



**ACT Government Gazette**  
**Gazetted Notices for the week beginning 24 February 2022**

## 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**  
**ACT Chief Nursing and Midwifery Office**  
**Nursing and Midwifery Advisor**

**Registered Nurse Level 4.2/Registered Midwife Level 4.2 \$138,255, Canberra (PN: 56625, several)**

Gazetted: 24 February 2022

Closing Date: 16 March 2022

Details: Nursing and Midwifery Office, Office of Professional Leadership and Education

Are you a nurse or midwife looking for a change? Would you like to develop your policy-writing, strategic-thinking and political advocacy skills? Are you someone who really wants to make a difference, shaping the way the Nursing and Midwifery Office supports nurses and midwives in the ACT?

The ACT Health Chief Nursing and Midwifery Office has several positions that offer the opportunity to work in a role that provides expert advice and support to the Chief Nursing and Midwifery Officer in a government setting. These opportunities will suit skilled and motivated nurses or midwives who can lead and coordinate a variety of projects and activities which will influence the development of the nursing and midwifery profession and clinical practice in the ACT.

Eligibility/Other Requirements:

Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse and/or Midwife.

Holds postgraduate tertiary qualifications in nursing or midwifery.

Demonstrated senior nursing and/or midwifery leadership experience.

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

Note: There are several permanent and temporary positions available from March 2022. Temporary positions are available for six to 20 months with possibility of extension and/or permanency. Part-time hours will be considered, and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

The Nursing and Midwifery Office is in Bowes Street Woden; however, we are currently working from home.

How to Apply: Applicants are required to:

Provide a written response of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities.

Provide a current curriculum vitae.

Provide details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mary Brunton (02) 5124 4978 [mary.brunton@act.gov.au](mailto:mary.brunton@act.gov.au)

### **Corporate and Governance**

#### **Governance and Risk**

#### **Governance and Compliance**

#### **Freedom of Information Coordinator**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 39813)**

Gazetted: 02 March 2022

Closing Date: 16 March 2022

**Details:** The ACT Health Directorate is seeking a collaborative, solutions-focused team member with excellent administrative, communication and organisational skills to join our Freedom of Information (FOI) Team. The team is an integral part of the Governance and Risk branch.

In this temporary position, interested applicants will demonstrate their well-developed relationship management skills and a high degree of attention to detail. You will have the opportunity to demonstrate your ability to work in a fast-paced environment, managing competing priorities and meeting deadlines. Knowledge of the *Freedom of Information Act 2016* and other related legislation including the *Health Records (Privacy and Access) Act 1997* is highly desirable.

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:** The Governance and Risk Branch are currently working exclusively from home and have been required to work from home for extended periods during COVID-19. Ability to work remotely or in hybrid arrangement (home and office) will be important. It is expected that this role will commence in a remote working environment.

**Note:** This is a temporary position available immediately until 29 July 2022, with the possibility of extension up to 12 months and/or permanency. An order of merit may be established from this selection process which may be used to fill future identical vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

**How to apply:** Please submit a written application addressing the selection criteria limiting responses to 350 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: Jonas Allen (02) 51249833 [jonas.allen@act.gov.au](mailto:jonas.allen@act.gov.au)

## **Strategic Infrastructure Division**

### **Division Coordination Officer**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 39083)**

Gazetted: 28 February 2022

Closing Date: 14 March 2022

**Details:** The Strategic Infrastructure Division of the ACT Health Directorate is seeking an enthusiastic team player to undertake the role of Division Coordination Officer.

Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy, and design, including public hospital campus planning. The division also has responsibility for ACT Health's territory wide property portfolio. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven.

The Division Coordination Officer role sits within a small team of the office of the Executive Group Manager, Strategic Infrastructure Division. The role is integral in streamlining and coordinating the administration processes and workflows within the Division. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results.

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

**Eligibility/Other Requirements:** Knowledge and understanding of best practice records management, and the ability to operate a variety of computer programs and databases such as APIAS, Objective and HPE Content Manager (TRIM) would be beneficial.

**Note:** This is a temporary position available 12 months with the possibility of extension and/or permanency. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively. 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:

your curriculum vitae.

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

the names and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Alice West (02) 512 49284 [alice.west@act.gov.au](mailto:alice.west@act.gov.au)

### **Corporate and Governance**

#### **Governance and Risk**

#### **Audit, Procurement and Risk**

#### **Procurement and Contract Management – Project Manager**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 53308)**

Gazetted: 25 February 2022

Closing Date: 11 March 2022

**Details:** The Audit, Procurement and Risk team is looking for an enthusiastic and innovative Procurement and Contract Management – Project Manager. The successful person will help modernise our procurement and contract management processes by delivering an improvement project with new business processes including policies, procedures and training material to support the rollout of the Whole of Government Procure-2-Pay (P2P) system.

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

An understanding and/or experience with government procurement processes, including the *Government Procurement Act 2001*, *Government Procurement Regulation 2007* and *Financial Management Act 1996* is desirable.

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

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

**How to Apply:** Applications should include a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge section and Behavioural Capabilities section of the Position Description, a current curriculum vitae including the details of two referees.

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

Contact Officer: Cameron Smith (02) 5124 9967 [CameronJ.Smith@act.gov.au](mailto:CameronJ.Smith@act.gov.au)

### **ACT Long Service Leave Authority**

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

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

#### **Operations Section**

#### **Client Services Team**

#### **Client Services Officer Administrative Services Officer Class 4 \$75,239 - \$81,466 , Canberra (PN: 12934)**

Closing Date: 11 March 2022

**Details:** The Long Service Leave Authority (the Authority) is a small organisation established to administer portable long service leave benefit schemes under the *Long Service Leave (Portable Schemes) Act 2009*, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries.

The Client Services Team is the central point of contact for the Authority, receiving inquiries from employers and workers' relating to new and existing registrations, quarterly return submission and payment, employee entitlement and employer reimbursement eligibility, legislative compliance matters and the notification of outstanding levies and/or late payment fees under the portable schemes' legislation. The team has the responsibility to ensure that employers and workers for each covered industry are registered with the Authority and employer's quarterly returns are processed correctly and the appropriate levies are paid in accordance with the legislative timeframes.

The Authority provides staff with flexible workings arrangements, access to a range of varying roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate and deliver quality customer service outcomes and exhibit teamwork skills, be proactive and willing to continuously improve, be outcome focused and accountable for their actions.

Further information relating to the ACT Long Service Leave Authority can be found at

<http://www.actleave.act.gov.au>

**Eligibility/Other Requirements:**

**Current Driver's Licence not essential**

Note: This is a temporary position available immediately up to 12 months with the possibility of permanency. A merit pool will be maintained after the selection assessment for applicants deemed suitable.

How to Apply: Applications from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities and skills in relation to the Selection Criteria. Contact details of at least two referees and a current curriculum vitae are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Thomas Tadic (02) 6247 3900 [thomas.tadic@actleave.act.gov.au](mailto:thomas.tadic@actleave.act.gov.au)

**Calvary Public Hospital Bruce**

**Calvary Public Hospital Bruce**

**Special Care Nursery**

**Registered Midwife**

**Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (LP9084)**

Gazette Date: 25 February 2022

Closing Date: 06 March 2022

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

Reference Number: 18158

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

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

**Calvary Public Hospital Bruce**

**Maternity**

**Registered Midwife**

**Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (LP8182)**

Gazette Date: 25 February 2022

Closing Date: 28 February 2022

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

Reference Number: 18054

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

Contact Officer: Jane Debaecker (02) 6201 6306 [jane.debaecker@calvary-act.com.au](mailto:jane.debaecker@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Palliative Care**

**Clare Holland House**

**Clinical Nurse Practitioner-Community Palliative Care**

**Registered Nurse Level 4.2 \$138,255, Canberra (601007)**

Gazette Date: 28 February 2022

Closing Date: 08 March 2022

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

Reference Number: 18049

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

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

**Calvary Public Hospital Bruce**

## Clinical Coding

### Clinical Coder

**Clinical Coder level 1 \$88,455, Canberra (600586)**

Gazette Date: 02 March 2022

Closing Date: 06 March 2022

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

Reference Number: 18207

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

Contact Officer: Toni Paterson (02) 6201 6281 [toni.paterson@calvary-act.com.au](mailto:toni.paterson@calvary-act.com.au)

## Canberra Health Services

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

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

## Clinical Services

### Medicine

#### Graduate Sleep Scientist

**Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 17205, several - 0217Q)**

Gazetted: 01 March 2022

Closing Date: 18 March 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 be fully vaccinated against COVID-19.

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

### **POSITION OVERVIEW**

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

The Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 8,500 referrals per year for outpatient services, including medical clinics, nursing clinics, bronchoscopy, along with respiratory and sleep diagnostic investigations and therapeutic interventions. The Sleep Disorders Unit (SDU) is part of DRSM and provides 24-hour clinical services to patients for the assessment and management of sleep disorders. SDU undertakes both attended and unattended polysomnographic (PSG) procedures, the application and titration of positive airway pressure (PAP) modalities and supporting patient's acclimatising to treatment interventions. An exciting opportunity exists for a Graduate Sleep Scientist to become part of the allied health team. This position requires the ability to develop knowledge and competency to conduct tasks and activities within scope of practice according to procedures and published standards. The role includes supporting the operational and quality management requirements of sleep physiology measurement. The role requires participation in, and contribution to, continual professional development of the sleep scientist group.

Within CHS, the sleep science profession is part of the Clinical Measurement Sciences (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic

competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

#### **ABOUT YOU**

##### **Behavioural Capabilities**

Demonstrates strong organisational skills with a high degree of drive and resilience.

Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

Analytical thinking and ability to troubleshooting ability.

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

Bachelor of Science/Applied Science, or equivalent.

Be registered under the Working for Vulnerable People Act.

The successful applicant will need to be available for regular rostered shifts and work independently (based on achieving competencies) up to 12 hours overnight shift as part of operational requirements.

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

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

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

Undergo a pre-employment National Police Check.

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 professionals.

**Note:** These are temporary positions available for eleven Months with the possibility of extension and/or permanency.

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

Contact Officer: Martin Urban (61) 2 512 45699 martin.urban@act.gov.au

#### **Clinical Services**

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

##### **Allied Health**

##### **Post COVID Clinic Coordinator**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 53978 - 0217P)**

Gazetted: 01 March 2022

Closing Date: 18 March 2022

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Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

##### **POSITION OVERVIEW**

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: reliable, progressive, respectful and kind.

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

Under the direction of the Brindabella Rehabilitation Services Manager, the Post COVID Recovery coordinator will be responsible for the development and commissioning of an evidence-based Post COVID clinic to assist with the rehabilitation of people in the ACT community who are recovering from COVID-19 symptoms.

The Post COVID Recovery clinic will provide a range of individual, group, clinic based and community rehabilitation services and programs within across the ACT for people recovering from COVID-19 symptoms.

The Post COVID Recovery Clinic coordinator will support the development of an evidence based, benchmarked Model of Care for the Post COVID clinic, including identifying appropriate assessment tools, outcome measures and treatment pathways. This position will also be responsible for providing advice on the Interprofessional/multi-disciplinary configuration of the clinic and establishing relationships with appropriate internal and external stakeholders in developing referral pathways for post COVID patients.

Once in operation, the Post COVID Recovery Clinic coordinator will have a role in coordinating service delivery for patients and ensuring positive patient outcomes. The coordinator will also provide clinical service intervention within their profession to clients of the service.

This position will ensure the Post COVID program reflect CHS values, provides evidence-based best practice services, demonstrates innovation and will assist with the program's evaluation.

This position(s) maybe required to participate in overtime, on call and/or rotation roster.

#### ABOUT YOU

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

#### Behavioural Capabilities

- Strong organisational skills with a high degree of initiative.
- Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Excellent written and oral communication skills and the ability to liaise and negotiate with a diverse range of stakeholders.

#### Position Requirements/Qualifications:

- Be registered as a Health Professional with the Australian Health Practitioner Regulation Agency (AHPRA)

OR

- Membership with relevant professional board/association for Non-AHPRA registered professions
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.
- 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.

Note: This is a temporary position available immediately until 31 December 2022 with the possibility of extension and/or permanency.

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

Contact Officer: Michelle Bennett (02) 5124 0079 [michelle.bennett@act.gov.au](mailto:michelle.bennett@act.gov.au)

#### Medicine

#### Emergency Department

#### Registered Nurse

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 50810, several - 021CM)**

Gazetted: 01 March 2022

Closing Date: 18 March 2022

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

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



Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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/>

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

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

High level leadership skills.

High level communication skills and the ability to critically think.

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

##### **Mandatory:**

- Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

##### **Desirable:**

A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field,  
Or

(b) A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

The successful applicant will need to be available for a 24-hour roster including weekends and night duty.

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

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

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

Undergo a pre-employment National Police Check.

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

**Note:** There are several temporary positions available for eleven months with the possibility of extension and/or permanency.

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

Contact Officer: Victoria Clarke (02) 5124 3753 [victoria.clarke@act.gov.au](mailto:victoria.clarke@act.gov.au)

#### **Canberra Health Services**

#### **Allied Health**

#### **Clinical Educator, Occupational Therapy**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 19255 - 020K0)**

Gazetted: 01 March 2022

Closing Date: 18 March 2022

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Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 Allied Health Clinical Education Unit (AHCEU) is in the Division of Allied Health and is based at Canberra Hospital. This position is located in the AHCEU and reports directly to the Allied Health Clinical Education Co-ordinator. The Occupational Therapy Clinical Educator position provides clinical education and supervision support for occupational therapy students and staff and assists with facilitating and promoting interprofessional clinical education activities.

This position is for an experienced clinician who leads with commitment, is able to create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes. Key areas of practice include:

The promotion of positive client outcomes through the provision of high quality evidence-based clinical services and contribution to research.

Providing leadership and making a significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team.

Providing a consultative role across allied health and contribute to interprofessional education.

**ABOUT YOU**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

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

The ability to work collaboratively.

**Position Requirements/Qualifications:**

A degree or diploma in Occupational Therapy, current registration with AHPRA and hold a current driver's license. Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Jo Cole (02) 5124 7959 [Jo.Cole@act.gov.au](mailto:Jo.Cole@act.gov.au)

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

**Clinical Services**

**Cancer Ambulatory Support**

**Walk in Centres**

**Advanced Practice Nurse**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 40404, several - 0200M)**

Gazetted: 28 February 2022

Closing Date: 17 March 2022

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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.

This is a permanent position available however the successful candidate will be required to be employed temporarily for a four-week period to undertake primary health care clinical training with 7 objective structured clinical examination (OSCE) assessments at the end of the period. The OSCE assessment must be passed to remain in a position. 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.

#### 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 Walk in Centre's (WiC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by clinical treatment protocols, medication standing orders and clinical decision making.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Strong organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. An ability to work respectfully in partnership with a range of stakeholders, while concurrently demonstrating leadership.

#### Position Requirements/Qualifications:

Relevant registered nurse qualifications and a minimum of five years' experience working professionally in primary health assessment experience is preferred.

- Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of five years post graduate nursing experience.
- Ability to work across all ACT Walk-in Centres, as directed.

#### Desirable:

- Primary health assessment and treatment experience.
- Tertiary level qualification OR Post Graduate course work or study.
- The successful applicant must be available for a rotating roster with weekend, Public Holidays and evening work.
- Have a high-level understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a permanent position available however the successful candidate will be required to be employed temporarily for a four-week period to undertake primary health care clinical training with 7 objective structured clinical examination (OSCE) assessments at the end of the period. The OSCE assessment must be passed to remain in a position. 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.

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.

Contact Officer: Julie Irving 0481 455 982 [julieg.irving@act.gov.au](mailto:julieg.irving@act.gov.au)

**Rehabilitation Aged and Community Services**  
**Clinic Support Services**  
**Coordinator of Oxygen and Equipment Services**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 15913 - 0215X)**

Gazetted: 01 March 2022

Closing Date: 16 March 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

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, Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of Reliable, Progressive, Respectful and Kind. RACS work collaboratively with patients, their carers and other services within and external to CHS.

The Coordinator manages the Oxygen and Equipment Services including the Domiciliary Oxygen and Respiratory Support Scheme, ACT Equipment Scheme and the ACT Equipment Loan Service.

**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**

Passionate about customer service

Organised

Flexible

Leadership

**Position Requirements/Qualifications:**

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

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

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

Undergo a pre-employment National Police Check.

Obtain a Working with Vulnerable People registration

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

Contact Officer: Michael Keen 02 51241042 Michael.Keen@act.gov.au

**Medicine**

**Respiratory and Sleep Medicine**

**Specialist 1-5/Senior Specialist – Respiratory and Sleep Medicine**

**Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 23748 - 02164)**

Gazetted: 28 February 2022

Closing Date: 11 March 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### Position Overview

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

The Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 2,000 referrals per year for outpatient medical clinics. Our service includes the full range of care including respiratory and sleep diagnostic investigations and therapeutic interventions, interventional bronchoscopy (including EBUS) and specialised services for sleep disorders, TB, cystic fibrosis, severe asthma, interstitial lung disease and respiratory infections.

It is expected that approximately 80% of the staff specialist's time will be focused on their substantive clinical service delivery role, and approximately 20% to non-clinical duties.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

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

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

Remuneration: \$288,138 - \$388,743 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

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#### Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australasian College of Physicians (FRACP) in Respiratory. Candidates should have completed advanced training in Sleep Medicine or be prepared to work towards post FRACP training in Sleep Medicine.

Not be the subject of an unresolved scope of clinical practice review of by Medical Dental Appointments Advisory Committee or a current inquiry by AHPRA

Have no substantiated performance or behavioural issues in the last three years, nor have such matters currently under investigation, nor have they been found to display behaviours and/or performance inconsistent with CHS values

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:

9. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
10. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
11. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
12. 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.
13. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
14. Be able to demonstrate that they are performing at a level consistent with this competency framework.

Additional Information:

Requirements for fractional on-call will be subject to clinical operational requirements and will be negotiated at the time of appointment on an individual basis.

Approval for second job will need to be submitted annually. Commitment to second job must not impact on the agreed clinical duties of the specialist at Canberra Hospital.

Adherence to agreed attendance hours including agreement to annual job planning for clinical operational requirements.

It is expected that approximately 80% of attendance time will be focused on substantive clinical service delivery role, and approximately 20% to non-clinical duties.

Significant experience with expert clinical judgement in bronchoscopy (including advanced interventional techniques) would be required for candidates who are to undertake these procedures.

It is expected that the successful applicant will have a track record as a successful member of a clinical team and demonstrate a strong commitment to teaching at all levels including medical, nursing, and allied health professional staff.

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 Carol Huang (02) 5124 2066 carol.huang@act.gov.au

## **Rehabilitation, Aged and Community Care Program**

### **Community Nursing Complex Care House**

#### **Registered Nurse Level Two - North Complex House Team Leader**

#### **Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 31151, several - 02152)**

Gazetted: 01 March 2022

Closing Date: 11 March 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 be fully vaccinated against COVID-19.

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

### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

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

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

#### **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.

#### **Personal Attributes:**

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

Foster a calm and nurturing environment.

Be a positive role model for junior and less experienced staff.

Advanced clinical skills, attention to detail and problem-solving ability.

Organisational ability and time management skills.

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

##### **Mandatory:**

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

##### **Desirable:**

Tertiary or Post Graduate qualifications and recent experience in high dependency acute care setting and/or nursing of patients with complex needs.

Registered Nurse with a minimum three-year full time equivalent, or relevant post registration experience.

Recent experience in the care of ventilated patients is highly desirable.

Experience and/or qualifications in the delivery of education, preceptorship, assessment, and clinical supervision.

##### **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:** There are several Temporary Positions available for three months with the possibility of extension and several casual positions available.

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

Contact Officer: Leontine Muis (02) 5124 2900 [leontine.muis@act.gov.au](mailto:leontine.muis@act.gov.au)

#### **Medicine**

##### **Ward 9A**

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

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 12517 - 0211B)**

Gazetted: 28 February 2022

Closing Date: 14 March 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.



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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>  
The Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team.

#### ABOUT YOU

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#### Behavioural Capabilities

- Experienced Medical nurse.
- Strong organisational skills and ability to work within a team environment.
- Adaptability and flexibility to accommodate change and respond appropriately to meet clients' needs.

#### Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum three year post registration experience.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Maria James (02) 5124 3648 [maria.james@act.gov.au](mailto:maria.james@act.gov.au)

#### Clinical Services

##### Women, Youth and Children

##### Department of Neonatology - Neonatal Intensive Care Unit (NICU)

##### Neonatal Intensive Care Unit (NICU)

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 24616, several - 020LQ)**

Gazetted: 01 March 2022

Closing Date: 18 March 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

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/>

Are you looking for a change and would like to work in Special Care Nursery (SCN) and the Neonatal Intensive Care Unit (NICU) at the Centenary Hospital for Women, Youth and Children? The department of Neonatology is looking for enthusiastic, dedicated, and caring staff for the 2021 Transition to Neonatal Nursing Practice Program.

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care, Special Care, ACT NETS retrieval service, Newborn and Parent Support Service and NICU



Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

NICU and SCN are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by our Clinical Support Nurse and Clinical Development Nurses.

#### 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:

1. Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. 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.
- The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: There are several positions available permanent and temporary 10 months with the possibility of extension and/or permanency. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

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.
- Be available rotational shift work roster which includes weekends and night duty

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

#### Clinical Services

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

#### Administration Officer

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 56765 - 02182)**

Gazetted: 28 February 2022

Closing Date: 14 March 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

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

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

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

The ADS are seeking an administrative assistant to provide high level administrative support to staff supporting people with substance misuse disorders in the public health sector, specifically clients referred by ACT Policing and ACT Courts for assessment and referral to treatment. This includes managing referrals, reporting on data, and assisting with the strategic and operational processes of the Diversion service.

#### **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.
- Extensive experience in the use of a variety of computer applications for information management and to produce reports and other documents.
- Excellent interpersonal and communication skills, with the ability to negotiate and liaise with professional staff and the public at all levels.
- Proven ability to be an effective member in a team environment.

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

- Previous experience in Administrative Role
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Note:** This is a temporary position available for six months.

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

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

Contact Officer: Jodie Kenny (02) 5124 7967 Jodie.Kenny@act.gov.au

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

#### **Neonatology**

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

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 13541 - 02176)**

Gazetted: 01 March 2022

Closing Date: 15 March 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 Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN) and the ACT NETS retrieval service. It also includes the clinical support services Newborn and Parent Support Service, and Growth and Development Clinic, Neonatal Care Coordinator and the Partnering with Parents. NICU and SCN have 28 funded beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

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

In the role you will be pivotal in supporting the creation of a partnership between parents and staff, centered around the individual needs of each patient and their family.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

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

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

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

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

Have an understanding of how the National 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:**

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

Undergo a pre-employment National Police Check.

**Note:** This is a part-time permanent position available at 32 hours per week and the full-time salary noted above will be paid pro-rata. This position is 0.84 FTE with no shift work required.

Contact Officer: Donna Cleary 51247575 [donna.cleary@act.gov.au](mailto:donna.cleary@act.gov.au)

#### **Cancer and Ambulatory Services**

##### **BreastScreen ACT**

##### **Team Leader/Project Support Officer**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 41113 - 020DY)**

Gazetted: 28 February 2022

Closing Date: 14 March 2022

Our Vision: creating exceptional health care together

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#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic.

#### ABOUT YOU

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#### Behavioural Capabilities

1. High level communication and interpersonal skills and able to build and maintain effective professional relationships.
2. Excellent organisational skills, sound judgement, show initiative and manage competing priorities.
3. Capacity to learn and adapt to organisation specific software changes.
4. A commitment to continuous improvement.

#### Position Requirements/Qualifications:

- Relevant Knowledge of and a good working understanding (or ability to quickly acquire) of the BreastScreen Information System or similar.
- Experience in effectively managing the administrative workflow relating to a busy clinic.
- Experience in providing secretariat functions and administrative support to senior managers.
- Knowledge of and a good working understanding (or ability to quickly acquire) of the BreastScreen Information System.
- 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.

Contact Officer: Julie Strickland (02) 6205 5412 [julie.strickland@act.gov.au](mailto:julie.strickland@act.gov.au)

#### Clinical Services

##### Medicine

##### Renal Outpatients

##### Renal Transplant Nurse

##### Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 27024 - 0217N)

Gazetted: 28 February 2022

Closing Date: 17 March 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 ACT Health 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 Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include chronic kidney disease, renal supportive care and renal transplantation services, acute, satellite and home dialysis and general nephrology. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care.

This position is based at the Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Outpatients.

#### 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 candidate will have the following attributes:

- Highly developed communication and engagement skills
- Drive for ongoing personal and professional development
- Good organisational skills and a positive attitude
- Proactive and able to work independently and within a team

#### Position Requirements/Qualifications:

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

Contact Officer: Julie Voutos (02) 5124 3062 Julie.Voutos@act.gov.au

### Rehabilitation Aged and Community Services

#### University of Canberra Hospital

#### Registered Nurse L1

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 43902, several - 02162)**

Gazetted: 28 February 2022

Closing Date: 3 March 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 be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's

first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The Division of Rehabilitation, Aged and Community Services is seeking highly motivated experienced Registered Nurses with exceptional communication and care delivery skills for an exciting opportunity to work at the University of Canberra Hospital.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:  
Ability to work independently and as part of a multidisciplinary team.

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

High level leadership skills.

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

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

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

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.

**Note:** This is an on-going recruitment to fill multiple Permanent and Temporary positions available at full-time and part-time working hours. The full-time salary noted above will be pro-rata if you are filling a part-time position.

The temporary positions are available for a period up to eleven months.

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

Contact Officer: Terri Smith (02) 5124 8733 [terrianne.smith@act.gov.au](mailto:terrianne.smith@act.gov.au)

## **Surgery**

### **Medical Emergency Team**

#### **Medical Emergency Team Nurse**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 21153 - 0212W)**

Gazetted: 25 February 2022

Closing Date: 15 March 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 Medical Emergency Team (MET) works in collaboration with Intensive Care to provide a frontline medical emergency response to patients experiencing an acute deterioration. The unit is currently seeking applications to the MET Nursing position for a suitably qualified registered nurse to provide a frontline medical emergency

response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach response for patients at risk of deterioration within inpatient wards. The position will work a rotating roster of mornings, evenings, nights and weekends.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Ability to work independently and as part of a multidisciplinary team

High level patient assessment skills

High level communication skills and the ability to critically think.

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

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

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in a critical care area is preferred.

Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Agency (AHPRA).

The successful applicant will need to be available to work rotational shift work.

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

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

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

Obtain a compliance Certificate from Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious disease Category A

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for a period of 11.5 months.

Contact Officer: Jo Lindbeck 0466 507 934 Jo.Lindbeck@act.gov.au

## **People and Culture**

### **Project Officer**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 41893 - 020U2)**

Gazetted: 25 February 2022

Closing Date: 15 March 2022

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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.

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

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

#### **POSITION OVERVIEW**

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

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



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

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

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

An ability to effectively prioritise work and meet deadlines

Demonstrates attention to detail

Well-developed verbal and written skills

Responsive and adaptable to service changes

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

Project management skills and experience or relevant qualifications are an advantage

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 temporary position available for a period of eight months with the possibility of extension and/or permanency.

Contact Officer: Kara de Lucey 5124 9945 Kara.deLucey@act.gov.au

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

#### **Nursing**

#### **Registered Nurse**

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 17112, several - 020RC)**

Gazetted: 25 February 2022

Closing Date: 15 March 2022

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

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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 Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory



(ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire, and the Yass Valley.

The Division of Medicine consists of Coronary Care Unit, Gastro Ward, Cardiac Catheter Lab; Respiratory, Cardiac, Rheumatology and Endocrine ward; Neurology and Infectious Diseases ward incorporating a 4 bed Acute Stroke Unit; Renal ward and Haemodialysis unit.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Ability to work independently and as part of a multidisciplinary team

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

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

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

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

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

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

**Note:** These are temporary positions available for a period of 12 months. To apply for this position please submit a curriculum vitae, the names of two referees (preferably one to be your current supervisor) and a maximum two-page application addressing Selection Criteria. The successful candidates may be selected based on application and referee report only.

Contact Officer: Zivai Maburuse 5124 2657 [zivai.maburuse@act.gov.au](mailto:zivai.maburuse@act.gov.au)

#### **Medicine**

#### **Neurology**

#### **Administration Booking and Scheduling Officer**

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 31446, several - 020SL)**

Gazetted: 25 February 2022

Closing Date: 11 March 2022

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#### **POSITION OVERVIEW**

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

CHS Neurology Department offers specialist Neurology consultation and Clinical Neurophysiological testing for patients of the ACT and surrounding region.

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet consumer needs
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner
- Self-Directed and a high level of emotional intelligence

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

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

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

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

- Undergo a pre-employment National Police Check.

**Note:** There are several Permanent and temporary positions for six months with the possibility of extension or permanency available.

Contact Officer: Kathleen Tate 0432731164 Kathleen.tate@act.gov.au

## **Medicine**

### **Gastroenterology and Hepatology**

#### **Specialist 1-5/Senior Specialist - Gastroenterologist**

#### **Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 21449 - 0214V)**

Gazetted: 25 February 2022

Closing Date: 8 March 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

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#### **Position Overview**

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

The Gastroenterology and Hepatology Unit (GEHU) is well established with 14 consultant medical staff and Advanced Trainees. Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions. Canberra Hospital is the major teaching hospital of the ANU Medical School and has well-developed postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research.

Applications are invited from suitably qualified medical graduates with Fellowship of the Royal Australasian College of Physicians and Endoscopy Certification of the Gastroenterological Society of Australia, or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner Regulation Agency.

Applicants should have high level training and experience in all aspects of General Gastroenterology and Hepatology disorders. Experience and an interest in the field of Hepatology is specifically desirable. The applicant should also be competent in Gastrointestinal Endoscopy including skills in therapeutic upper and lower gastrointestinal endoscopy. The successful applicant will be expected to contribute to teaching and assessment of medical students of the ANU Medical School and junior doctors. The successful applicant will also be required to assist in providing general gastroenterology inpatient and outpatient services, general endoscopy, on call roster, and to work in a team of nursing and medical staff, including advanced trainees in Gastroenterology. Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

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

Note: Temporary 11 months with the possibility of extension and / or permanency. This position is temporary to cover long service leave, this position may be offered at varying FTE if appropriate. Participation in the on call and weekend arrangements for the GEHU roster is expected.

Remuneration: \$288,138 - \$388,743 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

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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.

Professional with excellent communication, organisational and time management skills, while adhering to CHS confidentiality policies and procedures.

Ability to liaise effectively with staff at all levels.

#### 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 Physicians (FRACP) in Gastroenterology or equivalent specialist qualifications.

Gastrointestinal endoscopy certification in upper and lower GI endoscopy.

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 Vipul Aggarwal (02) 5124 2195 [vipul.aggarwal@act.gov.au](mailto:vipul.aggarwal@act.gov.au)

## Medical Services

### Medical Imaging

#### Registered Nurse

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 34056 - 0215V)**

Gazetted: 28 February 2022

Closing Date: 17 March 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

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

#### ABOUT YOU

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

#### Behavioural Capabilities

- Ability to prioritize and work independently and as part of a multidisciplinary team
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- High level patient assessment skills
- High level communication skills and the ability to think critically

Position Requirements/Qualifications:

- Relevant tertiary qualifications in the field of nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and minimum of one years' experience working in clinical hospital setting.
- The successful applicant will need to be available for a rotating roster, including a close call roster requirement
- 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.

Highly Desirable:

- Post graduate qualifications (or working towards) in relevant field.
- 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.

Contact Officer: Misty Wilson (02) 5124 4333 [misty.wilson@act.gov.au](mailto:misty.wilson@act.gov.au)

## **Clinical Services**

### **Cancer and Ambulatory Services**

#### **Medical Physics and Radiation Engineering**

##### **Medical Physics Specialist - Diagnostic Imaging**

##### **Medical Physics Specialist \$111,079 - \$154,279, Canberra (PN: 24886 - 020KJ)**

Gazetted: 24 February 2022

Closing Date: 29 March 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 to fill this vacancy, Req ID 020KJ and Req ID 0214M. 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/> The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together. The team is responsible for safety and quality in the use of medical radiation and is active in improving education in these areas. We contribute technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation.

The successful candidate will contribute to the delivery of state-of-the-art medical diagnosis and interventional treatment for our patients. Throughout Canberra Health Services there is a wide range of diagnostic equipment modalities, including CT, Cardiology, Digital Breast Tomosynthesis, PET-CT, General and Dental radiography, Ultrasound, DXA etc. with varying demands on routine quality testing and for dose audit. MPRE has an extensive technical library, good access to software, is well provided with radiation instrumentation and phantom access and also utilises on-line dose audit software to assist in audit processes.

Currently we are undergoing a rapid major expansion in imaging capacity throughout the Canberra Health Services giving opportunity for medical physics input in shielding design, procurement and commissioning for this new equipment.

Our team welcomes collaborative research with active collaborations with University of Sydney, University of New South Wales and the Australian National University, also currently we are completing a significant project in mammography. The department is also active in education with departmental accreditation to train diagnostic

radiology and radiation oncology medical physics registrars and with input into education for radiology and cardiology registrars.

#### 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:

1. An inquisitive mind and aptitude for problem solving.
2. Comfortable to work both in teams and individually.
3. An interest in gathering and interpreting/analysing data and communicating insights gained.
4. Prioritises work tasks appropriately with realistic timeframes and is accountable for own performance and achievement of results.

#### Position Requirements/Qualifications:

- Registered on the register of Qualified Medical Physics Specialists in Diagnostic Imaging Medical Physics administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).

Note: applicants demonstrating imminent registration may be considered.

- Hold a higher degree (M. Sc. or higher) majoring in physics from an accredited university.
- Experience working as a medical physicist, including as a registrar, in a clinical environment.
- Eligible for, or possess, an ACT radiation 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.

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

Please note there are two advertisements running concurrently to fill this vacancy, Req ID 020KJ and Req ID 0214M. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Ben Cooper (02) 5124 5300 [Ben.cooper@act.gov.au](mailto:Ben.cooper@act.gov.au)

## Medical Services

### Healthcare Technology Management (HTM)

#### Project Officer

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 54329 - 02146)**

Gazetted: 24 February 2022

Closing Date: 15 March 2022

Our Vision: creating exceptional health care together

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

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#### POSITION OVERVIEW

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The position reports to the Clinical Asset Manager, Healthcare Technology Management (HTM), and is responsible for the efficient implementation of equipment management programs for a broad range of medical equipment and systems, including the relevant projects that are required to be undertaken to enable that.

#### ABOUT YOU

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#### Behavioural Capabilities

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

1. Good communication and interpersonal skills
2. Strong organisational skills with a high degree of drive
3. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

#### Position Requirements/Qualifications:

- Relevant qualification and experience in Biomedical Engineering or other suitable Engineering qualification, providing admittance to Professional Engineer membership category or above of Engineers Australia is required. A minimum of five years' experience working professionally is preferred.
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Current driver's licence

Contact Officer: Shiva Sivasubramaniam 0481 900 746 [shiva.sivasubramaniam@act.gov.au](mailto:shiva.sivasubramaniam@act.gov.au)

## Medicine

### Cystic Fibrosis Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 18496 - 0215H)**

Gazetted: 24 February 2022

Closing Date: 10 March 2022

Details:

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#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> 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. An exciting opportunity exists for an enthusiastic and suitable qualified Registered Nurse to work within the Department of Respiratory and Sleep Medicine (DRSM). Our service delivery operates from the Canberra Hospital and Health Services campus and provides nursing services to both inpatient and outpatients for Tuberculosis (TB) case management, TB employment screening, asthma education, adult Cystic Fibrosis, supports the Medical Officers (MO) clinics and provides nursing care and support to Respiratory and Sleep Medicine outpatient clients. The Cystic Fibrosis (CF) Nurse position within the nursing team is responsible for coordinating multidisciplinary adult CF clinics and the

care of clients with complex needs related to CF. The role of the CF nurse is to work with the CF team and the clients to reduce hospital admissions, reduce morbidity and mortality and improve the patient's journey through the health system. The successful applicant will work across a multidisciplinary team environment with an emphasis on providing evidence-based care and partnering with consumers. The applicant will be the resource person for CF and will provide nursing support to other nursing services within the department.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Registered Nurse with recent experience with medical experience. Experience in Cystic Fibrosis is preferred but not essential.

Adaptability and flexibility to accommodate change and provide responsive services to meet client's needs. Strong communication skills to work effectively with multiple services to provide a coordinated approach to patient care.

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

Relevant eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of five years' experience working professionally in nursing is preferred.

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

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

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

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

Undergo a pre-employment National Police check

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

**Note:** This is a temporary part-time position available at 24 hours per week for a period of up to three months. The full-time salary noted above will be paid pro-rata.

Contact Officer: Joelle Ross-Horgan (02) 5124 2702 [Joelle.Ross-Horgan@act.gov.au](mailto:Joelle.Ross-Horgan@act.gov.au)

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

#### **University of Canberra Hospital**

#### **Assistant in Nursing**

**Assistant in Nursing \$55,182 - \$57,050, Canberra (PN: 55217, several - 02150)**

Gazetted: 24 February 2022

Closing Date: 10 March 2022

Details:

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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/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This



includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury or experiencing mental illness.

#### **DUTIES**

Working under the direction of Registered Nurses in a multi-disciplinary team-based environment, the AIN is a key role assisting patients with activities of daily living and caring for patients as part of a team model of care.

Provide safe, effective, assistance to patients to support their specific needs in performing activities of daily living.

Work under the direction, guidance, supervision, and support of Registered Nurses / Registered Midwives as a member of the health care team.

Communicate with members of the health care team verbally and in writing and provide specific feedback to Registered Nurses / Registered Midwives on the personal care given.

Contribute to and promote the physical, psychological, social, cultural, and spiritual care of patients.

Contribute to an environment that is respectful for the personal dignity and integrity of patients.

Undertaking other duties as directed, within the approved scope of practice.

Support patients with challenging behavioural issues by supporting the team environment

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

#### **ABOUT YOU**

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

##### **Mandatory:**

Certificate III/ 1V Aged Care or Individual Support only.

Be registered under the Working for Vulnerable People Act.

##### **Desirable:**

Experience and qualification in working with Dementia patients and patients with challenging behaviours

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:**

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 Permanent and Temporary positions available for a period of up to 11.5 months.

Contact Officer: Terri Smith 5124 8733 [terrianne.smith@act.gov.au](mailto:terrianne.smith@act.gov.au)

#### **E-Rostering Unit**

##### **E-rostering system Support Nurse Manager**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 16407 - 02157)**

Gazetted: 24 February 2022

Closing Date: 15 March 2022

Details:

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**POSITION OVERVIEW**

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The Division of Nursing and Midwifery and Patient Support Services plays a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS.

The Division includes Nursing Support Services (including the E-Rostering Unit, the Nursing and Midwifery Resource Office, Tissue Viability Unit, Infection Prevention and Control Unit); and Patient Support Services (including Ward's persons, Hospital Assistants, Ward Clerks, the Central Equipment and Courier Service). In addition, the Division provides high quality strategic leadership and direction to the nursing and midwifery and patient support services workforce. Canberra Health Services is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location. The E-Rostering Unit encompass the E-Rostering System Administration and Management Support services, has responsibility for the centralisation of rostering management system support services across Canberra Health Services and within the Division of Nursing and Midwifery and Patient Support Services. The team provides the E-Rostering system administration, technical and rostering management related support and training services to over 6,500 Canberra Health Services staff currently managed by the Unit. The Unit also works closely with Shared Services ICT and the vendor to manage system upgrades and break/fix solutions as well as conducting system testing procedures; and participating with the establishment of interface integration with the ACT Government HRIMS and Payroll system.

**ABOUT YOU**

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**Behavioural Capabilities**

It is expected that the successful applicant will be required to have sound organisation skills, attention to detail, ability to learn and maintain organisation specific software packages, build, and maintain professional relationships, problem solve, adaptability and flexibility to accommodate change and provide responsive services to meet client's needs across the Division.

**Position Requirements/Qualifications:**

Approved tertiary qualifications or equivalent in nursing / relevant to position.

Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

Minimum three years of current experience working professionally in nursing clinical /management role is preferred.

Current experience using an electronic rostering system is required.

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

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

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

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

Undergo a pre-employment National Police Check.

**Note:** This is temporary position available for a period of 10 months.

Contact Officer: Michelle Burns 51242666 [Michelle.Burns@act.gov.au](mailto:Michelle.Burns@act.gov.au)

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

**CAMHS Acute service**

**CAMHS Acute Services Day service program**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 50785 - 02154)**

Gazetted: 24 February 2022

Closing Date: 10 March 2022

Details:

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**POSITION OVERVIEW**

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

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

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

**ABOUT YOU**

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**Behavioural Capabilities**

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

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

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

**Position Requirements/Qualifications:**

**Mandatory:**

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

**Desirable:**

- Experience in working with children and young people.

**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:** The successful candidate will be required to;

- Be available to work within all program areas of CAMHS as service needs arise
- This position is a full time permanent RN2.0 position available at CAMHS Acute services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.

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

Contact Officer: Norette Leahy 0251241095 Norette.Leahy@act.gov.au

**Acute Allied Health Services**

**Acute Occupational Therapy**

**Occupational Therapist**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 12118 - 020N5)**

Gazetted: 24 February 2022

Closing Date: 15 March 2022

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The Acute Occupational Therapy department is looking for a senior Occupational Therapist to provide services across the Canberra Hospital ICU and Hospital in the Home caseloads. The position will be a part-time job share with another clinician with the aim to provide services to these two caseloads across the entire week. If you have the desire and motivation to work in these critical areas then we are keen to hear from you. Please make sure you follow the "how to apply" instructions and address the what you require section in full.

**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

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

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

Exciting opportunities exist for Occupational Therapist(s) to join Acute Occupational Therapy services in the Acute Allied Health Services team. The successful applicant(s) will be employed as a Health Professional Level 3. These positions are senior roles and are based within specific caseloads in acute ward areas to enhance learning and experience, access to professional development support, and high levels of clinical supervision and support to occupational therapy staff. They contribute to an experienced team of supervisors, clinical educators and occupational therapy leaders.

**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**

- Organisational skills and drive and an appreciation of the clinical domain.
- Recognition of the role of change and the impacts of the responsiveness of services to meet clients' needs.
- A demonstrated ability to drive, communicate and direct in a team environment.
- The ability to critically appraise your own performance and that of others.

**Position Requirements/Qualifications:**

**Mandatory:**

- Tertiary qualifications (or equivalent) in Occupational Therapy,
- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA),
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.
- Hold a current driver's licence.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**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 professionals.
- Undergo a pre-employment National Police Check.

**Note:** This is temporary part time position available for 11 months at 18.38 hours per week with possibility of extension and or permanency. The full-time salary noted above will be paid pro-rata.

Contact Officer: Domenico Tripodi 5124 3286 Domenico.Tripodi@act.gov.au

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

**Senior Occupational Therapist**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 25984 - 0213M)**

Gazetted: 24 February 2022

Closing Date: 10 March 2022

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**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services 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. We partner with our health care consumers, their family, carers, government, and community organisations to ensure that they receive the best possible care during their treatment and recovery. All care that we provide is driven by our values of being kind, reliable, respectful, and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers, and other key stakeholders. The AMHRU Occupational Therapist will focus on the theoretical and practical application of a range of specialist therapeutic individual and group interventions to promote recovery in individuals with moderate to severe mental illness. You will deliver discipline-specific, evidence-based group interventions to promote wellbeing and engagement in meaningful occupations.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

The AMHRU is located at the University of Canberra Hospital.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

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

- Relevant tertiary qualifications in Occupational Therapy and a minimum of three - five years post-qualification experience, including significant experience in a relevant clinical area and of supervising staff.
- The successful applicant must be registered or eligible for registration with the Occupational Therapy Board of Australia.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

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

Contact Officer: Kannan Sakthivel 02 512 40220 Kannan.Sakthivel@act.gov.au

#### **Medicine**

#### **Nursing**

#### **Clinical Nurse Consultant Canberra Community Dialysis Centre**

#### **Registered Nurse Level 3.2 \$129,103, Canberra (PN: 22156 - 02101)**

Gazetted: 24 February 2022

Closing Date: 10 March 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 Clinical Nurse Consultant RN3.2 position will be responsible for the operational management and leadership of Canberra Community Dialysis Centre (CCDC). The successful applicant will be able to manage efficiently, lead quality improvement, participate in research and coordinate the delivery of care to patients who receive treatment at CCDC.

The position is full time working Monday to Friday within business hours, provides clinical support, education, and care coordination for patients.

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

### Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

### Position Requirements/Qualifications:

Holds or is working towards a post graduate qualification relevant to the specialty field.

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

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

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

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

Contact Officer: Alison Winsbury (02) 5124 8366 [alison.winsbury@act.gov.au](mailto:alison.winsbury@act.gov.au)

## Clinical Services

### Surgery

**Assistant Director of Nursing, Intensive Care Unit**

**Registered Nurse Level 4.3 \$147,398, Canberra (PN: 14143 - 02181)**

Gazetted: 01 March 2022

Closing Date: 15 March 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

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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 Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery,



Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Service.

The Assistant Director of Nursing (ADON), Intensive Care Unit (ICU) holds a senior nursing leadership position in DoS. In consultation with the DoS leadership team, the ADON ICU provides strategic leadership, guidance, planning and operational input to achieve quality patient care and service delivery outcomes in the ICU, ACT Trauma Service and Medical Emergency Team.

#### ABOUT YOU

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

#### Behavioural Capabilities

1. Strong leadership skills and the ability to motivate and inspire others to work together as a team.
2. Highly developed planning and coordination skills at the strategic and operational levels.
3. Motivated, enthusiastic and a strong communicator to effectively liaise with internal and external stakeholders.

#### Position Requirements/Qualifications:

Relevant post graduate qualifications in nursing, health management or leadership and a minimum of five years' experience working professionally in intensive care nursing is preferred.

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

Contact Officer: Jillian Davis (02) 5124 3275 [jillian.davis@act.gov.au](mailto:jillian.davis@act.gov.au)

#### Clinical Services

##### Cancer and Ambulatory Support

##### Medical Physics and Radiation Engineering

##### Senior Medical Physics - Diagnostic Imaging

##### Senior Medical Physics \$160,450 - \$188,220, Canberra (PN: 04882 - 0214M)

Gazetted: 24 February 2022

Closing Date: 29 March 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 to fill this vacancy, Req ID 020KJ and Req ID 0214M. 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/> The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together. The team is responsible for safety and quality in the use of medical radiation and is active in improving education in these areas. We contribute technical and scientific



support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation.

The successful candidate will contribute to the delivery of state-of-the-art medical diagnosis and interventional treatment for our patients. Throughout Canberra Health Services there is a wide range of diagnostic equipment modalities, including CT, Cardiology, Digital Breast Tomosynthesis, PET-CT, General and Dental radiography, Ultrasound, DXA etc. with varying demands on routine quality testing and for dose audit. MPRE has an extensive technical library, good access to software, is well provided with radiation instrumentation and phantom access and also utilises on-line dose audit software to assist in audit processes.

Currently we are undergoing a rapid major expansion in imaging capacity throughout the Canberra Health Services giving opportunity for medical physics input in shielding design, procurement and commissioning for this new equipment.

Our team welcomes collaborative research with active collaborations with University of Sydney, University of New South Wales and the Australian National University, also currently we are completing a significant project in mammography. The department is also active in education with departmental accreditation to train diagnostic radiology and radiation oncology medical physics registrars and with input into education for radiology and cardiology registrars.

#### 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:

1. Researches and consults widely to make evidence-based choices using a variety of sources and use information to effectively solve problems and prioritise.
2. Develops shared knowledge and understanding that contributes to effective coordination, improved team performance and enhanced service outcomes.
3. Has an adaptive mindset, continuously learning and keeping abreast of technology and emerging thinking.
4. Prioritises workload appropriately and establish realistic timeframes for the completion of work and am accountable for my own and the team's performance and achievement of results.

#### Position Requirements/Qualifications:

##### Mandatory

- Registered on the register of Qualified Medical Physics Specialists in Diagnostic Imaging Medical Physics administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).
- Hold a higher degree (M. Sc. or higher) majoring in physics from an accredited university.
- Experience working as a medical physicist in a clinical environment.
- Eligible for, or possess, an ACT radiation 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.

##### Desirable

- Hold a PhD in Medical Physics.
- Experience in teaching diagnostic imaging medical physics registrars
- Hold certification from the ACPSEM, or equivalent, in one or more of the following: Mammography equipment tester, Radiation Safety, Nuclear Medicine Physics.
- Have experience in magnetic resonance imaging, preferably in a clinical environment.
- Have experience in laser safety, preferably for medical lasers.

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

Please note there are two advertisements running concurrently to fill this vacancy, Req ID 020KJ and Req ID 0214M. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Ben Cooper (02) 5124 5300 [Ben.cooper@act.gov.au](mailto:Ben.cooper@act.gov.au)

## Clinical Services

### Medicine

#### Graduate Respiratory Scientist

**Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 15222 - 0213L)**

Gazetted: 01 March 2022

Closing Date: 18 March 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

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

The Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 8,500 referrals per year for outpatient services, including medical clinics, nursing clinics, bronchoscopy, along with respiratory and sleep diagnostic investigations and therapeutic interventions. The Respiratory Physiology Laboratory (RPL) provides clinical services to adult and paediatric patients for the assessment and monitoring of respiratory conditions. The RPL provides a suite of respiratory assessment, including spirometry, lung volume measurements, gas transfer, bronchial provocation testing, cardiopulmonary exercise testing. An exciting opportunity exists for a Graduate Respiratory Scientist to become a part of the allied health team. This position requires the ability to develop knowledge and competency to conduct tasks and activities within scope of practice according to procedures and published standards. The role includes supporting the operational and quality management requirements of the respiratory physiology measurement. The role requires participation in and contribution to continual professional development of the respiratory scientist group.

Within CHS, the respiratory science profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and 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 particularly encouraged to apply.

#### Behavioural Capabilities

1. Demonstrates strong organisational skills with a high degree of drive and resilience.
2. Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.
3. Analytical thinking and ability to troubleshooting ability.

#### Position Requirements/Qualifications:

##### Mandatory:

- Bachelor of Science/Applied Science, or equivalent.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for 11 months with the possibility of extension and/or permanency. 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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Elizabeth Richards (02) 5124 2066 [Elizabeth.Richards@act.gov.au](mailto:Elizabeth.Richards@act.gov.au)

## **Finance and Business Intelligence**

### **Procurement and Supply**

#### **Director Procurement**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54980 - 020ZS)**

Gazetted: 24 February 2022

Closing Date: 10 March 2022

Our Vision: creating exceptional health care together

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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/> Finance and Business Intelligence (FBI) provide strategic and operational financial and performance information to Canberra Health Services. Additionally, the branch manages procurement, supply, revenue, patient accounts services and health information services.

The Director Procurement (SOGB) is a temporary role within our organisation that reports to the Senior Director who leads the Procurement and Supply Branch within FBI. The role has responsibility for timely and compliant procurement of digital health record compatible medical equipment and associated IT software / hardware, in collaboration with the CHS Chief Information Officer (CIO), required to support the successful completion of the Digital Health Record project.

As part of the Procurement and Supply Branch Management team, the role will ensure that:

- Supply chain activities are consistently managed across the organisation
- Compliance with all relevant legislation is achieved
- Best practice procurement processes are implemented
- Value for money is achieved for CHS.

We are seeking a supply chain professional with a strong customer centric approach to their practice. You will be familiar with supply chain principles and enjoy working in partnership with others. The successful candidate will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences, engendering trust in your leadership with both clients and team members.

In addition to supply chain management skills, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals. It is important that you can balance and deliver a program that has competing priorities and limited resources.

#### **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

1. A high-level communicator, with demonstrated capability to effectively engage with staff at various levels, including executives, clinicians, operational staff across the organisation and external stakeholders.
2. Effective and positive leadership of a team that delivers a range of high standard and efficient supply chain management solutions responsive to a variety of business requirements.
3. Ability to work with a high degree of autonomy, make decisions and provide advice to enable decision making at the Senior Director and the Executive level.
4. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement, and the ability to positively influence outcomes aligned with the CHS strategic and corporate plans.

#### Position Requirements/Qualifications:

A Degree or Diploma in a relevant technical/commercial field (Examples of relevant fields of interest include procurement, supply chain, law, project management, business administration/management) and/or demonstrated relevant experience of at least 5 years successful digital health record medical equipment procurement are highly desirable.

- 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.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Andrew Murphy (02) 5124 4385 [Andrew.P.Murphy@act.gov.au](mailto:Andrew.P.Murphy@act.gov.au)

## Clinical Services

### Medicine

#### Canberra Clinical Genomics

#### Operations and Quality Control Officer

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 56363 - 0210K)**

Gazetted: 24 February 2022

Closing Date: 15 March 2022

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Our Values: Reliable, Progressive, Respectful and Kind

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#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Canberra Clinical Genomics (CCG) is a division of the Canberra Health Services with laboratories located at the Australian National University. CCG provides diagnostic, analytical and consultative services to medical specialists and general practitioners in the field of Genomics. CCG currently provides accredited diagnostic whole exome sequencing service to the ACT and surrounding regions.

#### 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

1. Displays behaviour consistent with CHS's values of reliable, progressive, respectful, and kind.
2. Demonstrates strong organisational skills with a high degree of drive.
3. Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.
4. Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

#### Position Requirements/Qualifications:

##### Mandatory:

- Bachelor of Science/Applied Science, or equivalent.

##### Desirable

- Minimum of one years' experience working professionally in diagnostic laboratory 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.

Note: This is a temporary position available until 06 January 2023 with the possibility extension and/or permanency.

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.

Contact Officer: Edda Koina (02) 5124 5630 edda.koina@act.gov.au

## Medicine

### Medical

#### Specialist 1-5/Senior Specialist - General Medicine

#### Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 45800 - 020ZZ)

Gazetted: 02 March 2022

Closing Date: 11 March 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

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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 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. General Medicine manages patients with multiple active co-morbidities or undifferentiated illness under the age of 80 years that requiring ongoing hospital care. We are a primarily an inpatient service with consultation and outpatient clinic responsibilities.

We are a diverse specialty there is an opportunity for joint roles, to give applicants a flexible job plan and work in other complementary areas within the Division. As such, the General Medicine role may be combined with other options such as also working in the expanding Hospital in the Home (HITH) Service, in the new Acute Medical Unit or in other teaching or nonclinical/administrative roles available within CHS

Applicants should have had training and experience in Acute and General Medicine. Medical sub-specialty training is desirable. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced and Basic Physician Trainees in General Medicine.

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

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

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

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

Note: The current opportunities are for a full time and fractional FTE of up to 0.5 FTE which can be combined with other roles as appropriate and available.

Remuneration: \$288,138 - \$388,743 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

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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.

A commitment to practicing holistic medicine that takes into account and is sensitive to a patient's unique psychological, spiritual and socioeconomic background.

Ability to liaise effectively with staff at all levels and across disciplines.

#### Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australasian College of Physicians (RACP) preferably with General Medicine accreditation although relevant specialty accreditation will be considered.

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:

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

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

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

10. 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.



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

12. 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 Ashwin Swaminathan, Clinical Director, Division of Medicine (02) 6244 2278

ashwin.awaminathan@act.gov.au

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

### **Dental/Oral Health Therapist**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 26612, several - 021AB)**

Gazetted: 02 March 2022

Closing Date: 16 March 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

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/>

Oral Health Services provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. These services include dental assessments, preventive and restorative treatments and health promotion. Staff work from community health centres and outreach facilities.

### **ABOUT YOU**

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

### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Able to establish rapport with internal and external stakeholders

Strong time management skills

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

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

Holder of a Licence Certificate with ACT Radiation Council

Minimum of three years paid clinical experience as a qualified Dental Therapist /Oral Health Therapist.

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:**

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



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

Undergo a pre-employment National Police Check.

**Note:** This is temporary full time position available for a period of 11 months with the possibility of extension and/or permanency.

Contact Officer: Trish Mason 0409923122 Trish.Mason@act.gov.au

## Medicine

### Research Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 43200 - 0218A)**

Gazetted: 02 March 2022

Closing Date: 9 March 2022

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

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

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

#### POSITION OVERVIEW

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

This position requires the research nurse co-ordinator to work across both Canberra Health Services and ANU campuses. The role involves working within a multidisciplinary team comprising researchers, medical, nursing and allied health professionals.

The research nurse co-ordinator role requires the ability to provide appropriate skilled clinical assessment and co-ordination of research activities for clients with diabetes.

The research nurse co-ordinator will be responsible professionally to the Senior Nurse Clinician of the CHS Diabetes Service and operationally to Prof Christopher Nolan, Senior Specialist in Endocrinology, Canberra Health Services and Diabetes Cohorts Lead Investigator.

#### ABOUT YOU

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Behavioural Capabilities

Excellent communication and organisational skills

Exceptional Clinical skills

Sound Computer skills with basic databases

Position Requirements/Qualifications:

Registered or eligible for registration as a Nurse/Midwife with the Australian Health Practitioner Regulation Agency (AHPRA).

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.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

**Note:** This is temporary part-time position available at 26.6 hours per week for a period of 11 months. The full time salary noted above will be paid pro rata. Selection may be based on written application and referee reports only.

Contact Officer: Prof Chris Nolan 5124 4224 [chris.nolan@act.gov.au](mailto:chris.nolan@act.gov.au)

## **Ward 6A**

### **Medicine**

#### **Clinical Care Coordinator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 38048 - 0217U)**

Gazetted: 02 March 2022

Closing Date: 16 March 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

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

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

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

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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Proven advanced clinical experience in a leadership role

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

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

Relevant tertiary management or nursing qualifications and a minimum of three years' experience working professionally in Medical Wards is preferred.

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

Minimum three years postgraduate nursing experience.

#### **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 temporary position available for a period of up to 11.5 months.

Contact Officer: Cathy Clift 0435659403 [Cathy.Clift@act.gov.au](mailto:Cathy.Clift@act.gov.au)

## Division of Medicine

### Nursing

#### Clinical Nurse Consultant

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 54488 - 020RL)**

Gazetted: 02 March 2022

Closing Date: 16 March 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 be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Acute Medical Unit (AMU) is currently a 12-bed inpatient unit based at The Canberra Hospital. We provide acute care for internal medicine patients that transfer from the Emergency Department prior to their admission to their sub-specialty ward. Some patients that are undifferentiated will be admitted to the AMU under a medical AMU bed card and will be further "worked up" in the AMU.

#### 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

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

The ability to actively lead and contribute to developing the AMU models of care to enhance quality of care and flow.

#### Position Requirements/Qualifications:

##### Mandatory requirements:

Demonstrated experience in healthcare management or similar.

Demonstrated advanced clinical experience in emergency nursing or acute nursing.

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.

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

**Note:** This is a temporary position available for 11.5 months with the possibility of extension.

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

Contact Officer: Clare Gallagher 0422 333 183 [Clare.Gallagher@act.gov.au](mailto:Clare.Gallagher@act.gov.au)

## Rehabilitation Aged and Community Services

### Community Nursing

#### Community Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 18632, several - 02197)**

Gazetted: 01 March 2022

Closing Date: 15 March 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 be fully vaccinated against COVID-19.

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

**POSITION OVERVIEW**

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

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

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

**ABOUT YOU**

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**Behavioural Capabilities**

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

Organisational ability and time management skills.

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

**Position Requirements/Qualifications:**

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

Tertiary qualifications in Bachelor of Applied Science in Nursing.

•Must hold a current driver's licence.

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

Previous community nursing experience (Desirable).

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

Have an understanding of how the National 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.

**Note:** These are temporary positions 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: Wendy Woodman (02) 5124 1298 [wendy.woodman@act.gov.au](mailto:wendy.woodman@act.gov.au)

## Medical Services

### Pharmacy

#### Advanced Training Resident – Medication Safety and Quality

**Pharmacist Level 2/3 \$82,720 - \$113,540 (up to \$116,508 on achieving personal upgrade), Canberra (PN: 31247 - 020ZX)**

Gazetted: 28 February 2022

Closing Date: 14 March 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

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

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

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

The position holder will undertake a structured training program that will support them to progress toward advanced practice in the field of medication safety and quality. This training program will include supervised practice in key roles related to the CHS medication safety program.

#### ABOUT YOU

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

#### Behavioural Capabilities

1. Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind
2. Strong organisational skills with a high degree of personal drive and integrity
3. Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

#### Position Requirements/Qualifications:

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

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

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

- For a level 2 pharmacist position increment – minimum of three years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.
- For a level 3 pharmacist position increment – minimum of four years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.

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

Note: This is a temporary position available for two years.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

### **Chief Executive Officer**

### **Clinical Health Emergency Coordination Centre**

### **Senior Clinical Lead Nursing**

**Registered Nurse Level 4.3 \$147,398, Canberra (PN: 51261 - 0213E)**

Gazetted: 24 February 2022

Closing Date: 10 March 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 Clinical Health Emergency Coordination Centre (CHECC) is responsible for leading the clinical services response to the COVID-19 pandemic for the ACT, including the development of a whole of health services plan and coordination of any operational response.

The Clinical Health Emergency Coordination Centre (CHECC), under the direction and leadership of the Deputy Health Controller, coordinates, enables and facilitates the Chief Health Officer's ability to manage the COVID-19 pandemic by providing clinical advice, clinical direction, effective and consistent standards, best practice and the provision of health services to the ACT and other surrounding regions during the COVID-19 Pandemic. In doing this the CHECC aims to:

- Protect patients and consumers.
- Protect health workers.
- Protect the community.

### **ABOUT YOU**

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### **Behavioural Capabilities**

- Interpersonal and communication.
- Organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate.



**Position Requirements/Qualifications:**

Relevant: eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications plus a minimum of five year' experience working professionally in project management is preferred.

This position may include weekend work during peak demand.

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

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

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

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.

Contact Officer: Imogen Mitchell 0411 402 892 imogen.mitchell@act.gov.au

**Canberra Health Services**

**Finance and Business Intelligence**

**Supply Services**

**Purchasing Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466 , Canberra (PN: 21722 - 0218G)**

Closing Date: 10 March 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

The position reports to the ASO5 Purchasing Team Leader.

This position is rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital.

**ABOUT YOU**

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**Behavioural Capabilities**

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

- Strong organisational skills with a high degree of drive.
- Strong understanding of procurement processes.
- Adaptability and flexibility to accommodate change and provide responsive services.

**Position Requirements/Qualifications:**

**Mandatory:**



- 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.

**Desirable:**

- Certificate IV in Government Procurement or higher qualification in Procurement and Contracting and relevant work experience are highly desired.

**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 temporary position available for six months with the possibility of extension.

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

Contact Officer: Raj Rajasegaran (02) 5124 3090 [raj.raijasegaran@act.gov.au](mailto:raj.raijasegaran@act.gov.au)

**Canberra Institute of Technology**

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

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

**Education and Training Services**

**CIT Trade Skills**

**Department Support Office**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 37516)**

Gazetted: 25 February 2022

Closing Date: 4 March 2022

**Details:** Canberra Institute of Technology (CIT) is seeking a self-motivated individual with high level administrative skills to work within the Trade Skills Automotive Metals and Logistics Department

The role encompasses customer support services including phone, email and face to face communication with clients. High level computer skills using Word, Excel, CIT systems are desirable. The successful candidate will possess a proven ability to work independently and as part of a team including flexible hours of attendance.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from an Aboriginal or Torres Strait Islander heritage and people with a disability.

**How to Apply:** Please submit no more than two pages addressing each Selection Criteria separately. Your suitability will be assessed based on your skills and knowledge in relation to the Selection Criteria outlined in the Position Description. Please provide two referee reports along with a current curriculum vitae.

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

Contact Officer: Evan Street (02) 6207 3814 [Evan.Street@cit.edu.au](mailto:Evan.Street@cit.edu.au)

**CIT Industry Engagement and Strategic Relations**

**CIT Marketing**

**Digital Media Officer**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 38789)**

Gazetted: 01 March 2022

Closing Date: 22 March 2022

**Details:** Are you a creative and motivated digital media professional with skills in creating and delivering innovative digital media campaigns? Have a knack for working collaboratively with all stakeholders to ensure the audience is at the centre of all you do? Do you think creatively about how information is presented to achieve cut-through and effect behaviour change? Then we want you!

Canberra Institute of Technology (CIT) is on the hunt for a motivated digital media professional, someone who is a creative thinker but also has strong attention to detail, to help a busy marketing team to deliver on multiple priorities simultaneously.

You will be joining a fun, supportive and enthusiastic team. The role will work closely with marketing officers and graphic designers, whilst also requiring the need to work autonomously.

If you're successful, your role in the team will be to develop, deliver and improve creative digital content for CIT to meet client service outcomes. This includes, but is not limited to, the creation of digital content for social media and websites, creation of video content, and video editing.

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to work across a range of varied content.

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

**Eligibility/Other Requirements:** Relevant qualifications in digital media, graphic design, or web design along with solid knowledge of the Adobe Creative Suite, Final Cut Pro, Premiere Pro, or After Effects is desirable but not mandatory.

**Note:** This is a temporary position available from 04 April 2022 until 04 April 2023 with the possibility of permanency. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

**How to Apply:** Applicants should submit a current curriculum vitae, a two-page pitch addressing the Selection Criteria as per the Position Description, and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Corey Uncles (02) 6207 0742 [corey.uncles@cit.edu.au](mailto:corey.uncles@cit.edu.au)

## **Corporate Services**

### **Caretaker Facilities**

#### **General Service Officer Level 3 \$53,149 - \$55,129, Canberra (PN: 56862, expected vacancy)**

Gazetted: 28 February 2022

Closing Date: 17 March 2022

**Details:** Canberra Institute of Technology (CIT) is seeking applications for the position of Caretaker Facilities.

This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including a state-of-the-art new Woden campus.

We are looking for a confident individual to manage the afternoon and evening shift with core responsibilities for overseeing any afternoon trade works, issuing and receiving facility access keys, responding to facility related requests, locking buildings, and setting alarms at the end of the shift. Expected working hours are between 2:30pm and 10:30pm each weekday. While this position is predominately located within the Bruce Facilities Team, you may be required to provide support across other campuses.

The successful candidate will demonstrate experience in customer facing functions and be passionate in applying facilities services that put the customer first. You will demonstrate a strong ability to build professional relationships, communicate effectively with a highly diverse community and be a respected member of the Facilities Team. This position will also hold key responsibilities as fire warden for afternoon and evening shifts as well as participate in and contribute to emergency management exercises.

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

**Eligibility/Other Requirements:**

Hold a current drivers' licence is essential.

Knowledge of facilities management is Highly Desirable.

**Note:** This is an expected temporary vacancy to commence immediately for 18 months with possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants are to submit a response of no more than a two-page pitch demonstrating your skills, knowledge and experience as listed in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees.

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

Contact Officer: Sean Colson (02) 6207 4747 [Sean.Colson@cit.edu.au](mailto:Sean.Colson@cit.edu.au)

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

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

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

**Executive Branch Manager, HRIMS Program Manager**

**Temporary Vacancy (March 2022 up to three months, with the possibility of extension)**

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

**Digital Data and Technology Solutions**

**Position: E1208**

**(Remuneration equivalent to Executive Level 1.3)**

Date circulated: 03 March 2022

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, HRIMS Program Manager, Digital Data and Technology Solutions (DDTS) within the Chief Minister Treasury and Economic Development Directorate (CMTEDD) for a period of up to three months whilst longer term acting arrangements are put in place. The position is part of the executive team of DDTS and reports directly to the Executive Group Manager, DDTS. This temporary vacancy is from March 2022 for up to three months, with the possibility of extension.

DDTS provides professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. The role is focused on the Human Resources Information Management System (HRIMS) Program delivery for our directorate customers and will provide a range of strategic services including ICT procurement and contract management, governance, change management and business improvement.

The successful applicant will have strong leadership; change management and stakeholder management capabilities. Together with a strong strategic focus and a deep understanding of business change, the ideal candidate will drive a strong program management culture of governance, planning and accountability. For further information please see the Executive Capabilities attached.

To apply: Please submit an expression of interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae to Antony Stinziani via email to [antony.stinziani@act.gov.au](mailto:antony.stinziani@act.gov.au) by COB Friday 11 March 2022.

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 \$242,735 - \$253,218 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$209,671.

Contact Officer: Antony Stinziani via email to [antony.stinziani@act.gov.au](mailto:antony.stinziani@act.gov.au)

### **Economic Development**

**Skills Canberra**

**Grants and Projects**

**Assistant Director**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 11376)**

Gazetted: 25 February 2022

Closing Date: 11 March 2022

**Details:** Skills Canberra is responsible for the provision of strategic advice and overall management of vocational education and training (VET) and adult community education (ACE). Skills Canberra also manages Commonwealth and ACT funding directed to VET and ACE programs in the ACT.

Skills Canberra is seeking a suitable candidate who is keen to work on a full-time basis.

The successful candidate will be conscientious and have excellent evaluation and written communication skills and a passion for building effective relationships with stakeholders.

**What will you do?**

As an assistant director you will lead a small team managing Skills Canberra's grants programs and projects related to national funding agreements and ACT Government budget initiatives. You will prepare ministerial briefings and advice, reports and project plans for senior executive.

**What you require?**

You will have highly developed ability to communicate, negotiate and liaise with a range of internal and external stakeholders. You will bring your excellent interpersonal skills, and strong willingness to learn and understand to leading the Grants and Projects team in meeting a range of deliverables and timelines. Your excellent ability to deliver results and behave ethically and with accountability will set you apart from the rest.

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

**Eligibility/Other Requirements:** Experience with WIRE, TRIM and SmartyGrants will be a plus.

**Note:** This is a temporary position available from 28 March 2022 until 10 February 2023 with the possibility of permanency. Applications may be decided based on applications and referee reports only. However, interviews and a work sample task may also be utilised in the assessment process. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. When working in the office, our workplace is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. 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:** Using the 'what you will do' and 'what you require' criteria in the Position Description, please provide a supporting statement, of no more than 1800 words, providing evidence of your suitability for the role. Address each criteria separately and include examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

Also provide your current curriculum vitae, including contact details for at least two referees (preferably one from your most recent supervisor/manager)

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

Contact Officer: Anita Dolstra (02) 6205 7092 [Anita.Dolstra@act.gov.au](mailto:Anita.Dolstra@act.gov.au)

**OneGov Service Centre**

**Shared Services, Finance Services**

**Financial Applications Support**

**Assistant Director**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 07128, several)**

Gazette Date: 28 February 2022

Closing Date: 14 March 2022

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) – Shared Services, Finance Services is seeking expressions of interest from suitable candidates to undertake the role of the Assistant Director, Financial Applications Support Team (FAST). The role will be a Team Leader within FAST, a section comprising up to fifteen team members and will support the Directors and Senior Director by undertaking finance based tasks including the support, development, integration and governance of the Territory Financial systems. The positions work closely with stakeholders within and external to Shared Services to ensure the services delivered are relevant, meet current requirements and prepare for future and emerging needs.

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: Two positions are available immediately for a period of approximately six months with the possibility of extension or permanency. Selection may be based on written application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should provide a two-page pitch addressing the requirements set out at 'What You Will Do' and 'What You Require' from the Position Description, their curriculum vitae and two written referee reports. Provision of additional referee contact details is optional.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elaine Temby (02) 6205 3810 [Elaine.Temby@act.gov.au](mailto:Elaine.Temby@act.gov.au)

## Corporate

### Workforce Strategy, Business Support and Information Governance

#### Human Resources Advisor

#### Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 36257)

Gazetted: 25 February 2022

Closing Date: 16 March 2022

Who we are

The Workforce Strategy, Business Support and Information Governance Branch provides Human Resources and other business advice and support to the Chief Minister Treasury and Economic Development Directorate (CMTEDD). Our team is committed to being a valued business partner in recruitment strategy and coaching, contractor management, entry level programs, capability frameworks and other specialist HR services.

What you will do

You will be responsible for providing administrative support to the team and for coordinating various Human Resources activities and initiatives. These will be mostly recruitment and selection focused, and a large part of the job will be engaging with leaders and staff to answer queries and provide accurate and timely information. You will also be involved with capability frameworks, position description development and recruitment training.

What you require

To thrive in the role, you will have had exposure to a complex recruitment portfolio in a large corporate or government department and organisation-wide end-to-end recruitment processes. You will also have advanced administration skills and knowledge of contemporary corporate or government HR practices and trends. Your ability to consolidate information from different sources and draft communication and documents with attention to detail and accuracy, is essential.

You will be exceptional at establishing and maintaining effective relationships and your ability to collaborate with a variety of people will be heavily relied on. You will excel in this position if you are resilient, flexible and able to adapt to changing circumstances while managing multiple priorities and demands.

What we offer: The ACTPS offers a collaborative and supportive work environment. We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. We offer hybrid work practices with a focus on wellbeing and safety, as well as an activity-based work environment. To learn more about the ACTPS and what we offer, please go to [work with us](#).

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

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. If you require Reasonable Adjustments be made as part of this recruitment process, please contact the Contact Officer.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response to support your application. Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

You will be asked to attach a current Curriculum Vitae and provide details for two referees.

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

Contact Officer: Kathryn Hughes (02) 6205 3230 [Kathryn.Hughes@act.gov.au](mailto:Kathryn.Hughes@act.gov.au)

## Corporate

### Corporate Management

#### Corporate and Coordination Services

#### Assistant Director, Performance Reporting

#### Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 47694)

Gazetted: 24 February 2022

Closing Date: 10 March 2022

Details: Do you like writing? Are you good at communicating with staff across business units and levels of seniority? Can you negotiate to achieve results?

CMTEDD Corporate is seeking an experienced reporting officer to manage and coordinate the development of the CMTEDD Annual Report and other associated reporting processes. You will also need excellent attention to detail and the ability to work to tight timeframes.

This position works within a small team to also provide internal corporate reporting to senior executive, progress the directorate's sustainability agenda and coordinate fleet and emergency management matters within CMTEDD. 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 March 2022 for a period of 12 months. The position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Please provide an application addressing the Selection Criteria, details of two referees, and a current curriculum vitae.

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

Contact Officer: Imogen Davis (02) 6205 2733 Imogen.Davis@act.gov.au

### **Access Canberra**

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

**Parking Operations and Traffic Camera Compliance**

**Assistant Director, Parking Operations and Traffic Camera Compliance**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 24439)**

Gazetted: 25 February 2022

Closing Date: 11 March 2022

**Details:** Are you ready to undertake an exciting adventure? Do you have a keen interest in road and public safety? Are you willing to promote this through community engagement, education, and compliance activities? Can you lead, support, and develop a team to achieve common goals? If your answer is yes to all these questions, you may be the person we are looking for.

We are looking for an Assistant Director to join our Parking Operations and Traffic Camera Compliance Team. The team provides parking education and enforcement patrols throughout the ACT, monitors the repair and servicing of all government pay parking machines and is responsible for the mobile and fixed speed camera enforcement as part of the ACT's Road Safety program.

Apply now and you could be joining a great, supportive and enthusiastic team and have the opportunity to work in a diverse, challenging and dynamic organisation where each day you will have the opportunity to do something different.

**Notes:** Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a written application (maximum two pages) detailing:

Your greatest achievements in the last five years and how they relate to this position and its duties as detailed in the attached Position Description.

Your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

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

Contact Officer: Rachael Short (02) 6205 3614 Rachael.Short@act.gov.au

### **Treasury**

**Office of the Under Treasurer**

**Treasury Directorate Liaison Officer (DLO)**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 55315)**

Gazetted: 02 March 2022

Closing Date: 16 March 2022

**Details:** The Treasury stream of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking Expressions of Interest to temporarily fill the Treasury Directorate Liaison Officer (DLO) position in the Chief Minister/Treasurer's Office.

This is a valuable career opportunity. As the DLO represents Treasury among the highest levels of the ACT Government, among Members of the Legislative Assembly and also the community, applicants must possess integrity, sound judgement and excellent communication skills.

The successful candidate will have a strong knowledge of Treasury; its role and responsibilities, and will also show exceptional organisation skills. Officers at level or seeking higher duties will be considered.

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

**Eligibility/Other Requirements:** Experience working on and existing knowledge of cabinet, assembly and ministerial processes specifically within the ACT Government is highly desirable. Preference will be given to suitable permanent officers in the ACT Public Service. Following the recruitment process, a temporary transfer may be offered to an existing officer under section 100 of the *Public Sector Management Act 1994*, or higher duties allowance under clause C7 of the ACTPS Administrative and Related Classifications Enterprise Agreement 2021-2022.

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

**How to Apply:** Expressions of Interest from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities relative to the Selection Criteria and the duties and responsibilities outlined 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: Stuart Hocking (02) 6207 0260 [Stuart.Hocking@act.gov.au](mailto:Stuart.Hocking@act.gov.au)

## Treasury

### Budget, Procurement and Infrastructure and Finance

#### Procurement ACT

##### Director – Procurement Specialist

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 52356)**

Gazetted: 02 March 2022

Closing Date: 30 March 2022

Details: Procurement ACT is seeking a Director to provide advice and project support including analysis and document development on a range of simple and complex procurement, tendering and policy matters.

Core responsibilities for this position includes:

- leading staff to deliver sound procurement outcomes in support of Territory objectives;
- developing, reviewing and clearing complex requests for tender and contract documentation;
- overseeing tender evaluation and negotiation processes;
- providing advice and support to client areas conducting procurements;
- mentoring and leading staff to build procurement team capacity; and
- developing and applying procurement related policies, tools, and templates.

Directors also assist in driving process reforms to streamline and continuously improve procurement operations within the Branch. The successful candidate will require a detailed understanding and demonstrated track record of applying relevant legislation, rules, and policy to complex strategic procurement. They will be self-motivated, responsive, show initiative and have sound judgement, professional resilience, and personal drive. We are looking for people that are able to get across new issues quickly, work effectively under pressure, identify/prioritise issues and implement practical solutions within tight deadlines.

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:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Please provide a curriculum vitae and responses to each of the Selection Criteria outlined in the Position Description



Applications should be submitted via the Apply Now button below.  
Contact Officer: Dom Kraljevic (02) 6207 4415 dom.kraljevic@act.gov.au

## Property and Venues

### ACT Property Group

#### Apprentice (Trades)

#### **Building Trade Apprentice (APPBLD) (incl Adult Building Trade Apprentice) \$37,566 - \$70,627 (PN: 26272, several)**

Gazetted: 02 March 2022

Closing Date: 21 March 2022

**Details:** Are you interested in undertaking an apprenticeship? Have you already commenced an apprenticeship and would like to complete it at ACT Property Group? This opportunity could be for you!

ACT Property Group is looking for three apprentices: An Apprentice Locksmith, Apprentice Plumber and an apprentice HVAC (Heating, ventilation and Air-Conditioning)

These positions are part of ACT Property Groups professional trades area providing maintenance services for ACT Government owned or managed buildings including corrections facilities. ACT Property Group supports the development of new trades professionals through providing apprenticeships in the trades team. You will receive training and development in the identified trade and learn to diagnose and fix problems in buildings, recommend improvements, and ensure that buildings meet the needs of the ACT Government and building users. These roles are based primarily in the field working with qualified trade professionals to deliver work and reporting on progress and completion of jobs. We want people in the team that are willing to learn, deliver high quality work and provide good customer service.

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

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

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

Eligibility to undertake an Australian Apprenticeship in the nominated field.

Year 10 Certificate or equivalent

Hold or Ability to undertake training to obtain relevant certificates/cards including White card, Asbestos

Awareness and if required Height Safety and Confined Space

A current driver's licence (car) is desirable

Some building maintenance knowledge or experience and pre-apprenticeship course is desirable

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

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

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

Please submit the following:

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

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

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

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

Identify which of the two trades you are interested in pursuing: Locksmith or HVAC (Heating, ventilation and Air-Conditioning)

current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and  
Contact details of at least two referees.

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

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

Contact Officer: Adam Dezman 0409440697 adam.dezman@act.gov.au

## **Revenue Management**

### **Operations**

#### **Operations Officer**

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

Gazetted: 01 March 2022

Closing Date: 15 March 2022

**Details:** We are looking for a capable and driven team member to join the Operations Team at ACT Revenue. If you are motivated, have excellent customer service, telephone and data entry skills and enjoy working as part of a team in a fast-paced environment, please 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.

**Note:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

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

## **Access Canberra**

### **Customer Coordination**

#### **Service Centres**

#### **Service Centre Concierge**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 44077, several)**

Gazetted: 28 February 2022

Closing Date: 7 March 2022

**Details:** Are you looking for an opportunity to begin your leadership journey in a large customer facing team? Do you love leading the delivery of excellent customer service and setting a positive tone for customer interactions? If this sounds like you then we want to hear from you.

In this role you will have the opportunity to work collaboratively as part of the Service Centre teams to look after the triaging of customers as the first point of contact. You will support the Manager and Assistant manager in managing customer queues and assisting with customer enquiries, including performing transactions on counter as required. You balance this while remaining focused on educating customers on other options for service delivery.

In Customer Coordination our goal is to provide an excellent customer experience while balancing regulatory requirements to make it as easy to engage with Access Canberra as possible. We're continuously searching for ways to improve the experience for both our customers and employees, encouraging self-service and reducing touchpoints and data entry through various technologies, including digitisation. We are the entry point for ACT Citizens to engage and transact with the ACT Government.

#### **Who are you?**

You're a natural people person with a flair for providing an excellent customer experience each time. Operationally, you understand what is required to assist in running a busy public-facing centre and your enthusiasm for customer education sees you confidently assist customers in accessing and utilising other service delivery channels. Your organisational skills and ability to balance multiple tasks combined with an ability to remain calm under pressure see you successfully tackle the fast pace of Service Centres. A keen eye for detail paired with an exceptional work ethic allows to you achieve results. Ultimately, you are customer focussed with a

knack for working with your team to develop and deliver great customer experiences and creating a positive and safe working 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.

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please send your curriculum vitae, listing two referees including your current supervisor with a maximum two-page pitch outlining why your skills, knowledge and behaviour make you the best person for this role. The duties and responsibilities for the role are outlined in the attached Position Description.

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

Contact Officer: Paige Ryan 0435 648 526 Paige.Ryan@act.gov.au

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

### **Workforce Capability and Governance**

#### **Workplace Safety and Industrial Relations**

##### **Injury Management**

##### **Assistant Director, Injury Management**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 08594)**

Gazetted: 28 February 2022

Closing Date: 14 March 2022

**Details:** Workplace Safety and Industrial Relations is seeking a highly motivated and suitably experienced person to fill the position of Assistant Director, Injury Management. The successful applicant will manage and support a small team of Rehabilitation Case Managers in the delivery of tailored case management and return to work services to a diverse range of operational areas across the ACT Public Service (ACTPS).

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders, in addition to demonstrating strong leadership and management qualities. This is a fast-paced, highly complex operational environment and the ability to meet tight deadlines while managing competing priorities is essential.

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

**Eligibility/Other Requirements:** Qualifications in Work Health and Safety, Human Resources, Allied Health or other related disciplines will be well regarded. Educational and professional qualification checks may be undertaken prior to employment.

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

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

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

Contact Officer: Chelsea Drewsen (02) 6205 5203 Chelsea.Drewsen@act.gov.au

### **Access Canberra**

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

##### **Parking Operations**

##### **License Plate Recognition Infringement Administration Officer**

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 33446, several)**

Gazetted: 28 February 2022

Closing Date: 14 March 2022

**Details:** Are you able to adapt quickly to changing work priorities and have an interest in working in a fast-paced regulatory environment? Are you resilient and confident with having difficult conversations? Are you decisive? Can you work collaboratively within a small team? Can you stay on-task with minimal supervision? If your answer is yes to these questions, you may be the person we are looking for. Access Canberra Parking Operations and Traffic Camera Compliance is seeking enthusiastic applicants to fill the role of Licence Plate Recognition Camera Operator. This role will see you out in the field utilising the latest technology to achieve compliance in relation to road safety. The successful applicant will perform duties as an authorised parking inspector in an innovative environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** A current driver's licence is required. Willingness to perform overtime shifts on weekday evenings and weekends. Applicants will need to be an Australian citizen or a permanent resident to become an authorised person under the Road Transport Act.

**Note:** These are temporary positions available for six months with the possibility of extension 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 review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than one page, responding to the statement below, contact details of at least two referees and current Curriculum Vitae. The one-page response should be written in the form of a pitch and should address the Selection Criteria within the Position Description and indicate your capacity to perform the duties and responsibilities at the specified classification.

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

Contact Officer: Jeanne Eri on [jeanne.eri@act.gov.au](mailto:jeanne.eri@act.gov.au) or (02) 6205 3469

#### **Access Canberra**

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

#### **Complaints Management Team**

#### **Case Manager**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 24826, several)**

Gazetted: 28 February 2022

Closing Date: 7 March 2022

**Details:** Are you someone who is looking for a challenge and the chance to "roll up your sleeves"? Are you keen to contribute to positive outcomes for our community, by applying innovative solutions to improve customer experience and the way Access Canberra manage complaints?

If your answer is yes, you may be the person we are looking for. If you are looking to develop and apply your knowledge and skills across different and complex subject areas, then this is the job for you. Access Canberra is looking for a dynamic, flexible, solutions-focused individual to join the complaints management team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, stakeholders and the community.

Access Canberra values the knowledge that comes from our community through feedback and complaints and uses this information to contribute to change within our organisation and to shape the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders, and the community. The Complaints Management Team is a single entry point for the community to report complaints, compliments and regulatory concerns. The team lead the collection and management of information about regulatory issues in the ACT and will give Access Canberra a chance to focus on intelligence led activity. We are the mouth of the funnel, to catch all feedback coming into the organisation. We make engaging with government simpler for customers while delivering excellent outcomes for the community by focusing our effort in the right places. 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. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of 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:** This position requires a Working with Vulnerable People Check.

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

**How to apply:** To apply for this role please submit a current curriculum vitae, details of two referees and a **maximum 600 word pitch** detailing why your skills and experience would make you the best candidate for the role.

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

Contact Officer: Diana Ubojcic (02) 6205 7379 [diana.ubojcic@act.gov.au](mailto:diana.ubojcic@act.gov.au)

#### Access Canberra

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

#### Complaints Management Team

#### Administration Officer

#### Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 42683)

Gazetted: 28 February 2022

Closing Date: 7 March 2022

**Details:** Are you someone who is looking for a challenge and the chance to “roll up your sleeves”? Are you keen to contribute to positive outcomes for our community, by applying innovative solutions to improve customer experience and the way Access Canberra manage complaints?

If your answer is yes, you may be the person we are looking for. If you are looking to develop and apply your knowledge and skills across different and complex subject areas, then this is the job for you. Access Canberra is looking for a dynamic, flexible, solutions-focused individual to join the complaints management team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, stakeholders and the community.

Access Canberra values the knowledge that comes from our community through feedback and complaints and uses this information to contribute to change within our organisation and to shape the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders, and the community. The Complaints Management Team is a single entry point for the community to report complaints, compliments and regulatory concerns. The team lead the collection and management of information about regulatory issues in the ACT and will give Access Canberra a chance to focus on intelligence led activity. We are the mouth of the funnel, to catch all feedback coming into the organisation. We make engaging with government simpler for customers while delivering excellent outcomes for the community by focusing our effort in the right places.

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. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of 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.

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

**How to apply:** To apply for this role please submit a current curriculum vitae, details of two referees and a **maximum 600-word pitch** detailing why your skills and experience would make you the best candidate for the role.

Further information on working at CMTEDD can be found at:

[http://www.jobs.act.gov.au/\\_data/assets/pdf\\_file/0010/839467/Working-in-CMTEDD.pdf](http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf)

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

Contact Officer: Imogen Appleton (02) 6207 9387 [imogen.appleton@act.gov.au](mailto:imogen.appleton@act.gov.au)

#### OneGov Service Centre

#### Shared Services, Finance Services

#### Financial Applications Support

### Assistant Director

#### Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 07128, several)

Gazetted: 28 February 2022

Closing Date: 14 March 2022

**Details:** Chief Minister, Treasury and Economic Development Directorate (CMTEDD) – Shared Services, Finance Services is seeking expressions of interest from suitable candidates to undertake the role of the Assistant Director, Financial Applications Support Team (FAST). The role will be a Team Leader within FAST, a section comprising up to fifteen team members and will support the Directors and Senior Director by undertaking finance based tasks including the support, development, integration and governance of the Territory Financial systems. The positions work closely with stakeholders within and external to Shared Services to ensure the services delivered are relevant, meet current requirements and prepare for future and emerging needs.

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:** Two positions are available immediately for a period of approximately six months with the possibility of extension or permanency. Selection may be based on written application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants should provide a two-page pitch addressing the requirements set out at 'What You Will Do' and 'What You Require' from the Position Description, their curriculum vitae and two written referee reports. Provision of additional referee contact details is optional.

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

Contact Officer: Elaine Temby (02) 6205 3810 Elaine.Temby@act.gov.au

### Shared Services

#### Strategic Finance, Budgets and Assurance

#### Governance and Assurance

#### Assistant Director, Senior Internal Assurance Auditor

#### Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 17571)

Gazetted: 25 February 2022

Closing Date: 23 March 2022

**Details:** Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression?

Then the Shared Services Strategic Finance, Budgets and Assurance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. You will be responsible for conducting internal assurance audits, managing the risk management plans and undertaking data analysis and reporting, together with managing a small team. You will have the ability to manage process mapping software tools. You will have very good communication skills which will greatly assist you in providing support to your managers, working in a dynamic and complex environment.

We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities. Your enthusiasm, analytical skills and forensic potential 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 and flexible workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other requirements:** Prior experience in Audit will be highly considered.

**Note:** This is a temporary position available from 04 April 2022 until 06 October 2022 with 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:** Applicants are asked to submit a curriculum vitae and a two page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx,.doc) or Rich Text Format (.rft). Other formats may not be readable on ACTPS computers and will not be accepted.

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

Contact Officer: Savita Cooke (02) 6207 9406 Savita.Cooke@act.gov.au

### **Community Services**

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

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

#### **Housing ACT**

##### **Client Services Branch**

##### **Development and Support**

##### **Curriculum Design and Delivery Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 51833)**

Gazetted: 24 February 2022

Closing Date: 10 March 2022

**Details:** An exciting opportunity has become available to be a Curriculum Design and Delivery Officer in Housing ACT's Client Services Branch. The Curriculum Design and Delivery Officer reports to the Assistant Director of the Capability and Wellbeing Team in Development and Support. The position is responsible for the design, development, implementation and monitoring of learning and training activities for frontline staff in Housing ACT. The following job tasks and outcomes outline what you will do and achieve in the role:

Assist in the creation of engaging learning activities and compelling course content for frontline/operational staff. Apply tested instructional design theories, practice and methods.

Work with subject matter experts and identify target audience's training needs

State instructional end goals and create content that matches them

Provide assistance to conduct instructional research and analysis on learners and contexts

Provide exercises and activities that enhance the learning process

Create supporting material/media (audio, video, simulations, role plays etc)

Maintain participant progression on the Learning Management System

Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety System.

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

**How to Apply:** Please submit no more than two pages addressing your suitability against the Skills, Knowledge and Behaviours in the Position Description, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Mark Williams (02) 6207 1996 Mark.Williams@act.gov.au

#### **Housing ACT**

##### **Client Services Branch**

##### **Development and Support**

##### **Data Analyst**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 09061)**

Gazetted: 24 February 2022

Closing Date: 10 March 2022

**Details:** Client Services Branch of Housing ACT is looking for a motivated and enthusiastic Data Analyst to join its busy Data Analytics team. The Data Analyst reports to the Senior Data Analyst in the Development and Support Team, Client Services Branch.

The following job tasks and outcomes outline what you will do and achieve in the role:

Interpret data, analyse results using statistical techniques and provide ongoing reports.

Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.

Acquire data from primary or secondary data sources and maintain databases/data systems.



Identify, analyse, and interpret trends or patterns in complex data sets.

Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems.

Work with management to prioritize business and information needs managing master data, including creation, updates, and deletion.

Provide quality assurance of imported data.

Supporting initiatives for data integrity and normalization.

Generating reports from single or multiple systems.

**Eligibility/Other requirements:** Knowledge and experience in working with Power BI dashboards.

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

**How to Apply:** Please submit no more than two pages addressing your suitability against the skills, knowledge and behaviours in the Position Description, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Lei Huang (02) 6207 7190 Lei.Huang@act.gov.au

## **Housing ACT**

### **Client Services Branch**

#### **Development and Support**

#### **Senior Curriculum Design and Delivery Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56940)**

Gazetted: 01 March 2022

Closing Date: 18 March 2022

**Details:** We are looking for a performing Curriculum Designer to design and develop learning and practicing experiences. The goal is to facilitate learners in acquiring knowledge, skills and competencies in an effective and appealing manner by;

Assist creating engaging learning activities and compelling course content that enhances retention and transfer

Apply tested instructional design theories, practice and methods

Work with subject matter experts and identify target audience’s training needs

State instructional end goals and create content that matches them

Provide assistance to conduct instructional research and analysis on learners and contexts

Provide exercises and activities that enhance the learning process

Create supporting material/media (audio, video, simulations, role plays etc)

Maintain participant progression on Capability

Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate’s Work Health and Safety System.

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

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

Desirable, but not essential, qualifications and experience:

Exposure to and an ability to develop instructional design and instructional technology

Good knowledge of learning theories and instructional design models

Demonstrated ability to develop lesson and curriculum planning skills

Experience with and ability to quickly acquire working knowledge of course development software and at least one Learning Management System

Good ability to develop visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard

Good ability to write effective copy, instructional text, audio scripts/video scripts

This position does not require a Working with Vulnerable People Check

**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:** In your submission, please provide:

A written response of **no more than one page (400 words) against each of the five selection criteria.**

A current curriculum vitae.

The contact details of two managers, one being your current manager

TIP: In your responses ensure you provide examples of your skills, capabilities and experience with consideration for the **personal qualities of the role**.

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

Contact Officer: Matt Barry (02) 6205 4284 matt.barry@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.

## **Housing ACT**

### **Client Services**

#### **Development and Support**

#### **Recruitment and Wellbeing Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56940)**

Gazetted: 01 March 2022

Closing Date: 15 March 2022

**Details:** The Recruitment and Wellbeing Officer is a key role that is responsible for the design, development and delivery of high-quality training and development programs for staff across Housing ACT. It is also responsible for providing support to the Director – Capability and Wellbeing in the management and implementation of training activities.

The Recruitment and Wellbeing Officer is responsible for delivering training, resources, tools and processes that embed organisation policy into practice. The position will contribute to research, analysis and implementation of strategies and methodologies to improve the effectiveness of Housing ACT services. The role is required to prioritise competing work demands and to demonstrate flexibility and teamwork in ensuring the aims of the division are achieved.

The role is responsible for working closely with stakeholders to meet the training and development requirements across Housing ACT staff, identifying learning needs and in consultation with the Senior Director - Development and Support, Director – Capability and Wellbeing and Assistant Director – Training and Workforce Development team, develop and implement strategies to address these needs in line with organisational goals.

The Recruitment and Wellbeing Officer is also responsible for the coordination and quality assurance of training resources for accredited and non-accredited training programs to meet the identified training needs of the agency. 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:**

Highly desirable but not essential qualifications and experience:

- Experience in preparation and delivery of online and face to face training modules.
- Expertise in the use of ICT business systems and applications used to develop training modules.
- Possession of a current driver's licence.
- Relevant tertiary qualifications and experience in adult training and development and / or eligibility for continued enrolment in relevant tertiary qualifications in related discipline.

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

**How to Apply:** Please submit a two page pitch of no more than 800 words citing examples relevant to the Position Requirements (Selection Criteria). Please submit a current curriculum vitae and contact details of your two most recent managers.

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

Contact Officer: Matt Barry (02) 6205 4284 Matt.Barry@act.gov.au

## **Housing ACT**

### **Client Services**

#### **Development and Support**

#### **Tribunal Advocate**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 31097)**

Gazetted: 02 March 2022

Closing Date: 16 March 2022

**Details:** The Development and Support Team is looking for a motivated and enthusiastic Tribunal Advocate to join the team.

Tribunal Advocates report to the Assistant Director, Tribunal Services, Development and Support, and are responsible for the management of housing matters before the ACT Civil and Administrative Tribunal (ACAT). In doing so, Tribunal Advocates represent the Commissioner for Social Housing at the ACAT on issues relating to tenancy breaches under the *Residential Tenancies Act 1997* including debt, property access, antisocial behaviour, and property condition issues. Tribunal Advocates are required to brief and instruct the ACT Government Solicitor's Office when required and instruct the ACT Insurance Agency on compensation matters in excess of \$10,000.

Tribunal Advocates work closely with Housing Managers and Team Leaders in Tenant Experience and other areas of Housing ACT on tenancy matters under the *Residential Tenancies Act 1997*. They provide advice and workshop solutions with staff for current and emerging tenancy matters.

**Eligibility/Other Requirements:**

Current driver licence

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

Desirable, but not essential, qualification and experience:

Relevant tertiary qualifications Law/Legal Studies, Policy or a related field are desirable but not essential.

**Note:** 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.

**How to Apply:** Suitability for this position will be assessed in three key areas - your Skills, Knowledge and Behaviours. Please submit your resume, a two page application addressing the position requirements (Selection Criteria), and the names and contact details of two referees to verify your claims against the position.

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

Contact Officer: Min McIntyre (02) 6205 1856 [Min.McIntyre@act.gov.au](mailto:Min.McIntyre@act.gov.au)

**Education**

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

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

**School performance and improvement**

**Belconnen network**

**Hawker College**

**Food and Horticulture Assistant**

**School Assistant 2 \$50,861 - \$56,161, Canberra (PN: 06588)**

Gazetted: 24 February 2022

Closing Date: 10 March 2022

**Details:** Hawker College is a public school in Belconnen catering to approximately 600 students completing their final two years of secondary education and offers a wide range of curriculum choices.

Hawker College is committed to learning and wellbeing progress for every student. We have high expectations for academic performance, participation, and behaviour. To ensure that students reach their full potential, we provide extensive services that support wellbeing, study skills, employment capabilities and career planning.

**School priorities**

All students master the essential skills and knowledge of their learning program

Successful transitions and pathways for all students.

The Food and Horticulture Assistant will support the College by providing a high standard of assistance and support to the 51 Bake café and Horticulture learning space. The successful applicant will have the capacity to

work well under pressure, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders.

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

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

**Note:** This is a part-time temporary position available from 28 March 2022 up until 25 January 2023 with the possibility of permanency at 25 hours per week and the full-time salary noted above will be paid pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee reports only.

**How to Apply:** Applicants should provide written responses that address the numbered Selection Criteria located in the Position Description. Limit responses to 300 words (max) per criteria. Please also attach a current curriculum vitae; and a list of referees.

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

Contact Officer: Hayden Weeks (02) 6142 0355 [Hayden.Weeks@ed.act.edu.au](mailto:Hayden.Weeks@ed.act.edu.au)

## System Policy and Reform

### Education and Care Regulation and Support

#### Assistant Director Quality Assurance Officer

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 31286)**

Gazetted: 02 March 2022

Closing Date: 18 March 2022

**Details:** Children's Education and Care Assurance (CECA) is seeking applications from a motivated professional to fill a temporary position as Assistant Director, Quality Assurance.

CECA fulfil the functions of the Regulatory Authority for education and care services in the ACT under the *Education and Care Services National Law (ACT) Act 2011*, *Children and Young People Act 2008*, and administers the National Quality Framework (NQF). CECA promote this transformative reform of the education and care sector which raises the quality of early childhood education and care services, including outside schools' hours care and family day care through assessment and rating against the National Quality Standard (NQS), and audits and investigations checking compliance with the legislation and issuing enforcement actions.

The position of Assistant Director, Quality Assurance, will lead a team of professional authorised officers to assess against the National Quality Standard and work in partnership with education and care providers in promoting quality for children and their families in education and care settings.

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

Tertiary qualifications and experience in education and care is highly desirable.

Related qualifications and experience is highly desirable.

A current driver's licence

Current NQA Authorised Officer status is desirable.

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

**Note:** This is a temporary position available from March 2022 for a period of three months with the possibility of extension up to 12 months and/or permanency. Applicants assessed as meeting the criteria will be invited to attend an assessment process involving an interview. A merit list will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)  
specialist schools

flexible learning programs, and  
early childhood education and care services (including out of school hours care)  
P-10 schools where they share a campus with those younger years.  
High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Applicants are encouraged to call Jo Williams on 6207 1289 for information about the position. Applicants should address each of the criteria. Applications should include the name and contact details for two relevant referees.

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

Contact Officer: Jo Williams (02) 6207 1289 Jo.Williams@act.gov.au

## **School Performance and Improvement**

### **Gungahlin College**

#### **Technology Assistant**

#### **School Assistant 2 \$50,861 - \$56,161, Canberra (PN: 33511)**

Gazetted: 02 March 2022

Closing Date: 9 March 2022

**Details:** Gungahlin College is looking to appoint a part-time Technology Assistant within its Technology Faculty. This position provides support to staff and students in the Metal and Wood Workshops, including the ordering and preparation of materials for classes. Ideally applicants will have experience working in the school sector or in a similar position, with excellent work health and safety practices. Experience demonstrating how to use equipment in both sections is highly desirable.

**Eligibility/Other Requirements:** This is a part-time position with some flexibility dependant on class timetables.

**Note:** This is a part-time permanent position available at 18.75 hours per week and the full-time salary noted above will be paid pro-rata. From this recruitment selection there is one Permanent part time position and one Temporary position available for filling. The temporary position will be available immediately for a temporary period until July 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants to submit a statement of claims against the Selection Criteria of no more than two pages, along with a current curriculum vitae.

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

Contact Officer: Chantelle Lawson (02) 6142 1000 Chantelle.Lawson@ed.act.edu.au

## **Belconnen Network**

### **People and Performance**

#### **Macquarie Primary School**

#### **Learning Support Assistant - Macquarie Primary School**

#### **School Assistant 2/3 \$50,861 - \$62,020, Canberra (PN: 11620)**

Gazetted: 02 March 2022

Closing Date: 23 March 2022

**Details:** Macquarie Primary School is a preschool to Year 6 school located in Belconnen. We are looking for a person with demonstrated initiative to fill the role of learning support assistant within our kindergarten team. The successful candidate will have experience working with students with complex behaviours and possess strong communication skills. They will use their emotional intelligence together with a calm approach and knowledge of trauma informed practice to support students to have a positive experience at school. A demonstrated ability to work effectively with all members of staff, children, families, and the wider school community is also essential.

**Eligibility/Other Requirements:** Background or experience in trauma informed practice will be highly regarded.

**Note:** This is a temporary position available until 01 July 2022 with the possibility of extension up to 12 months.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description attached, together with your curriculum vitae and contact details of two referees. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Candice Kingston (02) 6142 1550 [candice.kingston@ed.act.edu.au](mailto:candice.kingston@ed.act.edu.au)

## **Service Design and Delivery**

### **Learning Wellbeing Policy and Design**

#### **Wellbeing and Inclusion**

#### **Assistant Director Gender Equality Policy and Practice**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 44209)**

Gazetted: 02 March 2022

Closing Date: 21 March 2022

**Details:** This role is a new and exciting opportunity for an outstanding candidate to support schools to deliver contemporary gender and inclusion practice and develop teacher capability to ensure students have the skills, knowledge, and attitudes to engage in respectful relationships and to reject attitudes and/or behaviours that lead to gender-based violence in our community. They will work closely with schools to ensure that respectful relationships, sexuality and consent education meets student needs.

The successful candidate will be part of a team responsible for the detailed development and implementation of the ACT Education Directorate's approach to gender equality and inclusion in ACT public schools. They will be responsible for developing and implementing professional learning that fosters gender equality and inclusion in ACT public schools. They will actively participate in the development of strategies, programs and other supports that will increase the gender equality and inclusion capability of school-based staff.

The successful candidate will need to work closely with community-based organisations and experts who provide support on contemporary issues of gender equality and inclusion. They will participate in hosting events and gathering student voice to ensure that the approach to gender equality reflects student needs.

**Eligibility/Other Requirements:** Qualifications in education or health related fields is preferred. Experience in schools, education, sexual health or health policy will be considered highly desirable.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working directly with schools must provide evidence of their vaccination status.

Applicants for this position will be required to provide their vaccination status as follows:

first dose of a registered COVID-19 vaccine by no later than 1 November 2021, and

second dose of a registered COVID-19 vaccine by no later than 29 November 2021.

**How to apply:** If you are interested in this position, we encourage you to submit an application (maximum two pages). To enable us to assess your merit, your application should include your:

Current Curriculum Vitae.

Individual response to the selection criteria

In two 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.

Contact details of two referees.

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

Contact Officer: Amie Corrigan (02) 6205 1310 [amie.corrigan@act.gov.au](mailto:amie.corrigan@act.gov.au)

## **School Performance and Improvement**

### **North Gungahlin**

#### **Throsby School**

##### **Executive Assistant and Enrolments Officer**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 52638)**

Gazetted: 02 March 2022

Closing Date: 9 March 2022

**Details:** Throsby School is looking to fill the position of Executive Assistant and Enrolments Officer. The position will coordinate and oversee the workflow of the Principal's office and provide executive support to the Principal including diary management, coordinating meetings, developing presentations and supporting school events. This position will work closely with the Principal and Business Manager to manage and coordinate all student enrolments functions and processes including data entry, absences and student records. A proficiency in the use of a variety of computer application, databases and spreadsheets with the ability to advise on and implement effective office work practices is essential.

The position provides excellent customer service and support to students, families, staff and visitors to the school with a solution focussed approach.

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

Current First Aid Certificate

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

**Note:** This is a temporary position available from 4 April 2022 up until 18 November 2022.

**How to Apply:** Submit responses to the Selection Criteria and the name of two referees.

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

Contact Officer: Janine Lancaster (02) 6142 2880 [Janine.Lancaster@ed.act.edu.au](mailto:Janine.Lancaster@ed.act.edu.au)

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

## **School Improvement**

### **Belconnen Network**

#### **Macgregor Primary School**

##### **Building Services Officer**

##### **Building Service Officer 3 \$72,451 - \$76,559, Canberra (PN: 40857)**

Gazetted: 01 March 2022

Closing Date: 8 March 2022

**Details:** Are you looking for a diverse and rewarding role in a dynamic setting? Is a community-focus and best practice processes in line with organisational policies and relevant legislation some of your strengths? If you answered yes to those questions, we have an exciting opportunity for you. Macgregor Primary School is looking for a well-organised, highly motivated and experienced person for the Building Services Officer role.

The successful applicant will support the Business Manager in managing and leading the building works undertaken at the school, maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to Work, Health and Safety Standard or ensuring this standard when organising and overseeing emergency repairs. The BSO will support the Business Manager, Principal, students and staff in providing a safe and aesthetically pleasing environment for the whole community.

Following Directorate policies and in consultation with the Business Manager, the successful applicant will require initiative and independent judgement to operate and supervise a range of repairs and maintenance programs in a busy school environment. The position will possess excellent communication skills to provide effective building service to different stakeholders. They may also coordinate, mentor and supervise other BSOs to complete tasks.

**Eligibility/Other requirements:**

**MANDATORY**

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



Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: Access Canberra;

Evidence of General Construction Induction Card (White Card); and

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

DESIRABLE

An industry recognized trade qualification or equivalent work experience; and

A current First Aid certificate or willingness to obtain.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

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

Contact Officer: Tanya Price (02) 6142 1600 [Tanya.Price@ed.act.edu.au](mailto:Tanya.Price@ed.act.edu.au)

## **Business Services**

### **People and Performance**

#### **Executive Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42216)**

Gazetted: 01 March 2022

Closing Date: 15 March 2022

Details: The Education Directorate is a leading learning organisation where people know they matter, delivering high quality early childhood education and public-school education in an accessible and inclusive environment.

The People and Performance Branch supports the Directorate through the provision of a broad range of strategic and operational human resource management functions including employee and industrial relations, work health and safety, recruitment, and retention, learning and development, rewards and recognition, workplace culture and HR policy, organisational design, and workforce planning.

The Executive Officer (EO) is responsible for providing high-level executive support to the Executive Branch Manager (EBM), People and Performance. This position manages and coordinates ministerial and government business functions for the People and Performance Branch and provides strategic support and advice to the senior leadership team and sections in the Branch.

This position will involve using your knowledge and skills to provide executive support in a high- pressure working environment. Under broad direction, the EO will play a key role in supporting the EBM and operations of the EBM Office.

The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Applications should include a current curriculum vitae, maximum two-page response to the Selection Criteria, and details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Ackland (02) 6205 1820 [daniel.ackland@act.gov.au](mailto:daniel.ackland@act.gov.au)

### **Tuggeranong Network**

#### **Bonython Primary School**

##### **Deputy Principal**

##### **School Leader B \$151,757, Canberra (PN: 46823)**

Gazetted: 01 March 2022

Closing Date: 15 March 2022

**Details:** Bonython Primary School is seeking a dynamic school leader who has a future focussed vision for education. The successful applicant will possess a deep understanding of inquiry learning and how to strategically grow a community of inquirers.

They will also lead our teachers in developing positive learning experiences for our students where curiosity, creativity and passion is harnessed in contemporary classrooms.

**Notes:** 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.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please provide a written application against the Leadership Capabilities (one page per capability) detailed in the attached Position Description, a curriculum vitae and two referees. An interview is likely for shortlisted applicants.

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

Contact Officer: Gregory Terrell (02) 6142 0640 [Gregory.Terrell@ed.act.edu.au](mailto:Gregory.Terrell@ed.act.edu.au)

### **Business Services**

#### **Strategic Finance and Procurement**

##### **Internal Budgets and Reporting**

##### **Assistant Director - Internal Budgets and Reporting**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 16308)**

Gazetted: 01 March 2022

Closing Date: 15 March 2022

**Details:** The Strategic Finance and Procurement Branch is looking for a self-motivated, highly capable Assistant Director, to assist with the preparation of internal budgets and financial management.

The successful applicant will have excellent communication, and technical accounting skills, be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment and manage parts of the budget and financial reporting process. The successful applicant will be able to find solutions to complex issues and identify ways to improve existing processes.

**Eligibility/Other requirements:** Relevant qualifications in accounting or similar and/or experience is desirable. Working knowledge of TM1 and Oracle is also highly desirable.

**Notes:** This is a temporary position available immediately for a period of 12 months. Assessment of applicants for this role will include a review of the written applications, interviews and consideration of referee comments.

Staff are currently working from home due to the COVID-19 restrictions which may continue. A gradual return to the workplace is anticipated, including the advertised role. The successful candidate will be provided information on how to work from home safely and effectively. The position is based in an activity based working (ABW) environment. Under ABW arrangements, officer will not have a designated workstation/desk. Please discuss any concerns or questions you may have with the Contact Officer.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Applicants should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the Position Description, and details of two referees.

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

Contact Officer: Karina Christensen (02) 6207 1053 [Karina.Christensen@act.gov.au](mailto:Karina.Christensen@act.gov.au)

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Gungahlin College**

#### **Enrolments Officer**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 46886)**

Gazetted: 01 March 2022

Closing Date: 8 March 2022

**Details:** Gungahlin College is looking to appoint an Enrolments Officer within its Student Services section. This position oversees student enrolments and assists with other administrative duties in the section. This position requires excellent data entry skills and a high level of attention to detail. Ideally applicants will have experience working in the secondary school sector in a similar position, with a working knowledge of the current ACT enrolment policy and systems. This is a full-time position, with leave unlikely to be granted during the annual main enrolment period.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Applicants should submit a written response to the Selection Criteria of no more than two pages, along with a current curriculum vitae.

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

Contact Officer: Chantelle Lawson (02) 6142 1000 Chantelle.Lawson@ed.act.edu.au

#### **North Gungahlin**

##### **School Improvement**

##### **Gold Creek School**

##### **School Leader B - Associate Principal Gold Creek Junior Site**

##### **School Leader B \$151,757, Canberra (PN: 23497)**

Gazetted: 28 February 2022

Closing Date: 7 March 2022

**Details:** Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. We are committed to student directed learning, differentiation, collaborative learning and formative and summative assessment. The successful applicant will have the skills in leading the delivery of teaching and learning programs to meet the individual needs of students. Considerable investment is afforded to our staff to support professional development opportunities. This fosters our focus on staff wellbeing as a priority at Gold Creek School and promotes our inclusive community ethos.

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

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

Contact Officer: Daniel Breen (02) 6142 1300 daniel.breen@ed.act.edu.au

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

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

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

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

## Environment and Planning

### Planning and Urban Policy

Housing Strategy and Unit Title Reform Assistant Director, Housing Strategy Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 56781)

Closing Date: 14 March 2022

Weeks to Close: 2

**Details:** The Housing Strategy and Unit Title Reform team sits within the Planning and Urban Policy Division at the Environment, Planning and Sustainable Development Directorate, and provides policy and strategic advice on a range of housing affordability, land use and land development issues. These functions include policy development to support the delivery of new housing related initiatives such as Build to Rent; ongoing implementation, monitoring and evaluation of the ACT Housing Strategy; and stage two of the unit titles reform project.

We are seeking to fill a position in the Housing Strategy and Unit Title Reform team at the SOGC Assistant Director level. We are looking for a person with a dynamic and enthusiastic approach combined with demonstrated skills and experience suitable for a policy development environment. Strong attention to detail, and the ability to effectively manage multiple projects is also required.

Check out the Position Description and if you have relevant experience to take on this role or believe your experience, skills and knowledge translate across to the position then we want to hear from you!

**Eligibility/Other Requirements:** Highly desirable: Relevant tertiary qualifications in social science, urban planning, public policy or other related fields are highly desirable and/or demonstrated equivalent industry/professional experience at a senior level in a policy role, with a commitment to ongoing professional development.

**How to apply:** To apply please submit a copy of your curriculum vitae and a response outlining your skills, knowledge and behaviours in relation to the selection criteria. *Please limit responses to a maximum of 350 words per criterion.*

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

Contact Officer: Amy Kingham (02) 6205 3398 [amy.kingham@act.gov.au](mailto:amy.kingham@act.gov.au)

## Environment

### ACT Parks and Conservation Service

#### Volunteer and Visitor Experience

##### ParkCare Ranger

**Technical Officer Level 3 \$78,051 - \$88,207, Canberra (PN: 09898, 56615)**

Gazetted: 24 February 2022

Closing Date: 16 March 2022

**Details:** The ParkCare Ranger is passionate about engaging people in conservation programs. The role is responsible for providing operational support to an existing network of PCS ParkCare and volunteer groups and works collaboratively with District ranger staff to provide opportunities for community engagement in land management projects.

The main duties of the position include the development of annual work plans for volunteer groups and supervising and enriching on-ground volunteer activities. This includes ensuring ParkCare Patch groups have the tools and materials required to undertake their projects and ensuring volunteer activities are consistent with the ParkCare Volunteer Policy.

The ParkCare Ranger is expected to work with minimal supervision as part of a small team, exercise independent judgement and autonomy as necessary, and display a high degree of self-motivation, drive and enthusiasm. This position is also required to work a roster working on weekends and outside core business hours, and participate in bush firefighting activities, when necessary, as a member of the Parks Brigade.

The position is primarily a field-based position, based out of the Stromlo PCS depot. The major duties include: Contribute to the strategic and project plans of the PCS Volunteer Management Team and assist with volunteer registration, scheduling and reporting through the ParkCare Volunteer Hub.

Liaise with the Parks and Conservation (PCS) District staff and ParkCare Groups to ensure each group has an approved work plan of activities for the year;

Work closely with PCS District staff to provide operational support to ParkCare groups and other volunteers groups to enable them to undertake activities to enhance biodiversity and recreational opportunities on the Parks and Conservation estate;

Support the activities of volunteer groups through skills training and provision of basic equipment;

Work to ensure volunteer activities are conducted in line with Work, Health and Safety requirements, and coordinate the provision and supply of PPE;

Attend community open days and events to promote ParkCare and support groups with the recruitment of additional volunteers;

Coordinate quarterly ParkCare Convenors' meetings and represent PCS in relevant volunteer forums and meetings;

Support other corporate and 'RangerAssist' volunteering activities, promoting these where appropriate;

Assist in compiling and managing volunteer statistics and associated volunteer reporting;

During weekend work support Canberra Nature Park District staff to provide a Ranger presence in reserves; and

Undertake incident management duties, including participation in fire standby, fire suppression, prescribed burns, and fire training.

Eligibility/Other Requirements:

Mandatory:

Be prepared to wear a uniform.

Possess a manual drivers' licence.

Be prepared to work a roster including weekends and public holidays.

Highly Desirable:

Tertiary qualifications or experience relevant to natural or cultural resource management and/or volunteer management are desirable but not essential.

Note: There are two positions that will be filled from this process one of which is permanent (PN09898) and the other which will be filled on a temporary basis until 30 June 2025 (PN56615).

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 words per criteria and a statement against each of the qualifications/requirements, 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: Lauren McQueen 0481 914 508 [lauren.mcqueen@act.gov.au](mailto:lauren.mcqueen@act.gov.au)

## **Communications, Engagement and Media**

### **Executive Branch Manager, Communications, Engagement and Media**

**Executive Level 1.4 \$257,573 - \$268,725 depending on current superannuation arrangements, Canberra (PN: E1019)**

Gazetted: 01 March 2022

Closing Date: 15 March 2022

**Details:** Are you a collaborator? Can you take complex concepts across multiple policy streams and simplify the message for engagement with the community? Can you lead virtual teams to develop fit for purpose engagements and deliver within challenging deadlines? Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for someone with these attributes to lead the Communications, Engagement and Media branch of EPSDD in delivering a range of communications, across all portfolio areas of the Directorate and externally. The role requires a leader who can deliver strategic direction, meet complex and challenging deadlines, maintain effective relationships while working across multiple policy streams and ministerial portfolio areas.

The branch is responsible for supporting and regularly communicating with the Executive, Minister's and their offices as well as across the Directorate and media outlets.

You will report directly to the Director-General and work closely with the two Deputy Directors-General.

In filling this role, you will require strong leadership and communication skills and the proven capability to work collaboratively, have a high level of professionalism, lead engagement activities and provide strong representation for the branch and Directorate.

**Remuneration:** The position attracts a remuneration package ranging from \$257,573 - \$268,725 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,039.

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

**How to Apply:** Please provide a curriculum vitae, contact details for two referees, and provide a response of no more than two pages addressing the Executive Capabilities.

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

Contact Officer: Lisa Sampson (02) 6207 1667 [lisa.sampson@act.gov.au](mailto:lisa.sampson@act.gov.au)

### **Statutory Planning**

#### **Office of the Surveyor-General and Land Information**

##### **Deputy Surveyor-General**

##### **Senior Professional Officer Grade B \$133,552 - \$150,347, Canberra (PN: 15199)**

Gazetted: 01 March 2022

Closing Date: 8 March 2022

Details: The ACT Office of the Surveyor-General and Land Information is looking for a Registered Surveyor to accept the challenge managing technical staff and implement process improvements. The successful candidate should be highly motivated and have strong surveying, management, and interpersonal skills.

Eligibility/Other Requirements:

Mandatory qualification is Registered (cadastral) Surveyor

Knowledge of, or experience with, geographic information systems would be an advantage.

A Certificate IV in Government Investigations would be an advantage

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

How to Apply: Please lodge your application, your application should include. A pitch of less than 300 words addressing the Selection Criteria and your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Ledwidge (02) 6205 0083 [greg.ledwidge@act.gov.au](mailto:greg.ledwidge@act.gov.au)

### **Justice and Community Safety**

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

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

#### **ACT Courts and Tribunal**

##### **Registry Operations**

##### **Disability Liaison Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49158)**

Gazetted: 25 February 2022

Closing Date: 15 March 2022

**Details:** We are looking for a Disability Liaison Officer to join our work family!

The ACT Courts and Tribunal is seeking a capable, passionate and client service-focused individual to lead a very rewarding, interesting and important function.

As a Disability Liaison Officer, you will support ACT Courts and Tribunal to identify and respond to the needs of people with disability to ensure they have equal access to justice. Through this role, you will engage directly with our clients and work with staff across the organisation to undertake needs assessments and implement reasonable adjustments for clients who have disability or vulnerability when attending the ACTCT.

You will also take the lead on developing policy and processes, adapting resources, implementing training and supporting individuals with disability who attend ACTCT. More broadly, you will liaise with and work within a community of practice comprised of individuals from agencies and organisations across the justice system to address systemic barriers impacting access to justice for people with disability.

This is an exciting multidimensional role featuring a perfect mix of operational, policy and strategy aspects.

##### **About you:**

This role is perfect for a self-starter who has excellent customer service, prioritisation and time-management skills. You will work under a broad direction of your managers and will be responsible for achieving outcomes across operational, policy and strategy spheres.

You will bring your expertise and strong technical skills to provide client service and undertake assessment needs in the disability environment. An important part of your role is taking your colleagues across the organisation on a journey with you as you assist to develop our disability understanding and capability, and to push forward our thinking and action on issues.



By applying your strategic thinking and communication skills, you will assist to champion change and continuous improvement, and manage internal and external stakeholders. You will be solutions focused and have good technical skills to back up your decision making. It is a busy role so you must thrive in meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

If all this sounds like you, we would love to hear from you!

**Eligibility/Other Requirements:**

Security clearance checks may be conducted and will require Australian Citizenship.

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

**Note:** This is a temporary position available immediately for up to 12 months with a possibility of permanency. Selection may be based on application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview. A merit pool may be established from this selection process, and it may be used to fill other similar vacancies.

**How to Apply:**

Please use the link in this ad to submit, in a PDF format, the following:

your up-to-date curriculum vitae (max three pages),

details of your two referees (one of which must be your current supervisor/manager), and

a document with answers to the following three selection questions:

Question 1: Provide an example of when you provided a client service by undertaking needs assessments, preferably in a disability environment. How did you approach the situation? What was the outcome? What was a lesson learned for you?

Question 2: Provide an example of when you had to demonstrate good judgment and resilience to manage a sensitive and complex situation. Why was the situation sensitive and complex? How did you demonstrate understanding of boundaries and limits of your role at the time?

Question 3: Provide an example of when you took the lead on a policy issue to do with disability or vulnerability. How did you display your agility in your approach? How did you respond to needs of various stakeholders? What did you learn (if anything) about your communication skills from that example?

Each answer should be no more than 400 words (that is, 1,200 words in total). You should follow the STAR model to ensure your answers are comprehensive and well structured. For more information on the STAR model, please refer to page 9 of the Applicant Information Kit available from: <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.

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

Contact Officer: Igor Radonjic (02) 6207 8885 [Igor.Radonjic@courts.act.gov.au](mailto:Igor.Radonjic@courts.act.gov.au)

**Emergency Services Agency**

**Emergency Communications Centre**

**Operational Support Officer**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 56741)**

Gazetted: 24 February 2022

Closing Date: 10 March 2022

**Details:** Are you looking to make a real and practical difference with your work? Do you enjoy a challenge? Willing to work within a fast-paced emergency environment?

A career at the ACT Emergency Services Agency may be what you're looking for...

The ACT Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service and the ACT State Emergency Service.

The Emergency Communications Centre (ComCen) is unique, as it interacts with all areas of the ESA to coordinate the 24/7 emergency and non-emergency response services, including requests for ambulance, fire, and emergency service assistance; through Triple Zero, 132 500 (SES) and other methods.

The role of Operational Support Officer will be an integral part, assisting the Agency to meet its obligations under the Emergencies Act. No two days will be alike, and you will be required to undertake a multitude of duties throughout the working day; including:

Workforce Planning matters (such as rostering)

Quality assurance

Policy and Procedure development and maintenance  
Correspondence with stakeholders  
Work Health and Safety  
+ much more.

The ESA Communications Centre provides a 24/7 service to the ACT Community; however, this position is not a rostered position. Successful applicant will not be required to undertake shift work.

This is a new and exciting position and if you think you have what it takes to be a part of the ESA's team of teams; then apply now!

Find out more at: <https://www.esa.act.gov.au/join-us/careers/emergency-communications-centre>

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

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

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

**How to Apply:** Applicants are asked to submit a current curriculum vitae and a two-page pitch addressing the Behavioural Capabilities; Professional/Technical Capabilities and Compliance Requirements located in the Position Description.

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

Contact Officer: Paul Perusic (02) 6207 7126 [Paul.Perusic@act.gov.au](mailto:Paul.Perusic@act.gov.au)

## Parliamentary Counsel

### Deputy Parliamentary Counsel

**Executive Level 1.4 \$257,573 - \$268,725 depending on current superannuation arrangements, Canberra (PN: E126)**

Gazetted: 28 February 2022

Closing Date: 14 March 2022

**Details:** Applications are sought for the position of Deputy Parliamentary Counsel. The Parliamentary Counsel's Office (PCO) provides legislative drafting and publishing services for the ACT. The PCO also maintains the ACT Legislation Register ([www.legislation.gov.au](http://www.legislation.gov.au)) where ACT legislation and legislative material are notified and published.

The primary responsibilities of the Deputy Parliamentary Counsel are to:

lead and manage a group of legislative counsel;

develop, plan and coordinate legislative drafting services for client directorates and individual legislative Assembly members;

assist the Parliamentary Counsel to develop, plan and coordinate legislative publishing services (particularly through the ACT legislation register) to ensure good access to ACT legislation and legislative material.

**Remuneration:** The position attracts a remuneration package ranging from \$257,573 - \$268,725 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$223,039.

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

**How to Apply:** Applicants are requested to submit an application 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.

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

Contact Officer: Bianca Kimber (02) 6205 3705 [bianca.kimber@act.gov.au](mailto:bianca.kimber@act.gov.au)

## ACT Corrective Services

### Corporate

### Information and Business Solutions Unit

### Security Systems Administrator

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53187)**

Gazetted: 01 March 2022

Closing Date: 18 March 2022

ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Security Systems Administrator (ASO6) within the Information and Business Solutions Unit.

The successful applicant will be required to administer, support and co-ordinate changes to the portfolio of systems and related infrastructure used at the Alexander Maconochie Centre (AMC). You will also be responsible for maintaining and performing on-site support of hardware, software and network devices for components of various systems.

In addition, you will assist with the deployment of various Information Communication Technology (ICT) and security systems projects and co-ordinate with vendors and suppliers for system changes, upgrades and outages. You will also assist in the creation and maintenance of ICT and security systems reports, asset management registers and other record keeping activities.

Further to this, you will perform user account management tasks including gaining appropriate approvals, creating users, assigning privileges, monitoring activity, removing privileges and performing audits.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders, in addition to high level conceptual and analytical 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:

Australian Citizenship mandatory

Relevant tertiary qualifications or experience is desirable.

Background / Security clearance checks will be conducted

Existing AGSVA Security Clearance desirable.

Driver's licence is essential.

This position does require a pre-employment medical

How to Apply: Applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a copy of your driver's licence; and (3) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alistair Sinclair (02) 6207 3605 [Alistair.Sinclair@act.gov.au](mailto:Alistair.Sinclair@act.gov.au)

**ACT Corrective Services**

**Offender Reintegration**

**Cultural Services**

**Senior Director, Cultural Services**

**Senior Officer Grade A \$155,107, Canberra (PN: 54048)**

Gazetted: 01 March 2022

Closing Date: 1 April 2022

**Details:** A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the newly created Senior Director, Cultural Services (SOGA), within Offender Reintegration. This is a long term temporary vacancy, available for up to two years.

The Senior Director, Cultural Services is responsible for the provision of strategic advice on issues relating to the over-representation of Aboriginal and Torres Strait Islander people in the criminal justice system, including the provision of best practice advice, policy guidance and reporting support. The position is also responsible for the day-to-day management of the Cultural Services Teams, who provide culturally appropriate support services and programs for Aboriginal and Torres Strait Islander clients engaged with ACTCS.

The role involves significant community engagement and fostering relationships with services and service providers, essential in contributing to the successful reintegration of detainees back into the community and reducing recidivism.

The successful applicant will contribute a cultural lens to various projects including Integrated Offender Management, Transitional Release, Throughcare, detainee reintegration and the provision of culturally safe case management practices across the organisation.

In addition, the successful applicant will have strong involvement in issues relating to Aboriginal and Torres Strait Islander Peoples and will be required to liaise with Aboriginal and Torres Strait Islander people, community members and service providers.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also have a demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander peoples' cultures and societies and an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples in contemporary society.

**Eligibility/Other requirements:**

Aboriginal or Torres Strait Islander ancestry is considered essential (s42, *Discrimination Act 1991*).

Relevant tertiary qualifications and/or equivalent work experience in the criminal justice system is highly desirable.

A current driver's licence is essential.

The successful candidate may be required to undergo a criminal record check.

Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is required.

**Notes:** This is a temporary position available immediately for a period of up to two years. This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

**How to Apply:** Applicants are required to submit the following:

A written response of one to three pages addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the position requirements detailed in the attached Position Description; and

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

A copy of your current driver's licence.

Please ensure you submit all required items.

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

Contact Officer: William Stuart (02) 6205 3369 William.Stuart@act.gov.au

**ACT Corrective Services**

**Community Operations**

**Community Service Work Supervising Officer**

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 44065)**

Gazetted: 02 March 2022

Closing Date: 16 March 2022

Details: ACT Corrective Services (ACTCS) is looking for enthusiastic, motivated, and conscientious people to fill the role of Community Service Work Supervising Officer (ASO3) within the Community Service Work Unit (CSWU).

The successful applicant will be required to supervise and monitor offenders undertaking community services work, as a condition of a Court Order. You will also account for equipment, ensuring it is returned in a clean and serviceable condition and that damaged or unsafe equipment is identified.

In addition, you will provide administrative and clerical support within CSWU, including maintaining files, records, and statistical data. You will also assist senior members with other work in the Unit to ensure the objectives of the CSWU are achieved.

The successful applicant will be expected to demonstrate the ability to supervise and work with clients and possess well developed interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

**Eligibility/Other Requirements:**

A driver's licence is essential

Currently hold or have the ability to obtain a Senior First Aid certificate is highly desirable.

Knowledge and understanding of the safe use of gardening tools and machinery is highly desirable.

The position holder will be required to work a rotating shift roster and undertake parts of their duties outside normal business hours (including weekends), with penalty rates paid accordingly.

Eligible applicants will be subject to a National Police check.

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

Applicants may be required to undertake medical testing as part of the assessment process

How to Apply: Applicants are required to submit three items:

a one-to-three-page written response addressing the Professional/Technical Skills, Knowledge and 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 driver's licence.

Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandford Beggs (02) 6205 4679 [sandford.beggs@act.gov.au](mailto:sandford.beggs@act.gov.au)

## **ACT Courts and Tribunal**

### **Registry Operations**

#### **Civil Section**

#### **Team Leader (Protection Unit)**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 02118)**

Gazetted: 28 February 2022

Closing Date: 16 March 2022

**Details:** We are looking for new team members to join our work family!

The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting thousands of other files which we handled in the background.

Our work is unique, interesting and client-focused. Our people are our superpower. As a team, we are a diverse group of individuals but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely knit bunch who have each other's backs. And good administration and governance runs in our veins.

#### **Opportunity**

We have a rare vacancy come up and we are looking for our next Team Leader (ASO5) of the Protection Unit in the Civil Section.

In this role, you will lead and supervise the provision of in-and-out court support to Registrars who make decisions on applications for protection from family, personal and workplace violence.

You will also assist the Senior Team Leader in performing administrative functions, providing customer service and procedural advice to clients and relevant agencies, managing court files, processing documents in accordance with relevant legislation, generating and quality assuring documentation and court orders, maintaining records and the internal computer system.

It is a very busy but a rewarding leadership and managerial role which will see you become a true master of civil procedure and court processes. Given the public facing and client service nature of the role, you will also be in the thick of it, making decisions and calls on a range of matters, organising operations, managing very strict deadlines, quality assuring documents and orders, and dealing with and answering enquiries from parties, legal profession and members of the public who attend the Court. As you will be making decisions under various laws, including court rules, you may be given a delegation to exercise powers as a Deputy Registrar of a particular court.

#### **Who are we after?**

Well, we'd take the right attitude over any technical expertise any day. *But* the role is a technical one with lots of moving pieces. So, you must be willing to learn a lot and learn it fast. You will rely on your high levels of resilience and your ability to deal with challenging clients, subject matter and material. Plus, you're the Registry's Ambassador with the legal profession and the public, so your client service must be up there – think Emirates, First Class.

You'll also have highly-developed administrative and digital skills, especially in using the MS Office, and you will have the ability and aptitude to quickly learn our IT systems. You'll be a self-starter who takes initiative, and work well in and is able to manage a small team. You must have a strong track record of meeting deadlines while achieving high levels of quality and accuracy.

If this sounds like you, we'd love to hear from you.

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

**Notes:** This is a temporary position available for up to 12 months with a possibility of permanency. Candidates may be selected from application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview. A merit pool will be established from this selection process and it may be used to fill other similar vacancies in the branch over the next 12 months. For more information, please contact Ms Lynette Ashlin, Assistant Director – Civil, on 6207 1320.

**How to Apply:**

Please use the link in this ad to submit, in a PDF format, the following three documents:

your up-to-date curriculum vitae (max three pages)

a completed Referee Report from your current or most recent (not older than 6 months) supervisor

please use this Referee Report template

your referee will need to rate your skills and abilities (using the Rating Scale in the template), and provide a comment (max 100 words) against each criterion set out under the ‘*Professional / Technical Skills and Knowledge*’ and ‘*Behavioural Capabilities*’ headings

**Tip:** we suggest that you pre-fill the template with the following before giving it to your referee to complete:

*Applicant Details, Details of Position Applied For, Referee Details*, and insert each *criterion* (cut and paste from the Position Description as per above point) so to make it easier for your referee to provide ratings and comments

a document with answers to the following four selection questions:

**Question 1:** Provide an example of when you managed a busy function while achieving tight timeframes and KPIs, and managing multiple competing demands. What made your approach successful? What was the key lesson you learned from your mistakes in that role?

**Question 2:** Please provide an example of when you had to deal with a client or someone in your workplace who was angry because your team or your colleague made an error. How did you approach the situation? What was the outcome? What was a lesson learned for you and your team?

**Question 3:** Provide an example of when you interpreted a new legislative provision or guideline, and made a decision by applying it. What were your key considerations? How did you know you applied the provision correctly?

**Question 4:** Provide an example of when you had to make an immediate decision in a critical situation but where you did not have all the fact. How did you approach the situation? Were you satisfied with the result and why? Each answer should be no more than 350 words (that is, 1,400 words all up). Please use headings to mark clearly and separate each answer (e.g., Answer to Question 1).

**Tip:** Please use the STAR model to structure your answers to selection questions. For more information, please refer to page nine of the Applicant Information Kit available from: <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.

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

Contact Officer: Lynette Ashlin (02) 6207 1320 [Lynette.Ashlin@courts.act.gov.au](mailto:Lynette.Ashlin@courts.act.gov.au)

**ACT Courts and Tribunal**

**Registry Operations**

**Civil Section**

**Team Leader (Listings)**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 42396)**

Gazetted: 28 February 2022

Closing Date: 16 March 2022

**Details:** We are looking for new team members to join our work family!

The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that’s not counting thousands of other files which we handled in the background.

Our work is unique, interesting and client-focused. Our people are our superpower. As a team, we are a diverse group of individuals but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely knit bunch who have each other’s backs. And good administration and governance runs in our veins.

## Opportunity

We have a rare vacancy come up and we are looking for our next Team Leader (ASO5) of Listings in the Civil Section.

In this role, you will be leading and coordinating in-court support, recording subpoena and exhibit material, preparing, processing and quality assuring Court orders, awards, defences and other documentation filed with the Registry under appropriate legislation and practice directions of various jurisdictions.

It is a very busy but a rewarding leadership and managerial role which will see you become a true master of civil procedure and court processes. Given the public facing and client service nature of the role, you will also be in the thick of it, making decisions and calls on a range of matters, organising operations, managing very strict deadlines, quality assuring documents and orders, and dealing with and answering enquiries from parties, legal profession and members of the public who attend the Court. As you will be making decisions under various laws, including court rules, you may be given a delegation to exercise powers as a Deputy Registrar of a particular court.

### Who are we after?

Well, we'd take the right attitude over any technical expertise any day. *But* the role is a technical one with lots of moving pieces. So, you must be willing to learn a lot and learn it fast. Plus, you're the Registry's Ambassador with the legal profession and the public, so your client service must be up there – think Emirates, First Class.

You'll also have highly-developed administrative and digital skills, especially in using the MS Office, and you will have the ability and aptitude to quickly learn our IT systems. You'll be a self-starter who takes initiative, and work well in and is able to manage a small team. You must have a strong track record of meeting deadlines while achieving high levels of quality and accuracy.

If this sounds like you, we'd love to hear from you.

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

**Notes:** This is a temporary position available for up to 12 months with a possibility of permanency. Candidates may be selected from application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview. A merit pool will be established from this selection process and it may be used to fill other similar vacancies in the branch over the next 12 months. For more information, please contact Ms Michelle Gibbs, Senior Team Leader – Judgments and Court Support, on 6207 1409.

### How to Apply:

Please use the link in this ad to submit, in a PDF format, the following three documents:

your up-to-date curriculum vitae (max three pages)

a completed Referee Report from your current or most recent (not older than six months) supervisor

please use this Referee Report template

your referee will need to rate your skills and abilities (using the Rating Scale in the template), and provide a comment (max 100 words) against each criterion set out under the 'Professional / Technical Skills and Knowledge' and 'Behavioural Capabilities' headings

**Tip:** we suggest that you pre-fill the template with the following before giving it to your referee to complete:

*Applicant Details, Details of Position Applied For, Referee Details*, and insert each *criterion* (cut and paste from the Position Description as per above point) so to make it easier for your referee to provide ratings and comments

a **document with answers** to the following four selection questions:

**Question 1:** Provide an example of when you managed a busy function while achieving tight timeframes and KPIs, and managing multiple competing demands. What made your approach successful? What was the key lesson you learned from your mistakes in that role?

**Question 2:** Please provide an example of when you had to deal with a client or someone in your workplace who was angry because your team or your colleague made an error. How did you approach the situation? What was the outcome? What was a lesson learned for you and your team?

**Question 3:** Provide an example of when you interpreted a new legislative provision or guideline, and made a decision by applying it. What were your key considerations? How did you know you applied the provision correctly?

**Question 4:** Provide an example of when you had to make an immediate decision in a critical situation but where you did not have all the fact. How did you approach the situation? Were you satisfied with the result and why? Each answer should be no more than 350 words (that is, 1,400 words all up). Please use headings to mark clearly and separate each answer (e.g., Answer to Question 1).

**Tip:** Please use the STAR model to structure your answers to selection questions. For more information, please refer to page nine of the Applicant Information Kit available from: <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.



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

Contact Officer: Michelle Gibbs (02) 6207 1409 Michelle.Gibbs@courts.act.gov.au

## **Corporate**

### **Strategic Finance**

#### **Senior Finance Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 10264)**

Gazetted: 25 February 2022

Closing Date: 11 March 2022

**Details:** Applications are sought for an ASO6 Senior Finance Officer role within Justice and Community Safety (JACS) Strategic Finance.

Strategic Finance is seeking a motivated and well organised person to effectively perform the role and functions of Senior Finance Officer. The Senior Finance Officer will proactively assist in providing accurate and timely financial information, reporting and analysis of performance as well as assisting the team to prepare regular Treasury reporting, and other monthly management reporting.

The successful applicant will possess:

demonstrated experience and knowledge of public sector financial management processes and financial frameworks including relevant legislation and accounting standards;

demonstrated experience in assisting with the preparation of annual financial statement reporting, including variance reporting and Management Analysis and Discussion reporting and undertake budget preparation and costings, financial and performance management reporting and analysis;

demonstrated experience in internal and external budget allocation, reconciliations, review of balance sheets and analysis of relevant financial information;

strong communication skills with the ability to develop positive relationships with stakeholders; and

contribute to the goals and business improvements of the Strategic Finance team.

**How to Apply:** Interested applicants should provide a two-page pitch addressing the capabilities in the Position Description. A current curriculum vitae with referees should also be provided. All enquiries regarding the role can be directed to the Contact Officer.

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

Contact Officer: Jing Jyh Wong (02) 6205 4756 JingJyh.Wong@act.gov.au

## **ACT Courts and Tribunal**

### **Registry Operations**

#### **Senior Director Registry Operations**

##### **Senior Officer Grade A \$155,107, Canberra (PN: 31086)**

Gazetted: 25 February 2022

Closing Date: 17 March 2022

**Details:** The Supreme and Magistrates Courts have a joint Registry. Under the leadership of the respective Registrars, the Registry and its staff provide high-level administrative support to the judiciary in the performance of their roles, and to the parties and legal representatives who appear in the Courts. This includes exercising statutory and quasi-judicial powers and providing legal, administrative, policy and procedural advice and assistance.

The Registry functions include accepting documents for filing, arranging conferences and hearings, maintaining court files, issuing subpoenas, collecting court fees, entering data in the case management system, generating court documents, and providing general advice about court rules, practices and procedures.

Registry Operations comprises three sections – Civil, Criminal and Court Services – and is also responsible for delivery of registry services to the Magistrates Court when sitting as the Industrial Court, the Family Violence Court, the Children's Court and the Coroners Court.

This position is responsible for delivering high quality registry and related court support and client services to support the business of each court, driving a culture of continuous improvement and high performance focussing on people customer and innovation, operationalising complex legislative, policy and administrative frameworks and building and maintaining important business partnerships and working relationships.

**Eligibility/Other Requirements:** Tertiary qualifications and experience in management, law, public policy or other relevant disciplines is highly desirable.

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

**How to Apply:** Applicants are required to provide a written response in the form of a pitch of no more than two pages, providing evidence of your capacity to meet the required capabilities as detailed in the What You Require section of the Position Description. In addition to your response please attach a current curriculum vitae and contact details of at least two referees (one of whom should be your current manager).

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

Contact Officer: Jayne Reece (02) 6207 1203 Jayne.Reece@courts.act.gov.au

## **ACT Courts and Tribunal**

### **Registry Operations**

#### **Criminal Section**

##### **Team Leader (Appeals and Admissions)**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 42075)**

Gazetted: 28 February 2022

Closing Date: 16 March 2022

**Details:** We are looking for new team members to join our work family!

The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting thousands of other files which we handled in the background.

Our work is unique, interesting and client-focused. Our people are our superpower. As a team, we are a diverse group of individuals but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely knit bunch who have each other's backs. And good administration and governance runs in our veins.

#### **Opportunity**

We have a rare vacancy come up and we are looking for our next Team Leader (ASO5) of Appeals and Admissions (Supreme Court) in the Criminal Section.

The position description is [attached](#) – please read it. But in 23 words or less: you'll manage a steady stream of appeals to the Supreme Court, and intertwined flows of Court of Appeal and legal practitioner admission matters. And there's some staff to supervise.

It is a very busy but a rewarding leadership and managerial role which will see you become a true master of appeals and admissions procedure and court processes. You will liaise directly with the Legal Practitioner Admissions Board, representing the agency and providing secretarial services. Given the public facing and client service nature of the role, you will also be in the thick of it, making decisions and calls on a range of matters, organising operations, managing very strict deadlines, quality assuring documents and orders, and dealing with and answering enquiries from parties, legal profession and members of the public who attend the Court. As you will be making decisions under various laws, including court rules, you may be given a delegation to exercise powers as a Deputy Registrar of a particular court.

#### **Who are we after?**

Well, we'd take the right attitude over any technical expertise any day. *But* the role is a technical one with lots of moving pieces. So, you must be willing to learn a lot and learn it fast. You will rely on your high levels of resilience and your ability to deal with challenging clients, subject matter and material. Plus, you're the Registry's Ambassador with the legal profession and future lawyers, so your client service must be up there – think Emirates, First Class.

You'll also have highly-developed administrative and digital skills, especially in using the MS Office, and so will be your ability and aptitude to quickly learn our IT systems. You'll be a self-starter who takes initiative, and work well in and is able to manage a small team. You must have a strong track record of meeting deadlines while achieving high levels of quality and accuracy.

If this sounds like you, we'd love to hear from you.

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

**Notes:** This is a temporary position available for up to 12 months with a possibility of permanency. Candidates may be selected from application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview. A merit pool will be established from this selection process and it may be used to fill other similar vacancies in the branch over the next 12 months. For more information, please contact Ms Courtney Brown, Senior Team Leader – Supreme Court Criminal, on 6207 9004.

**How to Apply:**

Please use the link in this ad to submit, in a PDF format, the following three documents:

your up-to-date curriculum vitae (max three pages)

a completed Referee Report from your current or most recent (not older than six months) supervisor

please use this Referee Report template

your referee will need to rate your skills and abilities (using the Rating Scale in the template), and provide a comment (max 100 words) against each criterion set out under the 'Professional / Technical Skills and Knowledge' and 'Behavioural Capabilities' headings

**Tip:** we suggest that you pre-fill the template with the following before giving it to your referee to complete:

*Applicant Details, Details of Position Applied For, Referee Details*, and insert each *criterion* (cut and paste from the Position Description as per above point) so to make it easier for your referee to provide ratings and comments

a document with answers to the following four selection questions:

**Question 1:** Provide an example of when you managed a busy function while achieving tight timeframes and KPIs, and managing multiple competing demands. What made your approach successful? What was the key lesson you learned from your mistakes in that role?

**Question 2:** Please provide an example of when you had to deal with a client or someone in your workplace who was angry because your team or your colleague made an error. How did you approach the situation? What was the outcome? What was a lesson learned for you and your team?

**Question 3:** Provide an example of when you interpreted a new legislative provision or guideline, and made a decision by applying it. What were your key considerations? How did you know you applied the provision correctly?

**Question 4:** Provide an example of when you had to make an immediate decision in a critical situation but where you did not have all the fact. How did you approach the situation? Were you satisfied with the result and why? Each answer should be no more than 350 words (that is, 1,400 words all up). Please use headings to mark clearly and separate each answer (e.g., Answer to Question 1).

**Tip:** Please use the STAR model to structure your answers to selection questions. For more information, please refer to page 9 of the Applicant Information Kit available from: <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.

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

Contact Officer: Courtney Brown 6207 9004 Courtney.Brown@courts.act.gov.au

**ACT Courts and Tribunal**

**Registry Operations**

**Criminal Section**

**Team Leader (Bail Office)**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 32404)**

Gazetted: 28 February 2022

Closing Date: 16 March 2022

**Details:** We are looking for new team members to join our work family!

The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting thousands of other files which we handled in the background.

Our work is unique, interesting and client-focused. Our people are our superpower. As a team, we are a diverse group of individuals but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely knit bunch who have each other's backs. And good administration and governance runs in our veins.

**Opportunity**

We have a rare vacancy come up and we are looking for our next Team Leader (ASO5) of the Bail Office in the Criminal Section.

You will lead the Bail Office which provides after court support for the defendants and their legal representatives. It processes all criminal orders from the Magistrates Court, finalises court documents (from bail conditions and continuances, good behaviour and intensive correction orders, and imprisonments), quality assure all orders and criminal files, and lists matters for future court hearings.

It is a very busy but a rewarding leadership and supervisory role which will see you become a true master of criminal procedure and court processes. Given the public facing and client service nature of the Office, you will be in the thick of it, making decisions and calls on a range of matters, organising operations, managing very strict deadlines, quality assuring documents, and dealing with and answering enquiries from parties, members of the public who attend the Court, legal profession other justice agencies.

#### **Who are we after?**

To be successful in being selected these roles, you'll have highly-developed administrative, excellent client service and communication skills. You'll be a self-starter who takes initiative, and work well in and is able to manage a small team. The role is a technical one with lots of moving pieces. So, you must be willing to learn a lot and learn it fast. You will rely on your high levels of resilience and your ability to deal with challenging clients, subject matter and material. You must also have a strong track record of meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in using the MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

If this sounds like you, we'd love to hear from you.

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

**Notes:** This is a temporary position available for up to 12 months with a possibility of permanency. Candidates may be selected from application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview. A merit pool will be established from this selection process and it may be used to fill other similar vacancies in the branch over the next 12 months. For more information, please contact Ms Rylee Ferrier, Senior Team Leader – Magistrates Court Criminal, on 6205 4902.

#### **How to Apply:**

Please use the link in this ad to submit, in a PDF format, the following three documents:

your up-to-date curriculum vitae (max three pages)

a completed Referee Report from your current or most recent (not older than six months) supervisor

please use this Referee Report template

your referee will need to rate your skills and abilities (using the Rating Scale in the template), and provide a comment (max 100 words) against each criterion set out under the 'Professional / Technical Skills and Knowledge' and 'Behavioural Capabilities' headings

**Tip:** we suggest that you pre-fill the template with the following before giving it to your referee to complete:

*Applicant Details, Details of Position Applied For, Referee Details, and insert each criterion* (cut and paste from the Position Description as per above point) so to make it easier for your referee to provide ratings and comments

a document with answers to the following four selection questions:

**Question 1:** Provide an example of when you led and managed a busy team to deliver a client service while achieving tight timeframes and KPIs, and managing multiple competing demands. What made your leadership successful? What was the key lesson you learned from your team about your leadership style?

**Question 2:** Please provide an example of when you had to deal with a client or someone in your workplace who was angry because your team or your colleague made an error. How did you approach the situation? What was the outcome? What was a lesson learned for you and your team?

**Question 3:** Provide an example of when you had to interpret a *new* legislative provision or guideline, and made a decision by applying it. What were your key considerations? How did you know you applied the provision correctly?

**Question 4:** Provide an example of when you had to make an immediate decision in a critical situation but where you did not have all the fact. How did you approach the situation? Were you satisfied with the result and why? Each answer should be no more than 350 words (that is, 1,400 words all up). Please use headings to mark clearly and separate each answer (e.g., Answer to Question 1).

**Tip:** Please use the STAR model to structure your answers to selection questions. For more information, please refer to page nine of the Applicant Information Kit available from: <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.

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

Contact Officer: Rylee Ferrier (02) 6205 4902 [Rylee.Ferrier@courts.act.gov.au](mailto:Rylee.Ferrier@courts.act.gov.au)

**Public Advocate and Children and Young People Commissioner  
Senior Advocate**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 43658)**

Gazetted: 25 February 2022

Closing Date: 11 March 2022

Details: The Public Advocate and Children and Young People Commissioner (PACYPC) is seeking a highly motivated and passionate person with demonstrated expertise in the field of disability/complex needs to join a dynamic team of committed professionals focused on protecting and promoting the rights and interests of people in the ACT who are experiencing vulnerability.

The Senior Advocate will provide leadership for the PACYPC's advocacy, oversight, and engagement responsibilities in respect of children, young people, and adults with disability (including those with complex needs and older persons) in the ACT. The Senior Advocate role has a systemic focus and is underpinned by a commitment to ensuring that the supports, services, and systems that exist to ensure the well-being of clients do so in a way that is appropriately cognisant of their rights, including the right of clients to make their own decisions, to participate in decision-making processes, and/or to have their views considered in decision-making about their own lives.

The Senior Advocate will provide objective and independent oversight of services and systems that respond to people with disability in accordance with relevant legislation. They will liaise with key stakeholders, service providers and members of the public. They will advocate for the rights of children, young people and adults who have complex needs and/or disability, including by facilitating the provision of services by government and non-government agencies, intervening in the ACAT and/or Court, and working with other stakeholders in the sector. The role also involves direct supervision of 1-2 staff.

Eligibility/Other Requirements:

Tertiary qualifications in a relevant field (such as Social Work, Psychology, Psychiatric Nursing, Law, Mental Health, etc.) are highly desirable.

Driver's licence (C class) is desirable.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than a two-page pitch addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description and a current curriculum vitae/resume, including the details of two referees. Please see the Position Description for a list of duties/responsibilities, and the capabilities for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Charlotte Fletcher (02) 6205 1230 [charlotte.fletcher@act.gov.au](mailto:charlotte.fletcher@act.gov.au)

**Major Projects Canberra**

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

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

**Project Development and Support**

**Project Development**

**Infrastructure Analyst**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53985)**

Gazetted: 28 February 2022

Closing Date: 17 March 2022

**Details:** Are you our new Infrastructure Analyst?

Do you like a challenge and want to be a key part of a high performing team who are committed to the development of our growing and vibrant city?

The Project Development Section of Major Projects Canberra provides a mix of infrastructure policy support for the agency and early stage development of major construction projects.

The Infrastructure Analyst will be required to support the Project Development section in the development of new Infrastructure projects, business cases, feasibility studies and related analysis. Undertake research and analysis of trends in the local and national infrastructure market and policy, and maintain effective working relationships with key stakeholders across Government.

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

**Eligibility/Other Requirements:**

**Desirable**

Relevant tertiary qualifications complimentary to the role: for example, financial, economics, business and/or relevant infrastructure related fields.

An understanding of Government Budget, Policy and/or Procurement processes.

Experience with infrastructure planning and development of new infrastructure projects or project delivery of infrastructure (Construction).

A basic knowledge of Risk, Financial Analysis and/or Economic Modelling.

**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:** If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit an application, of no more than three pages, addressing your suitability for the role against the 'Professional/Technical Skills and Knowledge' as well as the 'Behavioural capabilities' from the Position Description, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Jeff Hart (02) 6207 9373 Jeff.Hart@act.gov.au

**Project Development and Support**

**Communications**

**Director, Communications, Light Rail**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 38075)**

Gazetted: 25 February 2022

Closing Date: 16 March 2022

**Details:** Major Projects Canberra is leading the planning, procurement and delivery of some of the largest and most complex city-shaping projects in the Territory such as Light Rail to Woden, Canberra Hospital Expansion and the new CIT Campus Woden.

With some busy years ahead, we are looking for an experienced, organised and efficient manager with a strong background in communications to plan, lead and oversee the delivery of project and construction communications on the light rail to Woden project.

You'll need a strong track record in providing communications advice; successfully planning and implementing contemporary communications strategies and initiatives; and a strong focus on maintaining effective working relationships with partners, contractors and stakeholders at all levels.

Working closely with the Project Director and Director of Engagement and Stakeholder Management for the light rail project, every day will bring a new challenge and you'll be contributing to a collaborative and supportive team culture.

If this sounds like something you'd like to be a part of, then please apply.

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

**Eligibility/Other Requirements:**

**Desirable:**

Relevant tertiary qualifications or a minimum of 8 years' experience working professionally in the fields of communications and/or marketing.

The ability to work flexibly with some out of hours work may be required.

**Notes:** Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position has been re-advertised. If you previously applied for the role, you will be required to reapply.

**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 detailed in the Position Description, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Tania Navarro (02) 6205 0192 Tania.Navarro@act.gov.au

### **Transport Canberra and City Services**

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

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

#### **City Services**

##### **Roads ACT**

##### **Road Maintenance/Environmental Services**

##### **Assistant Director, Stormwater**

##### **Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 56829)**

Gazetted: 24 February 2022

Closing Date: 21 March 2022

**Details:** Roads ACT are seeking candidates for the Assistant Director role in the Stormwater team. The successful candidate will apply technical expertise and contract management and surveillance skills to the operation and maintenance of the stormwater network.

The role requires technical skill and experience in the water industry, suitable for a hydraulic or civil engineer or a person with extensive experience in the field. The role will also require program development and delivery skills as well as contract management and administration experience.

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

##### **Eligibility/Other requirements:**

hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or infrastructure knowledge and/or project management experience.

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

**How to Apply:** Candidates should provide a response to the Selection Criteria (what you require in the Position Description) – no more than one A4 page per criteria; a current curriculum vitae (resume); contact details for two referees.

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

Contact Officer: Anand Joshi (02) 6205 4934 Anand.Joshi@act.gov.au

#### **Transport Canberra and Business Services**

##### **Fleet**

##### **Casual Vehicle Cleaner Fueller**

##### **General Service Officer Level 4 \$56,518, Canberra (PN: SCF007, several)**

Gazetted: 01 March 2022

Closing Date: 15 March 2022

**Details:** Transport Canberra Operations is seeking enthusiastic and highly motivated applicants to join our casual Cleaner Vehicle Fueller Team. Experience in industrial or automotive cleaning industry would be considered as desirable but not essential.

Working to rotating rostered shifts, from early morning to late at night including regular weekend rostered overtime, the successful applicants will be required to perform duties associated with the daily cleaning, fuelling and detailing of Transport Canberra's bus fleet. The successful applicants will be able to maintain a high degree of



reliability and consistency in following cleaning procedures and be able to work under limited supervision. This position is required to work under time pressure and is exposed to temperature and weather changes throughout the year.

These positions are generic across the Transport Canberra's fleet services team and applicants may be required to rotate within Transport Canberra to any designated location as directed.

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

**Eligibility/Other Requirements:** The Ideal candidate will possess:

A basic understanding of cleaning and fuelling duties and the ability to follow procedures in a reliable and consistent manner.

The ability to be self-motivated and demonstrate safe work practices.

**Eligibility / Other Requirements:**

Drivers Licence (C-class) is mandatory, with the ability to obtain a Transport Canberra yard licence.

Work rostered shifts, from early morning to late at night including regular weekend rostered overtime.

**Note:** There are several positions that will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

A merit pool will be established from this selection process and will be used to fill identical vacancies over the next 12 months. Successful applicants may be subject to undertake a range of pre-employment assessment activities to determine their suitability to the position.

**How to Apply:** Please attach your curriculum vitae and provide a one-page written statement demonstrating your ability and relevant experience in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Paul Mascord (02) 6205 8278 [Paul.Mascord@act.gov.au](mailto:Paul.Mascord@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.

## **Transport Canberra and Business Services**

### **Transport Canberra Bus Operations**

#### **Special Needs Transport**

#### **Special Needs Transport Attendant**

#### **General Service Officer Level 2 \$50,247 - \$52,074, Canberra (PN: SNAP09, several)**

Gazetted: 01 March 2022

Closing Date: 29 March 2022

**Details:** Do you want to make a difference to students with a disability in Canberra? Are you energetic, personable, and able to cope in difficult situations? If so, Transport Canberra and City Services want to hear from you.

#### **About you**

You're a genuine people person, who can communicate easily with people from all walks of life. Patient and understanding, you work well in small teams under limited supervision and want to contribute to your local community.

You've got experience in working with or caring for people with a disability or the elderly, can stay calm under pressure and respond in an emergency as required. You might be approaching the end of your current career or have many years work experience under your belt and looking to add value in a role that will be both satisfying and provide you with the LIFE|WORK|BALANCE we all crave.

#### **About the role**

Special Needs Transport (SNT) is responsible for providing school transport for students with disability to and from ACT public schools each day. SNT Attendants provide support to the driver while the bus is in transit and assists with the loading and unloading of students and other passengers. Working only Monday – Friday (no public holidays) on scheduled services, Attendants work split shifts (morning and afternoon) to meet the school delivery and collection schedule.

**Eligibility/Other Requirements:** Hold a current Senior First Aid Certificate or can obtain one. Current driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. Psychometric testing may be conducted as part of the assessment process.

**Note:** There are several permanent part-time positions at 25 hours per week and casual positions available. The full time salary noted above will be paid pro-rata. 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: Joining the team**

The Flexible Transport Office is a small team who love what we do. Our ideal candidates will be ready to join the team in March/April on either a permanent part-time or casual basis.

If this role sounds like a good fit for you, tell us in 500 words why you are the best person for the job, referring to the criteria in the Position Description. We also need to see a copy of your curriculum vitae and relevant licences/registrations.

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

Contact Officer: Keith Forrest (02) 6207 4049 Keith.Forrest@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.

**Transport Canberra and Business Services**

**Transport Canberra Bus Operations**

**Special Needs Transport**

**Special Needs Transport Driver**

**General Service Officer Level 5 \$58,918 - \$62,023, Canberra (PN: SNDP06, several)**

Gazetted: 01 March 2022

Closing Date: 29 March 2022

**Details:** Do you have an impeccable driving record, take pride in doing a good job and want to make a difference to students with a disability in Canberra? If so, then Transport Canberra and City Services want to hear from you!

**About you**

You're a genuine people person, who is easy going, understanding, and want to contribute to your local community. A great communicator, you work well in small teams under limited supervision and use your experience to solve problems.

You've got experience driving buses or similar vehicles and are committed to maintaining high safety standards.

You might be approaching the end of your current career or have many years work experience under your belt and looking to add value in a role that will be both satisfying and provide you with the LIFE|WORK|BALANCE we all crave.

**About the role**

Special Needs Transport (SNT) is responsible for providing school transport for students with disability to and from ACT public schools each day. As a bus operator, you play a key role in ensuring these services run safely and on time.

You'll operate a fleet of wheelchair equipped buses which operate to tight deadlines and need to display patience, empathy and understanding, especially in heightened situations.

Driving for SNT will give you an opportunity to make a real difference in the lives of students with a disability across Canberra by providing them with a reliable and safe service.

**Eligibility/Other Requirements:** Hold an ACT MR Class drivers' licence (or interstate equivalent). Hold an O class drivers licence condition (or the ability to obtain). Psychometric testing may be conducted as part of the assessment process.

**Note:** We have several permanent part-time positions at 25 hours per week and casual positions available. The full time salary noted above will be paid pro-rata. 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: Joining the team**

The Flexible Transport Office is a small team who love what we do. Our ideal candidates will be ready to join the team in March/April on either a permanent part-time or casual basis.

If this role sounds like a good fit for you, tell us in 500 words why you are the best person for the job, referring to the criteria in the Position Description. We also need to see a copy of your curriculum vitae and relevant licences/registrations.

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

Contact Officer: Keith Forrest (02) 6207 4049 Keith.Forrest@act.gov.au

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

## City Services

### Birrigai Outdoor School

#### Outdoor Education and Administration Assistant

#### Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: 19516)

Gazetted: 28 February 2022

Closing Date: 14 March 2022

**Details:** Are you interested in working in a beautiful rural setting alongside a great team of dedicated and high energy professionals?

Birrigai offers a range of cultural and environmental education programs to students from across the ACT, surrounding region, and interstate, ranging in age from preschool to Year 12. We provide day programs and overnight camps with activities themed around the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes and team building programs. Birrigai also provides services to a range of community and corporate groups and offers onsite accommodation facilities.

Birrigai is seeking to permanently appoint an experienced, dedicated and responsible Outdoor Education and Administration Assistant to work closely with Birrigai's qualified teaching staff and the administration team to deliver quality outdoor educational experiences. If you are a skilled, organised, flexible, and adaptable self-starter with a passion for learning and the great outdoors, you could be the person we are looking for.

Birrigai is located two kilometres from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley. There is no public transport to Birrigai therefore a driver's licence and a reliable vehicle are essential for this role. Please note a travel allowance is paid to staff working at Birrigai.

#### Eligibility/Other Requirements:

Current Senior First Aid Certificate

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

Full COVID-19 vaccination status

Class C Drivers Licence

**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:** Applications are to include a current curriculum vitae and a written response to the Selection Criteria with a max of 500 words per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Galafassi (02) 6207 8044 [Kirsten.Galafassi@act.gov.au](mailto:Kirsten.Galafassi@act.gov.au)

## WorkSafe ACT

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

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

### WorkSafe ACT

#### Labour Hire Licence and Workers Compensation

#### Inspector

#### Regulatory Inspector 5 \$83,620 - \$88,510, Canberra (PN: 50557)

Gazetted: 24 February 2022

Closing Date: 3 March 2022

**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.

The WorkSafe ACT licensing team is growing, and we have a permanent position available for an individual with a background or focus on Health and Safety from within various industry sectors.

No day is the same in our licencing team. Do you have the ability to deal with sensitive situations? Are you passionate about making a difference in the community? Looking to make a career change? If you answered yes to any of these questions, sit tight and continue reading. You might be the next

WorkSafe ACT inspector we are looking for!

Job responsibilities include, but are not limited to:

Ability to work within a team and autonomously

Conduct inspections and provide advice in accordance with legislation administered by WorkSafe ACT

Promote WHS awareness practices within workplaces to help minimise work-related injuries and illness

Represent WorkSafe ACT at events, planning forums and conducting WHS audits

Draft reports, briefing notes, correspondence and other written material including guidance material, operational matters, strategic issues and planning documents

Liaise with industry, unions, employers, Government Directorates and WHS providers

Maintaining records in accordance with the Territory Records Act 2002

Essential requirements:

Ability to undertake relevant training to gain the knowledge of the Workers' Compensation, Labour Hire Licensing Schemes and Long Service Leave legislation

Current unrestricted driver's licence

We are looking for candidates from various backgrounds, feel free to get in contact with us to discuss the role in further detail. Contact officer details are at the bottom of the advertisement.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

Note: Selection may be based on application and referee reports only.. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 (2) pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Nixon (02) 6205 4710 david.nixon@worksafe.act.gov.au

## **WorkSafe ACT**

### **Systems**

#### **Objective Administrator**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 56908)**

Gazetted: 02 March 2022

Closing Date: 16 March 2022

**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 Objective Administrator within our Systems team. The Objective Administrator will have sound knowledge of record keeping requirements and will be undertaking the systems administration process for Objective ECM, resolving technical and functional issues. The successful candidate will have excellent communication and organisational skills. You will play an important role managing and administering the Objective ECM records management system.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, women, people with disability, those who identify as LGBTIQ+ and those from culturally and linguistically diverse backgrounds are encouraged to apply.

**Note:** Selection may be based on referee reports and written application 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:** Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Please ensure you address the desirable skills and qualifications in your application. Applicants should also provide a curriculum vitae and two referee reports.

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

Contact Officer: Lydia Bartulovich (02) 6207 3987 [Lydia.Bartulovich@worksafe.act.gov.au](mailto:Lydia.Bartulovich@worksafe.act.gov.au)

## **APPOINTMENTS**

### **Canberra Health Services**

#### **Technical Officer Level 1 \$61,765 - \$64,757**

Marija Dojcinovski, Section 68(1), 23 February 2022

#### **Registered Nurse Level 1 \$71,730 - \$95,818**

Shelley Murdoch, Section 68(1), 17 February 2022

#### **Medical Imaging Level 2 \$69,738 - \$95,736**

Heidi Stokes, Section 68(1), 28 February 2022

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

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117**

Ryan Bullough, Section 68(1), 28 February 2022

#### **Senior Officer Grade C \$113,397 - \$122,062**

Carisse Flanagan, Section 68(1), 28 February 2022

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466**

Molly Sturgiss, Section 68(1), 28 February 2022

#### **Senior Officer Grade B \$133,552 - \$150,347**

Kai Wakerman Powell, Section 68(1), 28 February 2022

### **Community Services**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117**

Jody Sliwka, Section 68(1), 1 March 2022

#### **Child and Youth Protection Professional Level 1 \$72,526 - \$90,904**

Madeleine Willett, Section 68(1), 28 February 2022

### **Independent Competition and Regulatory Commission**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117**

Khoi Dang, Section 68(1), 28 February 2022

**Justice and Community Safety**

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Alivia Oliver, Section 68(1), 28 February 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Brooke Semmler, Section 68(1), 28 February 2022

**Ambulance Support Officer 1 \$62,023 - \$65,912**

Madison Thomas, Section 68(1), 1 March 2022

**Transport Canberra and City Services**

**Bus Operator - Training \$73,589**

George Karapanagos, Section 68(1), 26 February 2022

**Bus Operator - Training \$73,589**

Brendan Kennedy, Section 68(1), 26 February 2022

**Bus Operator - Training \$73,589**

Andrew Komnacki, Section 68(1), 28 February 2022

**Bus Operator - Training \$73,589**

Rajat Mahajan, Section 68(1), 26 February 2022

**Bus Operator - Training \$73,589**

Benjamin Quiggin, Section 68(1), 28 February 2022

**Bus Operator - Training \$73,589**

Damien Thornton, Section 68(1), 28 February 2022

**Bus Operator - Training \$73,589**

Allyson Wedrat, Section 68(1), 28 February 2022

**Worksafe ACT**

**Regulatory Inspector 6 \$90,099 - \$103,117**

Claire Porter, Section 68(1), 28 February 2022

**TRANSFERS**

**Canberra Health Services**

**Diksha Sharma**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 34075) (Gazetted 22 September 2021)

**Community Services**

**Kathryn Shiner**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services, Canberra (PN. 09048) (Gazetted 11 November 2021)

**Kerrie Turner**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services, Canberra (PN. 56823) (Gazetted 11 November 2021)

## **PROMOTIONS**

### **ACT Health**

**Digital Solutions Division**

**Technology Operations**

**Technical Services Hub**

**Manibharathi Jeyasekar**

From: Senior Information Technology Officer Grade C \$113,397 - \$122,062

ACT Health

To: †Senior Information Technology Officer Grade B \$133,552 - \$150,347

ACT Health, Canberra (PN. 53697) (Gazetted 1 December 2021)

### **Canberra Health Services**

**Roseanna Barrett-Eyles**

From: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 21262) (Gazetted 21 January 2022)

**Medicine**

**Sharon Brew**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Canberra Health Services, Canberra (PN. 23318) (Gazetted 14 December 2021)

**Amber Cervo**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Canberra Health Services, Canberra (PN. 29772) (Gazetted 13 December 2021)

**Medicine**

**Ruby Fleming**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Canberra Health Services, Canberra (PN. 18274) (Gazetted 14 December 2021)

**Joseph Jenkins**

From: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 13143) (Gazetted 11 January 2022)

**Michelle Munday**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Canberra Health Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Canberra Health Services, Canberra (PN. 52602) (Gazetted 9 August 2021)

**Nicole Shiels**

From: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Registered Nurse Level 4.1 \$129,103

Canberra Health Services, Canberra (PN. 28538) (Gazetted 28 May 2021)

**Community Services**

**Housing ACT**

**Policy and Business Transformation**

**Solutions Delivery**

**HANSRAJ BALAKRISHNAN**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Community Services, Canberra (PN. 54534) (Gazetted 6 January 2022)

**Housing ACT**

**Policy and Business Transformation**

**Solutions Delivery**

**Jacob Mimilidis**

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$133,552 - \$150,347

Community Services, Canberra (PN. 42319) (Gazetted 6 January 2022)

**Housing ACT**

**Infrastructure and Contracts**

**Contracts and Business Operations**

**Devage Wijerathna**

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

Community Services, Canberra (PN. 10907) (Gazetted 15 November 2021)

**Education**

**Business Services**

**People and Performance**

**People Strategy**

**Toni Hicks**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Transport Canberra and City Services

To: †Senior Officer Grade C \$113,397 - \$122,062



Education, Canberra (PN. 56840) (Gazetted 23 June 2021)

**Business Services**

**Governance**

**Feedback and Complaints**

**Fiona Millar**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Education

To: †Senior Officer Grade C \$113,397 - \$122,062

Education, Canberra (PN. 41866) (Gazetted 3 February 2022)

**Environment, Planning and Sustainable Development**

**Environment, Water and Emissions Reduction**

**Environment, Heritage and Water**

**ACT Heritage**

**Sam Hosseini**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Environment, Planning and Sustainable Development, Canberra (PN. 13659) (Gazetted 11 January 2022)

**Justice and Community Safety**

**ACT Corrective Services**

**Operational Support**

**Organisational Capability Unit**

**Elise Brazel**

From: Correctional Officer Class 3 \$98,235 - \$104,713

Justice and Community Safety

To: †Senior Professional Officer Grade C \$113,397 - \$122,062

Justice and Community Safety, Canberra (PN. 53506) (Gazetted 12 January 2022)

**ACT Courts and Tribunal**

**ACT Magistrates Court**

**Court Services**

**Courtney Brown**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Justice and Community Safety

To: †Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety, Canberra (PN. 49869) (Gazetted 3 February 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.

**ACT Corrective Services**

**Operational Support**

**Organisational Capability Unit**

**John Plume**

From: Correctional Officer Class 2 \$85,658 - \$91,757

Justice and Community Safety

To: †Senior Professional Officer Grade C \$113,397 - \$122,062

Justice and Community Safety, Canberra (PN. 53507) (Gazetted 12 January 2022)

**Transport Canberra and City Services**

**Transport Canberra and Business Services**

**Transport Canberra Operations**

**Fleet**

**Douglas Farrer**

From: General Service Officer Level 6 \$62,023 - \$64,843

Transport Canberra and City Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Transport Canberra and City Services, Canberra (PN. IMF001) (Gazetted 25 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