022 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please send a one-page pitch outlining your suitability along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grace Keyworth (02) 6205 9193 grace.keyworth@act.gov.au

Digital Data and Technology Services

Technology Services Branch

ICT Security

Senior Director, Cyber Strategy and Governance

Senior Officer Grade A \$155,107, Canberra (PN: 54411)

Gazetted: 13 December 2021

Closing Date: 10 January 2022

Details: Are you a strategic leader who builds strong relationships and provides customers with advice and solutions to improve their ICT security posture? The ACT Cyber Security Centre is looking for a Senior Director, Cyber Security and Governance, who can inspire, energise and positively influence team and whole of government outcomes in this crucial area.

To be successful you would be someone with:

Strong leadership and management skills to achieve our objective of a centre of excellence in cyber security.

Ability to build partnerships with senior stakeholders to take them on a journey of change in a dynamic threat landscape.

Strategic thinking and negotiation skills to provide policy direction and advice and drive change in Whole of Government cyber security practices and controls.

Analytical skills to manage cyber security risks across government and develop effective solutions that enable positive business outcomes.

Persuasive verbal and written communication skills to deliver compelling strategic advice pitched at executive, business and technical audiences.

Selection may be based on application and referee reports only. A Merit Pool will be established from the selection process and may be used if there are additional vacancies over the next 12 months.

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 Negative Vetting 1 (NV1) security clearance issued by the Australian Government Security Vetting Agency is required for this position, or the ability to obtain and maintain one.

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. If you would like to know more about the role before applying, please reach out to the with the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jonathan Owen (02) 6207 5969 jonathan.owen@act.gov.au

Shared Services

Finance Services

Executive Assistant to the Executive Branch Manager Finance Services

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 10203)

Gazetted: 13 December 2021

Closing Date: 2 January 2022

Details: Have you got excellent organisation, communication, and collaboration skills?

Do you like working in a rapidly changing and dynamic environment?

Can you manage competing priorities and meet tight deadlines?

Do you have experience in providing high-level executive support, and the ability to deal with matters of a sensitive and confidential nature?

If you said 'YES' to all the above questions, this job might be perfect for you...

Located in the Finance Services Branch of Shared Services, our business unit is looking for someone to provide effective executive and administrative support. Drawing on your strong organisation skills, you will manage the Executive Branch Manager's calendar and inbox, undertake quality assurance processes, maintain appropriate filing and record management systems, and organise business unit events. As a born collaborator, you will enjoy establishing and maintaining effective relationships with key business unit members and working together to get your tasks completed on time, every time!

If this sounds like you, please submit your application by the due date as we'd love to meet you and see if you are a perfect fit.

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: Portia Mufute (02) 6207 2075 portia.mufute@act.gov.au

Shared Services

Partnership Services

Digital Records Support

Digital Records Team Leader

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 23261)

Gazetted: 14 December 2021

Closing Date: 5 January 2022

Details: Are you the go-to person for Objective in your area? Do you have experience working as an administrator in a team that supports Electronic Document Records Management Systems (EDRMS)? The Digital Records Support team might be the team for you!

The Digital Records Support team are looking for an enthusiastic team member to join our dynamic and fast paced environment. To be successful in this position you will be outgoing, fantastic with people and relationship building and a great team player. You will have experience providing administration of EDRMS such as Objective or Content Manager and the ability to troubleshoot complex, technical situations with the teams deliverables as your focus.

You will be the technical escalation point for the Digital Records Support team members and will consult directly with Directorates regarding system configurations, maintenance and workflows. This role will include but is not limited to; analysing system issues, liaising with vendors, conducting audits, documentation and reporting.

You will be a positive and enthusiastic person with the ability to adjust your focus to manage competing priorities, have a passion for helping people with systems and good attention to detail.

If this sounds like you, we would encourage you to apply.

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

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

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

How to Apply: Please provide an application addressing the duty statement of no more than three pages along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Davis (02) 6207 9719 matthew.davis@act.gov.au

Access Canberra

Corporate Support and Capability

Projects and ICT

Projects and ICT Governance Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 33547)

Gazetted: 14 December 2021

Closing Date: 11 January 2022

Details: The team is looking for a suitable, well-rounded and energetic Projects and ICT Governance Officer that will play a significant role in the review, development and implementation of a governance structure that will support compliance, continuous improvement, and innovative best practice in delivering digital initiatives within Access Canberra.

To be successful, you would be someone with:

Strong analytical and reporting skills and ability to analyse information and data from a range of sources to identify gaps and suggest improvements.

Demonstrated relationship, influencing and all-round communication skills.

Well-developed organisational skills including the ability to adapt to change, work with limited direction and manage competing priorities.

A working knowledge of project methodologies such as PRINCE2 or Agile.

Tenacious, flexible, passionate, and resilient and results/outcome driven with a persuasive personality.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications/project management professional certifications are highly desirable.

Competency in the use of Microsoft Office365 applications and project management tools would be an advantage.

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.

How to Apply: Please attach the following to your application:

Your curriculum vitae;

Names and contact details of two professional referees; and

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position

Applications should be submitted via the Apply Now button below.

Contact Officer: Veronica Morados (02) 6207 0584 Veronica.Morados@act.gov.au

Economic Development

National Arboretum and Stromlo Forest Park

Administration Support Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 37854)

Gazetted: 15 December 2021

Closing Date: 12 January 2022

Details: The National Arboretum Canberra is looking for an enthusiastic and motivated individual to join the administration team.

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, education and recreation. The primary focus of the administration role is to provide exceptional frontline administrative and occasional visitor services assistance. The successful applicant will have experience working in a busy and dynamic environment, capability of managing competing demands and have highly developed administrative 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:

Willingness to undertake necessary and required training to ensure optimum performance in delivering the role. Knowledge of ACT Government processes desirable.

Current driver's licence.

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

How to Apply: Please provide

A two-page pitch demonstrating your skills in relation to the Selection Criteria in the Position Description,

A current curriculum vitae

Contact details of least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: CaseyS McDonnell (02) 6207 7874 CaseyS.McDonnell@act.gov.au

Access Canberra

CUEP

Electrical Inspections

Assistant Director - Electrical Inspections and Compliance

Senior Building Trade Inspector \$133,552, Canberra (PN: 15120)

Gazetted: 15 December 2021

Closing Date: 22 December 2021

Details: Access Canberra Electrical Inspections team is looking for an electrician with extensive experience in electrical inspections to manager a team of electrical inspectors and to undertake complex electrical inspections / verification of electrical installations.

The successful applicant will join a high performing team, working independently but in a collaborative environment, ensuring the safety of our community. Electrical inspectors work a 9-day fortnight, with some allocated overtime. The successful applicant is also required to be part of an after-hours On-Call roster for which an allowance is paid.

The successful applicant may be determined through interview and assessment.

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:

You will need to have an ACT Unrestricted Electrical Licence, and a Drivers Licence.

Notes: This is a temporary position available for six months from 7 Feb 2022, with the possibility of extension and/or permanency. The successful applicant may be determined through interview and assessment.

How to Apply: Applicants must ensure they provide a completed Application Cover-sheet (auto generated through Apply Now); a **personal pitch** of no more than two pages outlining their experience and/or abilities against the Professional and Technical Skills 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: Michael Mossler (02) 6207 7941 Michael.Mossler@act.gov.au

Revenue Management Group

Operations

Customer Service Supervisor

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 07500, several)

Gazetted: 15 December 2021

Closing Date: 22 December 2021

Details: The Verifications Team within the Operations unit is seeking expressions of interest to fill the roles of Customer Service Supervisor.

As a Customer Service Supervisor, you will be part of a highly productive, agile, resilient and cohesive team.

You will report directly to the Customer Service Team Manager and will supervise team members, monitor individual and collective workflows. You will delegate and prioritise those workflows and provide updates to the Team Manager.

You will provide support in a business as usual capacity as well as contribute to the supervision and development of staff.

This is a unique opportunity to work in a fast paced and engaging environment. The successful applicant will gain exposure to a wide variety of subject matter.

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: These are temporary positions for a period of 2-3 months with possible extension up to six months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only. These positions are available to ACT Government officers and employees only.

How to Apply: Please submit a one-page pitch outlining your suitability for the position against the criteria outlined in the Position Description.

Please provide a current curriculum vitae and contact details for two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Evelyn McCarthy (02) 6205 0315 Evelyn.McCarthy@act.gov.au

Shared Services

Financial Services

Salary Packaging

Assistant Team Supervisor

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 51601)

Gazetted: 15 December 2021

Closing Date: 29 December 2021

Details: If you are looking to develop or enhance your management and leadership skills, and work in a dynamic and challenging space, this 'Assistant Supervisor' temporary position just may be the perfect opportunity for you! Expressions of interest are invited to fill the Assistant Supervisor role within the Salary Packaging Team for a period of up to 12 months. To be successful, you will need to demonstrate excellent customer service and communication skills, both written and verbal, in addition to well-developed problem-solving skills as you will be the hub for the teams' complex queries and customer issue resolution. You will also need to demonstrate that you can work efficiently and effectively within a fast paced, high-volume work environment as well as possess the ability to work independently and as part of a team. You must be able to juggle competing priorities as you will be scheduling and directing the team as they work towards the delivery of fixed processing and administrative deadlines each fortnight.

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

Note: This is a temporary position available from 14 February 2022 for a period of 12 months. Selection may be based on application and referee reports only.

How to Apply: If you think that you possess the ability to foster a positive and productive team environment and have the confidence to engage with customers and clients across all levels of Government as well as internal and external stakeholders alike, then submit a two-page pitch addressing the Professional and Technical Skills and Knowledge and Behavioural Capabilities sections of the AS05 Position Description and tell us why you think you would be best suited for this role. You must also include your curriculum vitae and the details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Telesha Newman (02) 6207 9000 telesha.newman@act.gov.au

Shared Services

Strategic Finance

Financial Accountant

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 17414, several)

Gazetted: 15 December 2021

Closing Date: 7 January 2022

Details: Are you an experienced finance officer who likes a challenge? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you!

Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As Financial Accountant you will be responsible for preparing financial management reports, reconciliations and all other associated correspondence for both internal and external stakeholders. Additionally, you will assist in the preparation and monitoring of budgets and forecasts as well as providing technical financial advice to address and resolve complex accounting issues. You will need to demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need advanced skills using Microsoft Excel and proven experience with financial reporting systems and tools including TM1 to deliver this role. We want an innovative, forward thinking professional who enjoys problem solving, understands budgeting and reporting principles and how issues integrate. Your enthusiasm, professionalism and analytical skills as well as your ability to manage and prioritise workloads will ensure your suitability for the role.

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

Eligibility/Other Requirements:

Tertiary qualification in accounting/finance or audit is preferred.

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

Notes: These are temporary positions 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: Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages).

Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nam Tran (02) 6205 2518 Nam.Tran@act.gov.au

Economic Development

Minister, Executive and Business Services

Minister and Executive Coordination Team

Assistant Director, Minister and Executive Coordination Team

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46822)

Gazetted: 15 December 2021

Closing Date: 29 December 2021

Details: Are you an experienced juggler with a breadth of experience in government reporting and decision-making processes? Have you got great attention to detail, an ability to understand what information is required and to analyse the information provided to make sure it's answering the question asked? This role covers a diverse range of subject areas across Economic Development and provides support to a variety of business units. Working closely with executives, executive support and action officers across Economic Development your role will be to make sure our reporting obligations are met, and executive and ministerial briefings and correspondence are relevant and timely. This will include supporting business units in meeting requirements for any Cabinet or Assembly items. To undertake this role successfully you will have a sound understanding of the ACT Governments processes, including Cabinet and Assembly activities, briefing and correspondence protocols. A working knowledge of TRIM/WIRE or other records management systems is desirable, or the ability to gain these skills quickly. This is a diverse and interesting role in a supportive team that operates successfully in a high-pressure, deadline driven environment.

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

Note: This is a temporary position available immediately until 30 June 2022 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 will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, 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.

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 the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shauna Kelly (02) 6207 1266 shauna.kelly@act.gov.au

Revenue Management

Operations

Customer Service Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 00596, several)

Gazetted: 15 December 2021

Closing Date: 22 December 2021

Details: The Verifications Team within the Operations unit is seeking expressions of interest to fill the roles of Customer Service Officers.

We are looking for talented, capable and driven individuals to play an important role as we continue to drive our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders whilst fully utilising the capabilities delivered by our new transactional processing system.

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: These are temporary positions for a period of 2-3 months with the possibility of extension up to six months. this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only. These positions are available to ACT Government officers and employees only.

How to Apply: Please submit a one page pitch outlining your suitability to the position against the criteria outlined in the Position Description.

Please provide a current curriculum vitae and contact details for two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Evelyn McCarthy (02) 6205 0315 Evelyn.McCarthy@act.gov.au

Economic Development

Events ACT

Administration and Procurement Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 54539)

Gazetted: 15 December 2021

Closing Date: 29 December 2021

Details: Do you love working in the finance and business administration space? Do you have experience or an interest in the events industry or procurement and contract management? Events ACT is looking for an Administration and Procurement Officer to join our close knit team. Our ideal candidate will have the ability to interpret and apply standard policies, procedures and legislation as they apply in the ACT Government with an understanding of the local event industry. You work efficiently whilst also being able to prioritise your workload quickly if required. You have high level organisational, finance, and administrative skills. You're process driven with excellent attention to detail. You are able to work independently and as part of a team and finally, you're highly motivated to produce great results that support the overall business objectives for Events ACT. If this sounds like you, we want your application.

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

Eligibility/Other requirements: A qualification in administration, business or a related subject (or a willingness to undertake) is highly desirable.

Note: This is a permanent position available immediately. A Merit Pool will be established from this selection process and will be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants must provide a two-page written response addressing the Selection Criteria (Professional/ Technical Skills, Knowledge and Behavioural capabilities) outlining how your skills, behaviour and knowledge make you the best person for this position. Also, please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Gaukroger (02) 6207 7555 rebecca.gaukroger@act.gov.au

Shared Services

Strategic Finance

Assistant Director Reporting and Budgeting

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 32370, several)

Gazetted: 13 December 2021

Closing Date: 27 December 2021

Details: Are you an experienced finance officer who likes a challenge? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you!

Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As Assistant Director Reporting and Budgeting you will be responsible for managing and preparing financial management reports, reconciliations and all other associated correspondence for both internal and external stakeholders. Additionally, you will be responsible for the preparation and monitoring of budgets and forecasts as well as providing high level technical financial advice to address and resolve complex accounting issues. You will need to demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need advanced skills using Microsoft Excel and demonstrated experience with financial reporting systems and tools including TM1 to deliver this role. We want an innovative, forward-thinking professional who enjoys problem solving, understands budgeting and reporting principles and how issues integrate. Your enthusiasm, professionalism and analytical skills as well as your ability to manage and prioritise workloads will ensure your suitability for the role.

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

Eligibility/Other requirements:

Tertiary qualifications in accounting/finance or audit are preferred.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as Certified Practising Accountant (CPA) or Certified Accountant (CA).

Five+ years of public accounting and/or private industry experience with knowledge of accounting and finance areas.

Note: These are temporary positions available for a period of 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: Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages).

Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position. Applicants should consider the stated position Requirements/Duties, Technical Knowledge and Behavioural Capabilities as described in the Position Description to tell us why your Skills, Knowledge and Experience makes you the best person for the job. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Chu (02) 6205 2670 michelle.chu@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

Housing ACT

Executive Government and Engagement

Manager, Executive and Government

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 36469)

Gazetted: 15 December 2021

Closing Date: 22 December 2021

Details: The Executive, Government and Engagement team is responsible for the coordination and management of Ministerial, Assembly and Cabinet business and strategic engagement and communications for Housing ACT. The team supports the Housing ACT Executive, is customer focused and delivers high level support and advice, quality control, coordination, engagement and internal and external communication services. An exciting opportunity as Manager, Executive and Government, is available.

If you are highly motivated and enjoy working in a fast paced environment please let us know your interest.

Note: This is a temporary position available up to 30 June 2022 with the possibility of extension up to 12 months. Selection may be based on application only and referee reports.

How to Apply: To apply, please submit a two page statement against the capability headings outlining why you are the person for position, keeping in mind the duties and responsibilities.

For more information about this role or to discuss your interest in applying, please contact Anna Harkin at anna.harkin@act.gov.au or Kate Boljkovac at kate.boljkovac@act.gov.au

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Harkin (02) 6207 2349 Anna.Harkin@act.gov.au

Office of Director-General Secretariat

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54552)

Gazetted: 15 December 2021

Closing Date: 14 January 2022

Details: The Office of the Director General are seeking a highly motivated individual to join the Executive Unit and provide high-level secretariat services and coordination activities.

The Executive Unit consists of the Director-General, the Deputy Director-General, Deputy Director-General COVID Community Response, three Executive Officers and three Executive Assistants. The Unit is a critical first point of contact for the Directorate by the Ministers and their staff, government office holders, representatives of other ACT Government and Commonwealth agencies, the community sector, and clients.

The role will coordinate secretariat activities, including the development of briefings for senior executives and quality assuring documents to a high standard. The secretariat will support the CSD Strategic Board of Management and the Human Services Sub-Committee, including the preparation of agendas, circulation of papers, the taking and transcribing of minutes and the management of outstanding action items.

The successful applicant will require well developed organisational and project management skills, with the ability to establish collaborative relationships within a team and at all levels of an organisation.

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

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: Emma Best-Prothero (02) 6207 3143 emma.best-prothero@act.gov.au

Housing ACT Policy and Business Transformation Solutions Delivery Project Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 54535)

Gazetted: 15 December 2021

Closing Date: 4 January 2022

Details: Do you like problem solving? Have an interest in learning more technical skills? If so, then this is the job for you!

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

Housing ACT is part of the Community Services Directorate (CSD) which is responsible for a wide range of human services functions in the ACT. At Housing ACT, we provide social housing and specialist homelessness funding to meet the needs of circumstances of low income and disadvantaged people.

This position sits in the Business Solutions Team, who monitor, improve and implement technical solutions. In this role we will develop your technical skills to support the Business Review Process Program projects in development of technical solutions and designing test plans.

Note: A merit pool will be established from this process.

How to Apply: To apply, applicants are required to submit two items:

A written application of no more than two pages addressing the Selection Criteria - please include examples that demonstrate your statements.

A current curriculum vitae that contains at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Blair (02) 6205 0763 megan.blair@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.

Office of the Coordinator-General for Family Safety

Executive Support

Executive Support and Coordination Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 54387)

Gazetted: 15 December 2021

Closing Date: 3 January 2022

Details: The Office of the Coordinator-General for Family Safety is seeking a professional individual to join the team as Executive Support and Coordination Officer. The successful candidate will need to be resilient, motivated, organised and adaptable, able to handle a busy office undertaking a range of ACT Government priority work to address domestic, family and sexual violence. This role is critically important to the successful management of workflow and contributes significantly to the Office producing quality outcomes on time. The position will provide high level confidential administrative support to the Coordinator-General and the Office including diary and inbox management, coordinating incoming work, tracking and monitoring outgoing work and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently. Knowledge of Microsoft Suite applications such as Teams and SharePoint Planner as well as TRIM and Converga would be an advantage.

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

Note: This is a temporary position available immediately for four 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 will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vasiliki Bogiatzis (02) 6207 1783 vasiliki.bogiatzis@act.gov.au

Inclusion and Participation

Social and Community Inclusion

Social Recovery

Senior Director, Social Recovery

Senior Officer Grade A \$155,107, Canberra (PN: 54392)

Gazetted: 14 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 Senior Director, Social Recovery. The Senior Director will be responsible for leading Directorate strategies and coordinating cross agency responses and service delivery, including the facilitation of logistics, plan development, response effort and provisions of resources in response to the management of the pandemic in the ACT Community.

Demonstrated experience in a senior leadership role, high level strategic, conceptual, analytical and research skills and an extensive understanding and knowledge of issues relation to human services delivery is a requirement.

Note: This is a temporary position available immediately until 30 June 2022 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: 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

Housing ACT

Policy and Business Transformation

Solution Delivery

RMU Team Leader

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 54540)

Gazetted: 13 December 2021

Closing Date: 4 January 2022

Details: Are you customer service focused with a passion for records management who enjoys a busy environment with competing priorities? Housing ACT is recruiting a RMU Team Leader who will be responsible for running our day to day records operations at Belconnen.

The Housing ACT Records Management Unit (RMU) is responsible for records management functions within Housing ACT. The RMU currently reports to the Business Solutions section. The RMU is primarily responsible for the creation, management, safe storage, archiving and managing the authorisation for destruction of physical client and property records. Other functions include servicing file requests and returns from other Housing ACT business units, receipt and distribution of mail, and liaising with other ACT Government records services. Housing ACT is commencing the transition to electronic based record management. The Team Leader role will also be supporting and participating in the move from physical file management to electronic file management.

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 contract details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Foster (02) 6207 5620 Daniel.Foster@act.gov.au

Housing ACT

Executive

Executive, Government and Engagement

Assistant Director Executive and Government

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39159)

Gazetted: 14 December 2021

Closing Date: 28 December 2021

Details: The Executive, Government and Engagement team is responsible for the coordination and management of Ministerial, Assembly and Cabinet business and strategic engagement and communications for Housing ACT. The team operates in a fast-paced work environment across the division. The team supports the Housing ACT Executive, is customer focused and delivers high level support and advice, quality control, coordination, engagement and internal and external communication services. An opportunity is available at the SOG C level and if you are highly motivated, a team player and demonstrate excellent customer service please let us know your interest.

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

Note: This is a temporary position available immediately until 30 June 2022 with the possibility of extension up to 12 months and/or permanency. The position may be filled on application only and referee reports as required. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a two-page pitch, demonstrating your suitability against the Skills, Knowledge and Behaviours outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Boljkovac (02) 6207 5105 kate.boljkovac@act.gov.au

**Housing ACT
Policy and Business Transformation
Solutions Delivery
Records Officer**

Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: 54541, several)

Gazetted: 13 December 2021

Closing Date: 4 January 2022

Details: Are you customer service focused with a passion for records management who enjoys a busy environment with competing priorities? Housing ACT is recruiting RMU Team members who will be responsible for performing our day to day records operations at Belconnen.

The Housing ACT Records Management Unit (RMU) is responsible for records management functions within Housing ACT. The RMU currently reports to the Business Solutions section. The RMU is primarily responsible for the creation, management, safe storage, archiving and managing the authorisation for destruction of physical client and property records. Other functions include servicing file requests and returns from other Housing ACT business units, receipt and distribution of mail, and liaising with other ACT Government records services.

Housing ACT is commencing the transition to electronic based record management. The Records Officer role will also be supporting and participating in the move from physical file management to electronic file management.

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 two pages, responding to the required Selection Criteria in the position description, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Foster (02) 6207 5620 daniel.foster@act.gov.au

**Children Youth and Family
Children and Family
Community Service Directorate
Psychologist**

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: C09786, several)

Gazetted: 13 December 2021

Closing Date: 6 January 2022

Details: The Child Development Service (CDS) has several positions for Health Professional Level 4 Psychologists to deliver Autism Spectrum Disorder assessments. This is an exciting opportunity to work with a highly skilled and dedicated team of allied health professionals to deliver high quality multidisciplinary assessments. Services may be provided to families face to face or via Telehealth. Flexible working arrangements are also available upon negotiation. The suitable applicants require relevant qualification in psychology including a practice endorsement in clinical psychology, educational/developmental psychology or neuropsychology and experience in the delivery of ASD diagnostic assessments.

Eligibility/Other Requirements:

Qualification and practice endorsement in clinical psychology, educational/developmental psychology or neuropsychology, including full registration with AHPRA.

At least five years recent experience working with children and their carers or families as a registered psychologist. Current driver's licence.

Highly Desirable:

Demonstrated experience in a broad range of early intervention clinical service delivery areas within a multidisciplinary team, including recent experience in Autism Spectrum Disorder Assessment.

Demonstrated experience in providing leadership and or the relevant skills and abilities required to supervise allied health professionals, professional officers and staff in community-based services

ADDITIONAL INFORMATION

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 registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people

Educational, suitability and professional qualification checks may be carried out prior to employment. Current full registration as a psychologist with AHPRA (Australian Health Practitioner Regulation Agency) required. **Note:** There is potential for full or part time, temporary or casual positions available immediately for up to six months with the possibility of extension up to 12 months and/or permanency.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophia Hehir (02) 6205 5199 sophia.hehir@act.gov.au

Housing ACT

Policy and Business Transformation

Solution Delivery

Director Information Management

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54534)

Gazetted: 13 December 2021

Closing Date: 4 January 2022

Details: The Policy and Business Transformation Branch has a vacancy in an exciting leadership role in the Solutions Delivery Team. This team is focused on the delivery of high quality, effective, client centred solutions for House ACT systems and workers.

The Director Information Management will work closely with the Community Services Records Management Team and be responsible for leading the Housing ACT's digital transformation by analysing existing records, information and data capability, determining strategies to increase digital information management maturity, including assessing existing information management systems and risks associated with moving away from physical records, and bedding down an effective information governance framework.

We are a dedicated, fun, hard-work team committed to supporting Housing ACT workers to deliver business objectives and help drive positive change in the community through effective, timely and progressive policy, process, and technology solutions. Working with us, you will ensure the right solution is delivered to the right audience, at the right time.

Note: This is a temporary position available from 13 January 2022 until 17 January 2024 with the possibility of extension and/or permanency. An order of merit and a merit will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: If you are interested in joining this high performing team, you can apply by providing a written statement of not more than two pages addressing the Selection Criteria, along with your curriculum vitae and contract details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: PennyJ Neuendorf (02) 6207 9726 pennyj.neuendorf@act.gov.au

Children Youth and Family

Children and Family

Child Development Service

Operations Manager

Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 36130)

Gazetted: 13 December 2021

Closing Date: 20 December 2021

Details: The Child Development Service (CDS) is seeking to fill the permanent full-time position of Operations Manager. The Operations Manager is the senior Health Professional directing and organising a team of professionals, requiring considerable co-ordination and responsibility for human, physical and financial resources under the control of the position. The Operations Manager contributes directly to the development of agency policy and is expected to have extensive experience and knowledge of local strategic context and national and international trends and advances in Early childhood early intervention.

The Operations Manager is responsible for the management of the day-to-day operation of the CDS in collaboration with the Senior Manager and Clinical Leaders including the delivery of culturally safe and inclusive services and programs for Aboriginal and Torres Strait Islander children and families, overseeing and coordinating the planning, development and implementation of multidisciplinary services and programs for CDS clients,

developing, reviewing and ensuring implementation and compliance with the services' policies, monitoring the performance of the CDS through review of data relating to output measures, quality assurance practices and staff development, oversee the coordination of ASD assessments and provision of regular supervision to Clinical Leaders.

CSD is an inclusive employer where all people are respected and valued. We strongly encourage applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people. Applications for this role may be assessed on application and referee reports only.

Eligibility/Other Requirements:

Essential:

Demonstrated experience in providing leadership and supervision to allied health professionals, professional officers and staff in community based services .

Demonstrated experience in a broad range of early intervention clinical service delivery areas.

Current driver's licence.

Relevant tertiary qualifications or equivalent in a relevant allied health profession.

Additional Information:

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 registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Melanie Thompson (02) 6207 1983 Melanie.Thompson@act.gov.au

Strategic Policy

Performance and Systems

Strategic Portfolio and Data Excellence

Director, Strategic Portfolio and Data Excellence

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 43554)

Gazetted: 13 December 2021

Closing Date: 5 January 2022

Details: The Strategic Portfolio and Data Excellence (SPaDE) team is looking for a passionate, dedicated and enthusiastic Director to lead the delivery of the Directorate's strategic reporting commitments and data automation and visualisation work program to support the organisation in informed decision making.

SPaDE is also responsible for the Strategic Plan, encouraging innovation and evaluation practices within the Directorate and encouraging continuous improvement, and this role will have the opportunity to assist in shaping the strategic direction of these work streams as well.

The team is currently around 20 staff with a dynamic mix of skills and a busy program delivery schedule, and using agile methodology to plan and prioritise their work and connect daily. If this sound like the job for you, we would love to hear from you!

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

Notes: This role is available to 30 June 2022 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. This position may be performed in a range of settings including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a maximum of a two-page response to the Selection Criteria and a curriculum vitae. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peita Bonato (02) 5124 9364 Peita.Bonato@act.gov.au

Housing ACT

Infrastructure and Contracts

Contracts and Business Operations

Assistant Director, Contract Governance

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 10575)

Gazetted: 10 December 2021

Closing Date: 17 December 2021

Details: An exciting opportunity exists in the role of Assistant Director, Contract Governance in the Contracts and Business Operations Team of Housing ACT. The team is responsible for the strategic management of the Total Facilities Management (TFM), the largest ongoing goods and services contract in the ACT Government.

Key objectives are to preserve and maintain Social Housing stock, maintain a tenant focus in the delivery of services, achieve social outcomes, maintain collaborative relationships with key stakeholders and respond to evolving needs of the Commissioner, tenants and industry.

The position is responsible for day-to-day management of the TFM Contract and ensure it is managed under best practice principles. As part of the senior leadership team, you will have an opportunity to think strategically in an operational environment and to use your well-developed organisational skills, to influence and shape the direction of the Contract.

The position requires someone who can manage a dynamic workload, who has the capability to manage and maintain relationships, both within Government and outside; must be able to effectively manage multiple issues at once; and someone who has demonstrated abilities in being able to identify and prioritise needs, as well as implement any required change/s. 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 application as is writing to an Expression of Interest, addressing the Selection Criteria, no more than two (2) A4 pages, plus curriculum vitae and referees.

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

Contact Officer: Megan Valler (02) 6205 8032 megan.valler@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Marketing Campaign Manager

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 3509)

Gazetted: 10 December 2021

Closing Date: 3 January 2022

Details: Canberra Theatre Centre is looking for a Marketing Campaign Manager 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 Marketing Campaign Manager is responsible for the planning, delivery, and evaluation of integrated marketing campaigns for theatre dance, New Works, and other events.

This is a new role within the marketing team. Working closely with the Head of Programming to find audiences for ambitious and diverse work, the Marketing Campaign Manager will create energetic campaigns, and deliver insights that work towards maximising yield and generating audience loyalty.

About you

You will be the senior marketer on the marketing team, reporting to the Head of Marketing, and working closely with the Head of Programming.

You are driven, results-oriented, and commercially minded. You are organised, energetic, and excited about diverse and ambitious live performance. You enjoy a fast-paced environment and are up for a challenge.

You have experience with the delivery of end-to-end marketing campaigns, and you'll have big ideas about what works, what doesn't, and where we need to be next. You know how to maximise a marketing budget.

You work well within a team and will work collaboratively to ensure that work is delivered on schedule. You are observant, curious, with a keen eye for detail, and well-developed communication skills (verbally and in writing).
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 (02) 6243 5706 jennifer.morris@act.gov.au

Canberra Theatre Centre

Marketing Coordinator

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 3506)

Gazetted: 10 December 2021

Closing Date: 3 January 2022

Details: Canberra Theatre Centre is looking for a Marketing Coordinator 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 Marketing Coordinator supports the administration of the CTC marketing department. Working across all areas of marketing and with all of the marketing team, this is a role with lots of variety. The Marketing Coordinator will build emails, create event pages, update the website, coordinate our schedules, maintain meeting minutes, monitor social media, and more.

About you

You are organised with an incredible attention for detail. You are proud of your ability for accuracy. Your strong command of the English language means that an incorrect apostrophe or a misused comma makes your skin crawl. You can spot the difference between peek and peak.

You are enthusiastic, positive, service-oriented and enjoy working with people. You'll be responding to customers on our social media channels and responding to reviews on online platforms.

You will be curious, constantly seeking new ideas and improvements, with a desire to learn.

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 (02) 6243 5706 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

Service Design and Delivery

Applications and Transformation

Change Release Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 32650)

Gazetted: 13 December 2021

Closing Date: 13 January 2022

Details: Our ideal candidate has experience in the management of ICT Systems and will be a trusted partner in representing the customer's digital and technology needs within the Directorate.

You will have strong ICT skills and a good understanding of ITIL Service Management, in particular Change and Release Management. Ideally you will be familiar with the management of ICT Systems in an education setting.

You will be adaptable and take ownership, making a positive impact on the business. Through structure and strong change coordination, you will support the Directorate commitment to continuous improvement. Your ICT Change-management and impact analysis skills should be some of your core professional strengths.

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business and technical issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You will have highly developed organisation and stakeholder engagement skills,

and you will be able to demonstrate your ability to consistently apply excellent customer service principles and practices.

A proven ability to manage, business applications, information and communication technology and online delivery is required, as is the necessity to communicate transparently and with influence. You will also have the ability professionally represent the Directorate's best interest, particularly in a change management capacity. Strong written and verbal communications skills will also be required for this role, as well as a strong understanding of ICT change-management principles and practices.

Knowledge of information technology and information management as it relates to the education sector will be highly regarded.

The ability to juggle priorities, be resilient and tactful, passionate about what you do and committed to making a difference are key traits for the ideal candidate.

Eligibility/Other Requirements:

Highly Desirable

This position may require a Working with Vulnerable People Check.

Change Management and formal ITIL qualifications are highly desirable

Possession of a current drivers license and access to a private vehicle.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Provide two documents that demonstrate your ability to undertake the duties/responsibilities.

In two pages or less tell us:

why you want the role;

what you bring to the role, in particular what experience you could apply to this position and describe an achievement that you are most proud of that is relevant to this role.

A current curriculum vitae, that includes:

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. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael de Raadt (02) 6207 5790 michael.deraadt@act.gov.au

Service Design and Delivery

Student Engagement

Allied Health Team

Allied Health Manager - Operations

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 42349)

Gazetted: 10 December 2021

Closing Date: 4 January 2022

Details: Student Engagement is seeking high performing allied health professionals to provide operational team leadership to an interprofessional team who work with schools, students and families to support all students access and participate in education. This is a new position to support the implementation of the recently revised Allied Health Service deliver. The position includes:

Leading and managing an interprofessional team of allied health professionals including occupational therapists, physiotherapists, social workers, speech language pathologists and allied health assistants who support all Canberra public schools

Managing school-based requests for support through interprofessional case discussion, allocation and response
Leading the establishment and implementation of processes, policies and procedures to support high quality service delivery

Eligibility/Other Requirements:

Tertiary qualifications in an Allied Health Profession in particular Social Work, Occupational Therapy, Physiotherapy, Speech Language Pathology or Psychology

Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) for registered professions or eligibility for professional membership with relevant professional organisation.

Current Working with Vulnerable People registration (WWVP).

ACT drivers license and use of own vehicle for work purposes.

Minimum of five years' experience as allied health professional desirable.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate

How to Apply: If 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 Resume/Curriculum Vitae

Your Resumé/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 Resumé 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 interest 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: Belinda Hill 0466 855 762 belinda.hill@ed.act.edu.au

School Performance and Improvement

South Weston Network

Telopea Park School

Food Tech Home Science/Technology Assistant

School Assistant 2 \$50,861 - \$56,161, Canberra (PN: 35339)

Gazetted: 09 December 2021

Closing Date: 16 December 2021

Details: An exciting opportunity exists to join the collaborative team at Telopea Park School (7-10). As a member of the Arts and design faculty the successful applicant will be required to provide support to the teachers in Home Science, Arts, Wood and Metal work. Under the direction of the teacher, you will Prepare kitchens and equipment for demonstrations and practical lessons. Safely store and issue food for lessons. Maintain kitchen equipment in good working order. Organise maintenance and repairs when required. Wash linen. Monitor, order, purchase and replenish consumable and equipment. Maintain stock register and assist with stocktaking. Prepare material for class use which may include metal, wood, welding. Use a wide range of machinery including fixed, portable and hand tools. Assist in maintaining a clean and safe working environment for students and staff, in accordance with Work Health and Safety (WHS) standards and safety procedures. Safely store and issue chemicals and equipment. Maintain all machinery and hand tools in a good working order. Perform minor repairs and organise maintenance and major repairs when required. Maintain register of equipment and tools and assist with stocktaking. Perform general administrative tasks including general computing duties

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. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit a written response, a curriculum vitae and at least one referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mary Ryan (02) 614 23388 mary.ryan@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

Development and Implementation

Strategic Projects

Assistant Director, Strategic Projects, Development and Implementation

Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 31387)

Gazetted: 14 December 2021

Closing Date: 28 December 2021

Details: The Development and Implementation Division is a delivery arm of the Environment, Planning and Sustainable Development Directorate (EPSDD). In line with the ACT Government's broader urban renewal agenda, the Development and Implementation Division is responsible for undertaking significant programs relating to the renewal and revitalisation of the ACT's urban areas, along with delivering smaller projects to renew parts of the city's existing suburbs and also preparing our greenfields areas for sustainable development. Strategic Projects is responsible for Demonstration Housing, Direct Sale of land, certain capital works projects including Woden and Gungahlin new community centres, Gungahlin affordable build to rent and several significant planning and engineering investigations for sites in the Indicative Land Release Program.

Reporting to the Director, Strategic Projects, the Assistant Directors responsibilities include:

Assist with project management tasks including procurement, contract management, and budget management.

Building effective relationships with internal and external stakeholders.

Assist with community and stakeholder engagement activities. 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.

Notes: This is a temporary position available until June 2021. This position is available to ACT Public Service employees only. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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 Skills, Knowledge and Behavioural requirements for this role, with reference to the duties and responsibilities of the role. Accompanying your pitch please provide your curriculum vitae including two referees and their contact details.

Applications should be submitted to the Contact Officer.

Contact Officer: Joanne Mitchell (02) 6205 7259 Joanne.Mitchell@act.gov.au

Suburban Land Agency

Development Delivery

Urban Projects

Development Manager, Urban Projects

Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 54549, several)

Gazetted: 14 December 2021

Closing Date: 20 January 2022

Details: Are you enthusiastic about Canberra's growth in urban renewal and keen to make a difference in delivering people-focused projects in Canberra? These newly created positions with the Suburban Land Agency are seeking experienced and energetic Senior Development Managers to support the Urban Projects team within the Development Delivery Branch to deliver sustainable and mixed-use precincts with the industry and through complex land development contracts.

The successful candidate should be able to manage projects and deliver on the Agency's financial and non-financial performance targets, build effective relationships with the design industry, construction contractors and community groups.

The successful candidate will require knowledge and experience in urban development, project management, contract management, land and property, with high level of understanding of procurement, probity and value management of civil, landscape and built form design.

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

Eligibility/Other Requirements: Tertiary qualifications and demonstrated experience in a related field such as: Project/Contract Management, Building and Construction Management, Property Law/ Economics, Built Environment, Urban Design, Architecture, Landscape Architecture or Urban Planning.

Note: There are two positions available, one permanent and one five year temporary project position with possibility for permanency. Candidates will be considered for both positions. 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. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria (maximum of 200 words against each criteria), along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Walters (02) 6207 9013 robert.walters@act.gov.au

Environment

ACT Parks and Conservation Service

Parks and Partnerships

Senior Ranger - Environmental Offsets

Senior Park Ranger 3 \$83,620 - \$88,510, Canberra (PN: 35862, several)

Gazetted: 13 December 2021

Closing Date: 22 December 2021

Details: The Senior Ranger position works within the Environmental Offsets team in Urban Reserves. This team is primarily responsible for the management of newly established reserves under Environmental Offsets within Canberra Nature Park and delivering commitments linked with development approvals pursuant to the *Commonwealth Government Environment Protection and Biodiversity Conservation Act 1999*.

The primary responsibilities for the position are to:

Coordinate and implement protected area management programs and restoration projects, under an adaptive management framework that meet the ACT Government's commitment to protect and enhance Matters of National Environmental Significance (MNES).

Undertake procurement and manage contracts associated with protected area management and ensure the efficient use of resources including budget, materials and plant and equipment;

Provide effective team leadership and appropriate supervision and training to staff, contractors and volunteers in the implementation of best practice protected area management activities that are consistent with relevant legislation and management plan objectives.

Foster effective working partnerships with key stakeholders and undertake public relations and external liaison functions.

Conduct resource and field investigations as required and provide advice on planning requirements for the park, reserve or geographic area within a park or reserve.

Perform the duties and undertake compliance functions as required.

Undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Eligibility/Other Requirements:

participation in fire standby, fire suppression and fire training.

Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an “as needs” basis (not all positions are currently required to work a shift roster).

Maintain records in accordance with *the Territory Records Act 2002*.

Be prepared to wear a uniform; and

Possess a manual drivers’ license.

Be physically able and willing to undertake incident management duties, including

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.

Relevant tertiary qualifications in Protected Area Management are highly desirable.

Notes: These are temporary positions of varying duration with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 400 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Boyd 0434 939 031 Kate.Boyd@act.gov.au

Development and Implementation

Asbestos Response Taskforce

Information Management and Project Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 54354)

Gazetted: 10 December 2021

Closing Date: 24 December 2021

Details: Are you someone who has a keen eye for detail and exceptional organisational skills?

The Asbestos Response Taskforce is seeking to engage an Information Management and Project Support Officer, who will work both independently and as part of a goal-oriented team to deliver critical information management projects, and provide support to the team to prepare for the closure of the Taskforce at 30 June 2022.

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.

Notes: This is a temporary position available for three months. 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. Due to working from home arrangements, if you would like to discuss the role further please email the contact officer listed below to arrange a phone call.

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.

Applications should be sent to the Contact Officer.

Contact Officer: Rebecca Butchart (02) 6207 5804 Rebecca.Butchart@act.gov.au

Office of the Director General

Communications, Engagement and Media

Media

Media Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 29256)

Gazetted: 10 December 2021

Closing Date: 5 January 2022

Details: The Environment, Planning and Sustainable Development directorate is seeking a talented media manager who has a passion for developing compelling and creative media content to inform and engage Canberrans.

As part of a small team, you will be working on proactive and reactive media and issues management projects that are community-focussed and help to communicate the Directorate's important work to key stakeholders and the Canberra community.

You will be responsible for developing and producing high quality media and communications content to support outputs across a variety of different media types and channels.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in the fields of strategic engagement, strategic communications, media, or public relations is preferred.

The ability to work flexibly with some out of hours work is required.

Notes: 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 and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Selection Criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally-Anne Clark (02) 6207 0825 Sally-Anne.Clark@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.

Justice and Community Safety

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

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

General Manager, Alexander Machonochie Centre, ACT Corrective Services

Temporary Vacancy (two months with possibility of extension)

Justice and Community Safety

ACT Corrective Services

Position: E1055

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List

Date circulated: 14 December 2021

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

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

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

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

To apply: Applicants are requested to submit an Expression of Interest of no more than two pages providing details of their relevant experience and skills, with consideration of the executive capabilities, relating to the

responsibilities outlined above, a copy of current curriculum vitae and the name and contact details for two referees to corinne.justason@act.gov.au by COB Tuesday 4 January 2022.

This position may be found on the Jobs ACT website at <https://www.jobs.act.gov.au/jobs/justice-and-community-safety/temporary/e1055>

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

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.

Contact Officer: Corinne Justason (02) 6207 0879 corinne.justason@act.gov.au

Strategic Policy and Programs, Community Safety

Director, Strategic Policy

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54509)

Gazetted: 14 December 2021

Closing Date: 28 December 2021

Details: Strategic Policy and Programs is responsible for strategic reform, policy development and design and program implementation across emergency services and management and corrective services matters.

Working to the Executive Branch Manager (EBM), the Director, Strategic Policy and Programs will provide leadership and high-level support, including developing and implementing various policy and program proposals and related documentation, and preparing and/or coordinating briefings and correspondence for JACS Executive, the Deputy Director-General, Community Safety and Ministers.

Eligibility/Other Requirements:

Tertiary qualifications in the relevant field will be highly regarded.

The position requires a pre-employment medical.

The occupant of this role will be required to undergo a National Police Check.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Beddoe (02) 6207 4264 julie.beddoe@act.gov.au

Parliamentary Counsel's Office

Legislative Publishing Section

Legislation Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 42312)

Gazetted: 13 December 2021

Closing Date: 20 December 2021

Details: Parliamentary Counsel's Office is looking for a Legislation Officer for the Legislative Publishing Section (LPS). Under the general direction of the team manager the legislation officer is responsible for legislative publishing (including web publishing), legislative editing and administrative services. Excellent knowledge of the ACT legislative process, legislative structures, format and styles, and publishing technology skills is highly desirable. To be successful in the role, you will need to have an eye for detail and strive for a high degree of accuracy. The Legislation Officer will need to be able to concentrate for extended periods of time and use guides and procedures to ensure documents are consistent and adhere to office drafting and publishing standards.

Eligibility/Other Requirements:

Experience with the legislative process, legal publishing management and operations of government would be an advantage.

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

How to Apply: Interested applicants should provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your skills, knowledge and behavioural capabilities make you an ideal candidate for the role. You should consider both the duties/responsibilities of the position and the capabilities required to perform the position in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Brown (02) 6205 3741 Karen.Brown@act.gov.au

ACT Courts and Tribunals

Coroner's court

Registry operations

Team leader - Coroner's registry

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 42000)

Gazetted: 15 December 2021

Closing Date: 22 December 2021

Details: The ACT Coroner's court has an exciting opportunity as Team leader, registry operations. Our small team is part of a vital community service providing support to Coroner's to investigate deaths, fires and natural disasters in the A.C.T.

The Team Leader's primary role is to provide support to the Coroner's Court. This includes leading and coordinating In-Court Support, the operation of the Coroner's Court including the drafting of legal documents including Coroner's directions, subpoenas and the maintenance of data bases.

This position requires extensive liaison with the Coroner, Counsel assisting the Coroner, police, medical professionals and members of the public. The position liaises with the Operations Manager and Senior Director Coroner's Court leaders about urgent or complex matters.

The position handles sensitive and protected information and your discretion will be required to fulfil the role in line with legislation, policy, procedures, and protocols, with maturity, sensitivity and compassion.

You will need to be an excellent communicator, organised and proficient in the use and management of databases, able to prioritise and balance team workloads. You will embrace individual and cultural differences by displaying courteous, respectful, non-discriminatory behaviours in all activities.

The nature of the role is such that you will be exposed to sensitive material or information that will at times be confronting or culturally sensitive. You will be exposed to stories, images and the physicality of death; suicide, homicide, road trauma involving children and adults and perhaps circumstances similar to your own. It is important that you understand how you feel in the presence of death, including your capacity to hold yourself and others in this context

If you think you would be the right candidate for this difficult but important role, we would love to hear from you.

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

Eligibility/Other Requirements:

Experience working in a court or legal environment, especially in the Coronial Inquest area is highly desirable.

The position is subject to a police background check.

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: To apply for this role please submit your curriculum vitae, including the details of at least two referees and a maximum two-page Expression of Interest outlining why you are the right candidate for this role and tell us about yourself and why this role would be of interest to you and how your experience, personal attributes and knowledge are relevant for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Little (02) 6207 1754 Susan.Little@courts.act.gov.au

ACT Corrective Services

General Manager, Alexander Machonochie Centre, ACT Corrective Services

Executive Level 1.3 \$240,095 - \$249,378 depending on current superannuation arrangements, Canberra (PN: E1055)

Gazetted: 14 December 2021

Closing Date: 4 January 2022

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

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

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

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

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.

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

How to Apply: Applicants are requested to submit an Expression of Interest of no more than two pages providing details of their relevant experience and skills, with consideration of the executive capabilities, relating to the responsibilities outlined above, a copy of current curriculum vitae and the name and contact details for two referees to corinne.justason@act.gov.au.

Contact Officer: Corinne Justason (02) 6207 0879 corinne.justason@act.gov.au

ACT Courts and Tribunals

Coroner's Court

Registry Operations

Coroner's Court Family Liaison Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 46502)

Gazetted: 13 December 2021

Closing Date: 27 December 2021

Details: The Family Liaison Officer will assist Coroners by providing additional support to families and witnesses, by being the initial interface and primary point of contact with the Court during the coronial process. This includes delivering sensitive information on behalf of coroners and other stakeholders, helping families understand information contained within a coronial brief of evidence and providing support during court proceedings when needed.

The Family Liaison Officer's primary role is to act as a point of contact and provide information to families, next of kin and interested parties engaged with the coronial process, in such a way that:

is tailored to the families' level of understanding and bereavement;

is tailored to individual sensitivities including culture, religion, age, language, style of grieving, family dynamics and death beliefs; and

the family feel heard, informed and connected with the coronial process.

You are an excellent communicator, experienced in working in complex and difficult work environments. Ideally, you have an understanding of Coronial inquests, or the ability to quickly develop an understanding of Coronial inquests.

You are organised, a team player, and able to prioritise and remain flexible with changing priorities. You will have excellent people skills and an ability to convey difficult information in a way that is clear and empathetic. This role is vital to ensuring that the Families, Next of kin and other interested parties are kept informed and supported to participate throughout the Coronial Process.

The nature of the role is such that you will be exposed to sensitive material or information that will at times be confronting or culturally sensitive. You will be exposed to stories, images and the physicality of death; suicide, homicide, road trauma involving children and adults and perhaps circumstances similar to your own. It is important that you understand how you feel in the presence of death, including your capacity to hold yourself and others in this context. The ACT Courts and Tribunal also provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

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 and current and former ADF members are encouraged to apply.

Eligibility/Other Requirements:

Experience working in an inquest or justice environment is highly desirable.

The position is subject to a police background check.

Notes: This is a temporary position available immediately until 30 December 2021. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: To apply for this exciting opportunity, please submit your curriculum vitae, including the details of at least two referees and a maximum two-page Expression of Interest outlining why you are the right candidate for this role and tell us about yourself and why this role would be of interest to you and how your experience, personal attributes and knowledge are relevant for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Little (02) 6207 1754 susan.little@courts.act.gov.au

ACT Corrective Services

Office of the Commissioner

Office of the Commissioner

Communications and Engagement Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 45789)

Gazetted: 09 December 2021

Closing Date: 23 December 2021

Details: ACT Corrective Services (ACTCS) is seeking experienced and highly motivated person to temporarily fill the position of Communications and Engagement Officer (ASO6) within the Office of the Commissioner. The successful applicant will develop and plan communication and stakeholder engagement activities for all ACTCS activities and will work closely with the Justice and Community Safety Directorate (JACS) media team.

Further to this, you will identify proactive opportunities to promote ACTCS initiatives among stakeholders and the wider public. You will need to be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

In addition, you will be required to develop media material including communication strategies, talking points, media releases and articles for external publications in consultation with internal and external stakeholders. This position will also have a significant role in event planning for ACTCS with a specific focus on the annual National Corrections Day. To be successful in the role, the officer will need to be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector, academia and the public.

Eligibility/Other requirements:

Relevant qualifications in communication, public relations or equivalent experience would be desirable.

Driver's license is essential.

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

How to Apply: To apply, applicants are required to submit three items:

A one to three-page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of their current driver's licence.

Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: ClaireL Buxton (02) 6205 3824 claireL.buxton@act.gov.au

Legislation, Policy and Programs

Governance and Business Support

Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 38972)

Gazetted: 09 December 2021

Closing Date: 23 December 2021

Details: Legislation, Policy and Programs is seeking a motivated, well organised person who possesses high level financial management, verbal and written communication skills to join the Governance and Business Support team. The Governance and Business Support team is responsible for providing governance, executive and business support; co-ordinating compliance and reporting including financial management, human resources, work safety, Information Management (IM)/ICT, risk management, business continuity, records management; developing and co-ordinating LPP's contribution to directorate and whole-of-government processes. The team also coordinates and manages the implementation of the National Redress Scheme for Institutional Child Sexual Abuse for ACT Government Institutions.

The Assistant Director, Governance and Business Support provides a wide range of administrative services, and related advice to the Business Unit. The primary focus for the Assistant Director, Governance and Business Support Officer will be complex budget allocation, monitoring and reporting. The Assistant Director, Governance and Business Support will develop, implement and maintain various business systems, including FileMaker databases, in order to improve work efficiency and reporting capabilities for a range of administrative, financial, and Redress activities. The Assistant Director, Governance and Business Support will also support the development and implementation of all governance and business improvement activities.

Eligibility/Other requirements: Tertiary or post graduate qualifications in relevant areas such as Accounting, Economics, Commerce or Finance are highly desirable. Public business administration and Database skills would also be highly regarded.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Dean Browne (02) 6205 4013 dean.browne@act.gov.au

Major Projects Canberra

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

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

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 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

Canberra Hospital Expansion Project

Commercial Manager

Infrastructure Officer 5 \$161,140, Canberra (PN: 54334)

Gazetted: 15 December 2021

Closing Date: 23 December 2021

Details: The Canberra Hospital Expansion Project Team is responsible for the planning and delivery of a new Critical Services Building on Canberra Hospital campus.

The Project will deliver state-of-the-art facilities including a new emergency department; intensive care unit; operating theatres (including hybrid theatres and interventional radiology suites); a coronary care unit; cardiac catheterisation and electrophysiology laboratories; and an inpatient unit.

The Commercial Manager is a significant role within the Canberra Hospital Expansion (CHE) Project Team focusing on leading the CHE Project's financial reporting and documentation requirements of commercial matters regarding the Main Works contractor (DandC Deed).

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

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

Eligibility/Other Requirements:

Mandatory:

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

Hold a relevant building degree; or

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

Desirable:

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

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

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

Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: George Stellios (02) 6207 8705 George.Stellios@act.gov.au

Infrastructure Delivery Partners

Civil

Senior Project Manager

Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 36011, several)

Gazetted: 15 December 2021

Closing Date: 9 January 2022

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

The Social, Commercial and Civil Project Management Branches within Infrastructure Delivery Partners (IDP) provide advice to directorates and Treasury in relation to the planning and business case approval process for

most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year.

The Civil Infrastructure Branch is structured into teams of experienced Project Officers and Project Managers led by experienced Program Managers and Directors who provide planning, procurement, contract administration, design and construction delivery services. Partner areas include:

Justice and Community Services Directorate

Chief Minister, Treasury and Economic Development Directorate

Environment, Planning and Sustainable Development Directorate

Transport Canberra and City Services Directorate

City Renewal Authority

Suburban Land Authority

Under limited direction and in line with corporate objectives you will apply high order project management and procurement skills to a broad range of design and construction projects for the ACT Government.

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

Eligibility/Other Requirements:

Mandatory:

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

Hold a relevant building degree; or

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

Desirable:

Specific expertise in civil infrastructure project delivery is highly desirable.

Notes: There are several temporary positions available 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Baker (02) 6205 5094 Stephen.Baker@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

City Services

City Operations

Infrastructure Planning

Technical/Capital Works Planning Engineer

Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 27715)

Gazetted: 14 December 2021

Closing Date: 28 December 2021

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. 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. Infrastructure Planning is inviting expressions of interest for the role of Technical / Capital Works Planning Engineer for six months (with possibility of extension).

Infrastructure Planning is responsible for supporting the operational areas of City Presentation and Roads in the planning and management of our open space and public municipal infrastructure assets. Key responsibilities include strategic asset and data management, services planning and understanding deficiencies in the road network, contract management, project management, forward capital works planning, technical design review and providing Directors with support, advice, guidance and direction on all assets associated with City Presentation and Roads.

This position is responsible for the planning, development and delivery of forward Capital Works programmes across City Presentation and Roads. This position assists in feasibility investigation planning, development and management of the one, three and ten year forward works programmes and budgets, ancillary work including investigation of requests for new assets, feasibility studies with economic benefits analysed and review and development of standards for design and construction.

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, safety, excellence and innovation as well demonstrate the related signature behaviours.

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

Eligibility/Other Requirements:

Tertiary qualifications in civil engineering/water resource engineering and/or related technical disciplines.

Procurement, project management/contract management and contract administration skills are highly desirable.

Note: This is a temporary position available for a period of six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: 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 and addressing the requirements for the points listed in Selection Criteria (WHAT YOU REQUIRE section) in the attached Position Description.

Contact details of two referees.

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Goodwin (02) 6205 0066 daniel.goodwin@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Capital Linen Service

Director Business Development and Commercial Accounts

Capital Linen Service Band 9 \$133,552 - \$150,348, Canberra (PN: 27265)

Gazetted: 13 December 2021

Closing Date: 20 December 2021

Details: The position is a multifaceted role and requires highly developed interpersonal skills with a proven ability to negotiate sales and tenders, resolve complex customer issues and manage customer expectations, growing customer revenue and loyalty whilst contributing to the improvement of the organisation's reputation and brand in line with organisational goals and objectives.

The role is responsible for the development of customer centric business solutions and strategies including the generation of business development and marketing plans and the monitoring and analysis of industry and customer trends.

As a senior leader within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

Eligibility/Other requirements:

Permanent Residency- mandatory.

Must be able to work some weekends, public holidays or out of hours.

How to Apply: Applicants should submit their curriculum vitae and up to a maximum two-page (A4) response to the Selection Criteria/Capability Requirements noted in the Position Description. Please provide contact details for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Childs (02) 6213 3204 daniel.childs@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Capital Linen Service

Maintenance Administrator

Capital Linen Service Band 4 \$68,154 - \$72,739, Canberra (PN: 52661)

Gazetted: 10 December 2021

Closing Date: 24 December 2021

Details: As a member of the Capital Linen Service (CLS) administration team the Maintenance Administrator will contribute to the operational outcomes in the Laundry production environment within the maintenance department.

Reporting to, and under the direction of the Operations Manager, the Maintenance Administrator will undertake duties in relation to:

Procurement of spare parts and consumables

Maintaining stock levels - spare parts and consumables.

Maintaining the MEX system – Stock levels, preventative maintenance and reactive maintenance records.

Maintaining the purchase order register and providing reporting to management.

Eligibility/Other Requirements:

Permanent Resident of Australia

Drivers Licence (C-class)

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: Applicants should submit their curriculum vitae and up to a maximum two page (A4) response to the Selection Criteria/Capability Requirements noted in the Position Description.

Please provide contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Chamberlain (02) 6207 6954 Peter.Chamberlain@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.

WorkSafe ACT

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

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

WorkSafe ACT

WorkSafe ACT

Strategy and Occupational Hygiene

Assistant Director, Strategic Communications

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54445)

Gazetted: 09 December 2021

Closing Date: 16 December 2021

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the

Work Health and Safety Act 2011 (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have a permanent vacancy for a motivated and highly organised professional to fill the role of Assistant Director within the Strategy and Occupational Hygiene team. The Assistant Director in this team plays a key role in the development and implementation of WorkSafe ACT's communications, engagement, media and public information strategies and activities. You will deliver strategic and operational communications, public information and media services for WorkSafe ACT.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

Note: A merit pool may be established and may be used to fill identical vacancies over the next 12 months. Selection may be based on written application and referees 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: Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackii Shepherd (02) 6205 4654 jackii.shepherd@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Officer Grade B \$131,773 - \$148,344

Anh Tam Nguyen, Section 68(1), 13 December 2021

Canberra Health Services

Health Professional Level 2 \$68,809 - \$94,461

Afia Dufie Amoo-Oluka, Section 68(1), 10 January 2022

Senior Officer Grade B \$133,552 - \$150,347

Phillip Bacon, Section 68(1), 16 December 2021

Administrative Services Officer Class 3 \$67,770 - \$72,935

Alessandro Badalassi, Section 68(1), 16 December 2021

Registered Nurse Level 2 \$99,612 - \$105,575

David Barbic, Section 68(1), 6 December 2021

Clinical Coder Level 1 \$88,455 - \$122,730

Tracey Beisiegel, Section 68(1), 13 December 2021

Health Professional Level 2 \$68,809 - \$94,461

Roni Botterill, Section 68(1), 15 December 2021

Health Professional Level 2 \$68,809 - \$94,461

Rebecca Byrne, Section 68(1), 1 February 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Penwipa Campa, Section 68(1), 2 December 2021

Senior Officer Grade B \$133,552 - \$150,347

Sini Chandy, Section 68(1), 25 November 2021

Administrative Services Officer Class 3 \$67,770 - \$72,935

Vernon Francisco, Section 68(1), 3 December 2021

Health Professional Level 2 \$68,809 - \$94,461

Claire Garvey, Section 68(1), 2 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818

Louise Hanson, Section 68(1), 23 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818

Savannah Hargraves, Section 68(1), 30 November 2021

Registered Nurse Level 1 \$71,730 - \$95,818

Isabelle Hope-Jones, Section 68(1), 2 December 2021

Administrative Services Officer Class 3 \$67,770 - \$72,935

Charlotte Howell, Section 68(1), 16 December 2021

Health Professional Level 2 \$68,809 - \$94,461

Alice Kemp, Section 68(1), 9 December 2021

Clinical Coder Level 1 \$87,277 - \$121,095

Greg Kewiecien, Section 68(1), 13 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818

Victoria Kimlin, Section 68(1), 18 December 2021

Health Professional Level 2 \$68,809 - \$94,461

Gillian Li, Section 68(1), 24 December 2021

Health Professional Level 2 \$68,809 - \$94,461

Sophie Manson, Section 68(1), 6 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818

Joanna Martin, Section 68(1), 18 December 2021

Administrative Services Officer Class 4 \$75,239 - \$81,466

Laura McCarthy, Section 68(1), 13 December 2021

Health Professional Level 2 \$68,809 - \$94,461

Laura Miller, Section 68(1), 13 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818

Margi Patel, Section 68(1), 30 November 2021

Registered Nurse Level 1 \$71,730 - \$95,818

Jeethu Susen Philip, Section 68(1), 6 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818

Bianka Rose, Section 68(1), 13 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Anna Schumann, Section 68(1), 8 December 2021

Administrative Services Officer Class 3 \$67,770 - \$72,935

Natalie Sculac, Section 68(1), 16 December 2021

Health Professional Level 2 \$68,809 - \$94,461

Lauren Walters, Section 68(1), 9 December 2021

Health Professional Level 2 \$68,809 - \$94,461

Anna Ye, Section 68(1), 6 December 2021

Staff Specialist – Senior Specialist Band, \$183,172 - \$247,471

Nilantha Asanga Bandara: 87576802, Section 68(1), 31 January 2022

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$113,397 - \$122,062

Catherine Bennett, Section 68(1), 13 December 2021

Administrative Services Officer Class 3 \$67,770 - \$72,935

Chloe Creecy, Section 68(1), 10 December 2021

Administrative Services Officer Class 3 \$67,770 - \$72,935

Isaac Donley, Section 68(1), 9 December 2021

Senior Officer Grade C \$113,397 - \$122,062

Jarrah Robbins, Section 68(1), 7 December 2021

Administrative Services Officer Class 3 \$67,770 - \$72,935

Suzanne Schliebs, Section 68(1), 4 January 2022

Administrative Services Officer Class 6 \$88,899 - \$101,743

Emma Scott, Section 68(1), 13 December 2021

Senior Officer Grade C \$113,397 - \$122,062

Nanette Sharma, Section 68(1), 10 January 2022

Administrative Services Officer Class 5 \$82,506 - \$87,331

Michelle Tallis, Section 68(1), 13 December 2021

Senior Officer Grade B \$131,773 - \$148,344

Ting Ting Zhang, Section 68(1), 13 December 2021

Community Services

Administrative Services Officer Class 5 \$83,620 - \$88,510

Nicholas Lefkaditis, Section 68(1), 3 December 2021

Education

Building Service Officer 3 \$72,451 - \$76,559

Barry Cavalier, Section 68(1), 17 December 2021

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$88,899 - \$101,743

Russell Coldicutt, Section 68(1), 13 December 2021

Justice and Community Safety

Senior Officer Grade B \$131,773 - \$148,344

Katrina Alexander, Section 68(1), 16 December 2021

Administrative Services Officer Class 4 \$75,239 - \$81,466

Caitlin Grocott, Section 68(1), 16 December 2021

Administrative Services Officer Class 4 \$75,239 - \$81,466

Stephanie Johnson-Dawes, Section 68(1), 13 December 2021

Transport Canberra and City Services

General Service Officer Level 3/4 \$53,149 - \$58,041

Muttsem AL Hamad, Section 68(1), 10 December 2021

Administrative Services Officer Class 6 \$90,099 - \$103,117

Mark Baxter, Section 68(1), 10 December 2021

General Service Officer Level 3/4 \$53,149 - \$58,041

Malcolm Blake, Section 68(1), 10 December 2021

Bus Operator - Training \$73,589

Gagandeep Singh Brar, Section 68(1), 11 December 2021

Bus Operator - Training \$73,589

George Dennis, Section 68(1), 11 December 2021

Bus Operator - Training \$73,589

Victor Ferreira, Section 68(1), 11 December 2021

Bus Operator - Training \$73,589

Yigui Liang, Section 68(1), 11 December 2021

Senior Officer Grade B \$133,552 - \$150,347

Ashe Pepper, Section 68(1), 6 December 2021

Bus Operator - Training \$73,589

Mark Scealy, Section 68(1), 11 December 2021

Administrative Services Officer Class 5 \$83,620 - \$88,510

Kaushal Shrestha, Section 68(1), 17 December 2021

Bus Operator - Training \$73,589

Kultar Singh, Section 68(1), 11 December 2021

General Service Officer Level 3/4 \$53,149 - \$58,041

Amie Sweeting, Section 68(1), 10 December 2021

Bus Operator - Training \$73,589

Adam Watson, Section 68(1), 11 December 2021

TRANSFERS

Canberra Health Services

Chloe Coffey

From: Administrative Services Officer Class 3 \$66,867

Canberra Health Services

To: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services, Canberra (PN. 40883) (Gazetted 26 October 2021)

Lisa Farrall

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 22763) (Gazetted 5 October 2021)

Geethu Jacob

From: Registered Nurse Level 1 \$95,818

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 28396) (Gazetted)

Charls Jose

From: Registered Nurse Level 1 \$67,984

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 53899) (Gazetted 14 July 2021)

Shannon Reakes

From: Registered Nurse Level 3.2 \$129,103

Canberra Health Services

To: Registered Midwife Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 22169) (Gazetted 3 November 2021)

Chief Minister, Treasury and Economic Development

Amanda Day

From: Senior Officer Grade C \$113,397

Justice and Community Safety

To: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 48096) (Gazetted 2 August 2021)

Transport Canberra and City Services

Leanne VanDerMerwe

From: Administrative Services Officer Class 5 \$83,620

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Transport Canberra and City Services, Canberra (PN. 42162) (Gazetted 25 November 2021)

PROMOTIONS

ACT Health

Office of Professional Leadership and Education
Office of Professional Leadership and Education
Business Management Unit

Amy Coulson

From: Administrative Services Officer Class 5 \$83,620 - \$88,510
Community Services
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
ACT Health, Canberra (PN. 32724) (Gazetted 23 June 2021)

Health System Planning and Evaluation

Executive

Angela Ritchie

From: Administrative Services Officer Class 4 \$75,239 - \$81,466
ACT Health
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
ACT Health, Canberra (PN. 27560) (Gazetted 12 October 2021)

Canberra Health Services

Canberra Health Services

Cancer and Ambulatory Services

Toni Ashmore

From: Health Professional Level 4 \$111,887 - \$120,436
Canberra Health Services
To: †Senior Officer Grade A \$155,107
Canberra Health Services, Canberra (PN. 25223) (Gazetted 18 October 2021)

Finance and Business Intelligence

Jade Ngata

From: Administrative Services Officer Class 5 \$83,620 - \$88,510
Canberra Health Services
To: †Senior Officer Grade C \$113,397 - \$122,062
Canberra Health Services, Canberra (PN. 45691) (Gazetted 21 October 2021)

Abhisekh Silwal

From: Registered Nurse Level 2 \$99,612 - \$105,575
Canberra Health Services
To: †Registered Midwife Level 3.1 \$114,201 - \$118,901
Canberra Health Services, Canberra (PN. 23556) (Gazetted 20 August 2021)

Clinical Services

Melanie Taylor

From: Registered Nurse Level 2 \$99,612 - \$105,575
Canberra Health Services
To: †Registered Nurse Level 3.2 \$129,103
Canberra Health Services, Canberra (PN. 43918) (Gazetted 28 May 2021)

Canberra Health Services

Adonis Velasco

From: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services
To: †Registered Nurse Level 3.1 \$114,201 - \$118,901
Canberra Health Services, Canberra (PN. 10091) (Gazetted 21 October 2021)

Canberra Institute of Technology

CIT Pathways College

Student Support

Belinda Wallis

From: Teacher Level 1 (EDS CIT) \$79,598 - \$106,208 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)
Canberra Institute of Technology
To: †Senior Officer Grade C \$113,397 - \$122,062
Canberra Institute of Technology, Canberra (PN. 18571) (Gazetted 10 November 2021)

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance

Sophie Afaras

From: Graduate Administrative Assistant \$75,239 - \$77,544
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 55307) (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 2021-2022

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Education ICT

Md Abdullah Al Mamun

From: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development, Canberra (PN. 38758) (Gazetted 20 October 2021)

Economic Development

Visit Canberra

Rachel Bernabe

From: Graduate Administrative Assistant \$75,239 - \$77,544
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 53513)
This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Access Canberra

Projects, Governance and Support

Government Business and Coordination

Tanya Buckley

From: Administrative Services Officer Class 4 \$75,239 - \$81,466
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 40521) (Gazetted 18 October 2021)

Workforce, Capability and Governance

Cheyenne Cadence

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. P54335)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Workforce Capability and Governance

Celine Chong

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 54424)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Economic Development

Innovation, Industry and Investment

Evangeline Crowther

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 53970)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Customer Engagement Services Branch

Service Assurance

Stephen Dawes

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 14381) (Gazetted 14 October 2021)

Finance and Budget

Social Policy

Duncan Fulton

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 54108) (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 2021-2022

Access Canberra

Customer Coordination

Service Centres

Lisa Gledhill

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 49603) (Gazetted 25 March 2021)

Corporate

Sangeeta Gupta

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 54384) (Gazetted 24 June 2021)

Shared Services

Finance Services

Financial Reporting

Kevin Han

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 07472)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Policy and Cabinet

Social Policy

Anna Huynh

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 54241)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Policy and Cabinet

Social Policy

Georgia Johnson

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 39605)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Access Canberra

Customer Coordination

Service Centres

Niki Johnson

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 38398) (Gazetted 28 October 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.

Policy and Cabinet

Economic Regional Policy

Briege Kelly

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 54185) (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 2021-2022

**Access Canberra
Customer Coordination
Service Centres
Anthony Lees**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 38395) (Gazetted 28 October 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.

**Shared Services
Finance Services
Reporting Team
Ron Li**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Canberra Institute of Technology

To: †Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 06949) (Gazetted 21 October 2021)

**Procurement ACT
Goods and Services Procurement Branch
Sourcing, Advice and Supply Team
Patrick Mau**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

City Renewal Authority

To: †Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 11176) (Gazetted 9 November 2021)

Stephen McDougall

From: Building Trade Inspector \$99,709 - \$113,397

Chief Minister, Treasury and Economic Development

To: †Senior Building Trade Inspector \$133,552

Chief Minister, Treasury and Economic Development, Canberra (PN. 15405) (Gazetted 27 August 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.

**Procurement ACT
Dai Moore**

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. P54105)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

**Strategic Finance
Shadiah Nahi**

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 64368)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Access Canberra

Customer Coordination

Service Centres

Michelle Posantis

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 38398) (Gazetted 28 October 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.

Communications and Engagement

Tina Procter

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 50140) (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 2021-2022

Digital, Data and Technology Solutions

Georgina Sheridan

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. P50787)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Policy and Cabinet

Wellbeing Project

Sharifah Syed Rohan

From: Graduate Administrative Assistant \$75,239 - \$77,544

Transport Canberra and City Services

To: †Administrative Officer - Professional Services \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 54298)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Digital Data and Technology Solutions

Business Applications and Strategy

Erin Thomas

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 53485)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Strategic Finance

Jenny Le Pui Tran

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 34810)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Workforce Capability and Governance

Juanita Truong

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. P54373)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Procurement ACT

Policy and Capability

Policy Development

Mihiri Weeraratna

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 54104)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Finance and Budget

Executive

Helen Whalan

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 55226)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Policy and Cabinet

Natasha Wykes

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. P54111)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Transport Canberra and Business Services

Xiao Yao

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 54814)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2021-2022.

Shared Services

Financial Services

Financial Reporting

Yichi Zhang

From: Graduate Administrative Assistant \$75,239 - \$77,544

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 09801)
This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022.

Economic and Financial

Llewellyn Williams-Brooks

From: Graduate Administrative Assistant \$75,239 - \$77,544
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 53970)
This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022.

Community Services

Housing ACT

Client Services

Tenant Experience

Kim Elphick

From: Administrative Services Officer Class 3 \$67,770 - \$72,935
Community Services
To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Community Services, Canberra (PN. 19553) (Gazetted 25 June 2021)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Housing ACT

Alexandra Groves

From: Senior Officer Grade B \$133,552 - \$150,347
Community Services
To: †Senior Officer Grade A \$155,107
Community Services, Canberra (PN. 54695) (Gazetted 9 July 2021)

Education

School Improvement

North /Gungahlin

Amaroo School

Kyle Baulman

From: \$75,443 - \$112,930
Education
To: †School Leader C \$130,338
Education, Canberra (PN. 12884) (Gazetted 11 November 2021)

Office for Schools

Tuggeranong Network

Wanniassa School

Melanie Coffill

From: \$75,443 - \$112,930
Education
To: †School Leader C \$130,338
Education, Canberra (PN. 13045) (Gazetted 5 November 2021)

Schools Performance and Improvement Division

Tuggeranong Network

Erindale College

Sally Harriden

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 02788) (Gazetted 4 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.

School Performance and Improvement Division

South Weston

Mount Stromlo High School

Katie Hart

From: School Assistant 4 \$69,095 - \$74,817

Education

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Education, Canberra (PN. 52696) (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.

Office for School

Tuggeranong Network

Joseph Jennings

From: \$130,338

Education

To: †School Leader B \$151,757

Education, Canberra (PN. 04111) (Gazetted 4 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.

School Performance and Improvement

South Weston Network

Rachael Radvanyi

From: \$130,338

Education

To: †School Leader B \$151,757

Education, Canberra (PN. 04133) (Gazetted 5 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.

School Improvement and Performance Division

Tuggeranong

Theodore Primary School

Aimee Shires

From: School Assistant 2/3 \$50,861 - \$62,020

Education

To: †Health Professional Level 4 \$111,887 - \$120,436

Education, Canberra (PN. 44275) (Gazetted 8 December 2021)

School Improvement

North /Gungahlin

Amaroo School

Emma Spencer

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338
Education, Canberra (PN. 12884) (Gazetted 11 November 2021)

System Policy and Reform

Enrolments and Planning

Sean Das

From: Senior Officer Grade C \$113,397 - \$122,062

Education

To: †Senior Officer Grade B \$131,733 - \$148,344

Education, Canberra (PN. 45846) (Gazetted 11 November 2021)

Environment, Planning and Sustainable Development

Development and Implementation

Urban Renewal

Alannah Alley Freeman

From: Graduate Administrative Assistant \$75,239 - \$77,544

Environment, Planning and Sustainable Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Environment, Planning and Sustainable Development, Canberra (PN. P53886)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Environment Heritage and Water

Conservation Planning and Policy Branch

Molly Folkard

From: Graduate Administrative Assistant \$75,239 - \$77,544

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Environment, Planning and Sustainable Development, Canberra (PN. P54020)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Environment

Resilient Landscapes

ACT Natural Resource Management

Carly Freeman

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development, Canberra (PN. 37387) (Gazetted 10 March 2021)

Environment

ACT Parks and Conservation Service

Environmental Offsets

Karen Ikin

From: Technical Officer Level 4 \$90,099 - \$103,117

Executive Notices

To: †Senior Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development, Canberra (PN. 35861) (Gazetted 14 October 2021)

Statutory Planning

Development Assessment

Hyojung Kim

From: Graduate Administrative Assistant \$75,239 - \$77,544

Environment, Planning and Sustainable Development

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Environment, Planning and Sustainable Development, Canberra (PN. P54123)
This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Climate Change and Energy
Climate Change and Energy Policy

Francesca Nyilas

From: Graduate Administrative Assistant \$75,239 - \$77,544
Environment, Planning and Sustainable Development
To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Environment, Planning and Sustainable Development, Canberra (PN. P49768)
This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Statutory Planning
Development Assessment

Jaeyoung Park

From: Graduate Administrative Assistant \$75,239 - \$77,544
Environment, Planning and Sustainable Development
To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Environment, Planning and Sustainable Development, Canberra (PN. P54124)
This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Climate Change and Energy
Climate Change and Energy Policy

Sarah Rajakariar

From: Graduate Administrative Assistant \$75,239 - \$77,544
Environment, Planning and Sustainable Development
To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Environment, Planning and Sustainable Development, Canberra (PN. P21583)
This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Environment Heritage and Water
Executive and Business

David Zeko

From: Graduate Administrative Assistant \$75,239 - \$77,544
Environment, Planning and Sustainable Development
To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Environment, Planning and Sustainable Development, Canberra (PN. P54017)
This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Environment Heritage and Water
Executive and Business

Beili Zhu

From: Graduate Administrative Assistant \$75,239 - \$77,544
Environment, Planning and Sustainable Development
To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Environment, Planning and Sustainable Development, Canberra (PN. 54007)
This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022

Justice and Community Safety

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

From: Senior Officer Grade C \$113,397 - \$122,062
Justice and Community Safety
To: †Senior Officer Grade B \$133,552 - \$150,347
Justice and Community Safety, Canberra (PN. 44377) (Gazetted 29 October 2021)

**ACT Corrective Services
Custodial Operations
Elliott Davis**

From: Correctional Officer Class 1 \$68,508 - \$81,694
Justice and Community Safety
To: Correctional Officer Class 2 \$85,658 - \$91,757
Justice and Community Safety, Canberra (PN. 48814) (Gazetted 8 January 2021)

**ACT Corrective Services
Custodial Operations
Uiese Lauvao**

From: Correctional Officer Class 1 \$68,508 - \$81,694
Justice and Community Safety
To: Correctional Officer Class 2 \$85,658 - \$91,757
Justice and Community Safety, Canberra (PN. 11327) (Gazetted 8 January 2021)

**ACT Director of Public Prosecutions
Legal
Legal
Rory McCrone**

From: Government Solicitor 2 \$125,149 - \$150,167
Justice and Community Safety
To: †Prosecutor Grade 4 \$153,438 - \$164,500
Justice and Community Safety, Canberra (PN. 04165) (Gazetted 16 November 2021)

**Emergency Services Agency
ACT Ambulance Service
Special Operations
Denis Mungoven**

From: Intensive Care Paramedic 1 \$92,626 - \$102,632 plus penalties
Justice and Community Safety
To: Intensive Care Paramedic 2 \$108,465 - \$120,232 plus penalties
Justice and Community Safety, Canberra (PN. 19328) (Gazetted 19 November 2020)

**Emergency Services Agency
ACT Ambulance Service
Special Operations
Neil Ramsay**

From: Intensive Care Paramedic 1 \$92,626 - \$102,632 plus penalties
Justice and Community Safety
To: Intensive Care Paramedic 2 \$108,465 - \$120,232 plus penalties
Justice and Community Safety, Canberra (PN. 19323) (Gazetted 19 November 2020)

**ACT Corrective Services
Custodial Operations**

Rebecca Taylor

From: Correctional Officer Class 1 \$68,508 - \$81,694

Justice and Community Safety

To: Correctional Officer Class 2 \$85,658 - \$91,757

Justice and Community Safety, Canberra (PN. 35376) (Gazetted 8 January 2021)

ACT Corrective Services

Custodial Operations

Edward Wylie

From: Correctional Officer Class 1 \$68,508 - \$81,694

Justice and Community Safety

To: Correctional Officer Class 2 \$85,658 - \$91,757

Justice and Community Safety, Canberra (PN. 35373) (Gazetted 8 January 2021)

Major Projects Canberra

Infrastructure Delivery Partners

Civil Project Management

Mynul Chowdhury

From: Infrastructure Officer 4 \$134,705 - \$153,043

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 1 \$172,791

Major Projects Canberra, Canberra (PN. 54547) (Gazetted 23 March 2021)

Infrastructure Delivery Partners

Commercial Project Management

Qinyi Ye

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Major Projects Canberra

To: †Infrastructure Officer 3 \$113,659 - \$124,766

Major Projects Canberra, Canberra (PN. 54819) (Gazetted 9 March 1965)

Transport Canberra and City Services

City Services

Roads ACT

Road Maintenance/Program Delivery

Garry George

From: Technical Officer Level 2 \$66,857 - \$76,559

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$74,782 - \$88,358

Transport Canberra and City Services, Canberra (PN. 23553) (Gazetted 9 September 2020)

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.