

OFFICIAL



ACT Government Gazette

Gazetted Notices for the week beginning 03 March 2022

VACANCIES

ACT Executive

ACT Executive

Deputy Chief Minister's office

Office Manager

Adviser Level 1 (upper) \$81,466 - \$85,461, Canberra (PN: 39892)

Gazetted: 08 March 2022

Closing Date: 25 March 2022

Details: The Deputy Chief Minister's Office is looking for an experienced and dynamic person to fill the role of Office Manager.

The Office Manager position is responsible for the smooth management of the Deputy Chief Minister's Office with a primary focus on diary and schedule management, effective office systems and high-quality service to stakeholders and the community.

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

Eligibility/Other Requirements:

Experience or understanding of parliamentary systems and/or the ACT political system would be an advantage.

Applicants will need to demonstrate:

A keen interest in achieving good social outcomes for our community.

Strong office administration skills.

Excellent written, oral, and interpersonal and relationship management skills.

Capacity to work independently, meet deadlines and work under pressure.

Proficiency in Microsoft Office products.

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

How to Apply: Please submit a two-page Expression of Interest addressing the key responsibilities. Please include a curriculum vitae and contact details of two referees.

Applications should be sent to the Contact Officer

Contact Officer: Harini Walthati (02) 6205 0233 harini.walthati@act.gov.au

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>

Population Health Division

Health Protection Service

Environmental Health

Environmental Health Officer

Health Professional Level 1/2 \$65,402 - \$95,736, Canberra (PN: 34410, several)

Gazetted: 09 March 2022

Closing Date: 28 March 2022

Details: Environmental Health has a number of permanent vacancies and are looking for Environmental Health Officers to join our team. The ACT offers a unique experience to perform both State and Local Government Environmental Health roles and responsibilities under the Food Act 2001, Australian New Zealand Food Standards Code and Public Health Act 1997 within the one team. Responsibilities include conducting food safety inspections and investigating complaints, assessing food business registration application and fitouts, investigating food poisoning outbreaks within a multidisciplinary team, conducting routine and statutory food samples, contributing

to and developing food safety information for industry, providing onsite advice and education to food handlers and contributing to ongoing procedural improvements. Environmental responsibilities include conducting swimming pool and cooling tower inspections, investigating insanitary conditions, reviewing development applications for potential public health concerns, r

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: To be eligible for the position you must have:

A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or

Graduate Diploma in Environmental Health recognised by Environmental Health Australia Accredited courses - Environmental Health Australia Ltd. (eh.org.au)

Applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.

Note: There are several permanent positions available. 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: Applications must include a written response against each professional/technical skills and knowledge criteria and behavioural capabilities. Please ensure you provide detailed examples of your experience detailing your skills and knowledge within Environmental Health and your role as an Environmental Health Officer. A copy of your relevant qualification and current resume must also be submitted with you written response. Applications that do not address the selection criteria (professional/technical skills and knowledge and behavioural capabilities) will not be considered.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndell Hudson (02) 5124 6125 Lyndell.Hudson@act.gov.au

Digital Solutions Division

Technology Operations

COVID-19 Response Hub

Assistant Director

Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 53696, several)

Gazetted: 07 March 2022

Closing Date: 24 March 2022

Details: A new opportunity exists to work in a busy dynamic system administration team. We are looking for enthusiastic person who is keen to get involved in providing the ACT Health Directorate with quality system support. This role is critical to enabling the ACT Health Directorate to provide quality health care to our community.

The role of an Assistant Director within the Clinical and Administrative Systems Hub (CASH) will be a fast-paced and challenging, but you will be contributing to the quality support of the ACT Health systems and the transformational change currently being undertaken.

CASH within the Digital Solutions Division is responsible for managing and supporting the ACT Health Systems. This includes system administration duties, managing a small team of system administrators and maintaining effective relationships with the business areas.

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

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

Note: This is a temporary position available for one year with a possibility of permanency.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Terrienne Keen (02) 6205 2361 terrienne.keen@act.gov.au

Office of the Director-General**Head of Office****Senior Officer Grade A \$155,107, Canberra (PN: 53186)**

Gazetted: 04 March 2022

Closing Date: 11 March 2022

Details: The Director-General of the ACT Health Directorate, Rebecca Cross, is seeking a suitably qualified senior officer for a development opportunity to act as Head of Office from mid-March 2022 for a period of six months, with the possibility of extension for up to 12 months. The successful applicant will be engaged at the Senior Officer Grade A level, with the possibility of an Attraction and Retention Incentive (ARIn), depending on the successful applicant's current level, skills, and experience.

The Head of Office will provide high-level executive support to the Office of the Director-General (ODG) to:

- provide leadership, direction and management to the Ministerial and Government Services team to ensure the delivery of timely, responsive and accurate ministerial and government services;
- provide leadership, direction and management to the Office of the Director-General;
- proactively identify priority issues requiring the Director-General's early attention;
- provide timely strategic and procedural advice on directorate and government matters;
- support the ODG's engagement with ministerial offices and other directors-general and their agencies;
- support the engagement of senior executives with ODG;
- coordinate, prepare and/or review briefings and correspondence for the Director-General;
- contribute to the development and implementation of policies and programs addressing the core business of the directorate; and

provide supervisory support to the Canberra Region Medical Education Council (CRMEC) team

This is a unique opportunity for existing Senior Officers Grade A or B who are keen to gain experience and oversight in the Office of the Director-General.

Eligibility/Other Requirements: The successful applicant should have a good knowledge, or capacity to quickly gain good knowledge, of the functions of the ACT Health Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Strong communication abilities, attention to detail and commitment to working as part of a small team are also important attributes for undertaking the role. The position also requires the highest degree of integrity and trust due to exposure to highly sensitive materials and classified documents.

Possession of, or the ability to acquire, a Negative Vetting (NV 1) national security clearance is desirable.

Note: This is a temporary position available from mid-March 2022 for six months, with the possibility of extension for up to 12 months. Selection may be based on referee reports and written application only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be filled at the SOGA level, with the possibility of an Attraction and Retention Incentive (ARIn), depending on the successful applicant's current level, skills, and experience.

How to Apply: Applicants should provide a one-to-two-page pitch outlining their relevant Professional/Technical Skills and Knowledge, and Behavioural Capabilities, along with an up-to-date curriculum vitae, including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sallyanne Pini (02) 6205 4689 sallyanne.pini@act.gov.au

Population Health Division**Centre for Health and Medical Research****Research Ethics and Governance Office****Office Manager****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 18751)**

Gazetted: 03 March 2022

Closing Date: 17 March 2022

Details: The Research Ethics and Governance Office (REGO) is looking to receive applications for an Administrative Services Officer (ASO 4). The Office Manager provides administrative support to the team, including managing in-house finances, drafting of meeting agendas and minutes and general support as required.

Eligibility/Other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: This is a temporary position available immediately for 12 months with possible 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: Interested candidates are requested to provide a written application demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: August Marchesi (02) 5124 7968 August.Marchesi@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Neurology

Stroke Service Staff Specialist

Specialist Band 1-5 \$185,645 - \$229,092, Canberra (LP6992)

Gazette Date: 10 March 2022

Closing Date: 20 March 2022

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

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

Reference Number: 18231

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

Contact Officer: Ronak Patel (02) 6264 7201 ronak.patel@calvary-act.com.au

Calvary Public Hospital Bruce

Emergency Department

Emergency Department Ward Clerk

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (600623)

Gazette Date: 10 March 2022

Closing Date: 13 March 2022

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

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

Reference Number: 18290

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

Contact Officer: Alana Cash alana.cash@calvary-act.com.au

Calvary Public Hospital Bruce

Registered Midwife - Rostered Team Midwifery

Registered Midwife Level 1 \$71,730 - \$95,818, Canberra (LP8018)

Gazette Date: 10 March 2022

Closing Date: 20 March 2022

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

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

Reference Number: 18280

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

Contact Officer: Elissa McTaggart (02) 6201 6921 elissa.mctaggart@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

Division of Surgery**Pain Management Unit Registered Nurse****Pain Management Unit Registered Nurse****Registered Nurse Level 2 \$99,612 - \$105,575 , Canberra (PN: 22430 - 021BQ)**

Gazetted: 04 March 2022

Closing Date: 23 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 Pain Management Unit [PMU] provides an inpatient based Acute Pain Service [APS] at Canberra Hospital and outpatient based adult Chronic Pain Service [CPS] based at University of Canberra Hospital. PMU provide a limited chronic pain inpatient service at both CH and UCH. RN will work at both CH and UCH.

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 practice autonomously with limited supervision

Flexibility and Initiative to be able to work effectively within a multidisciplinary team to meet patient's needs.

Strong analytical and problem-solving skills

Effective time management skills with a high degree of motivation

Position Requirements/Qualifications:

Relevant Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Agency (AHPRA).

Qualifications and a minimum of 5 years' full time equivalent experience working professionally in registered nursing/midwifery is preferred.

The successful applicant will need to be available for weekdays Monday to Friday 8am to 4:30pm

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 vacancy available for six 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.

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

Contact Officer: Rowena Kilpatrick-Lewis 5124 3011 Rowena.Kilpatrick-Lewis@act.gov.au

Child and Adolescent Mental Health Services**Child and Adolescent Mental Health Services Acute services****Music Therapist****Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 50783 - 0219Z)**

Gazetted: 03 March 2022

Closing Date: 17 March 2022

Details: ABOUT YOU

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Behavioural Capabilities

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

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.

Works cohesively within a multi-disciplinary team and adapts quickly to a changing environment.

Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

Mandatory:

A Master's degree in Arts Therapy (e.g. Art Therapy/Music Therapy/Creative Arts Therapy/Dramatherapy)

Professional membership or eligibility for professional membership of the Australian, New Zealand and Asian

Creative Arts Therapies Association (ANZACATA)

Registration under the ACT Working with Vulnerable People Act 2011

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service

Highly Desirable:

Experience in public mental health and/or a psychiatric inpatient setting.

Note: This is a Permanent Part-time position available at 14.7 hours per week, the salary noted above will be pro-rata.

The successful candidate will be required to;

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

An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise 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.

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

For more information on this position and how to apply "[click here](#)"

Contact Officer: Norette Leahy (02) 5124 1095 Norette.leahy@act.gov.au

Rehabilitation Aged and Community Services

Transitional Therapy and Care Program

Allied Health Assistant 3

Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level), Canberra (PN: 54918 - 021ED)

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

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

The Transitional Therapy and Care Program (TTCP) provides up to 12 weeks of goal focused therapy and care services for older persons within their home or at the TTCP residential unit. The TTCP aims to maximise a person's recovery and functional independence following a hospitalisation and prevent premature admission to an aged care facility. The TTCP Allied Health team is Multidisciplinary and consists of Physiotherapists, Occupational Therapists, Allied Health Assistants, Dietitians, a Social Worker, and a Speech Pathologist. Under the indirect supervision of an Allied Health Professional, the Allied Health Assistant (AHA) in the TTCP plays a key role in the day to day functioning of the service, delivers therapeutic interventions and operates at an extended level. The TTCP operates from the University of Canberra Hospital, Bruce. AHAs within TTCP are supported with regular clinical and peer supervision, access to, and support to engage in ongoing professional development. They provide clinical education opportunities for AHA students.

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Behavioural Capabilities

To be successful in this position, you would demonstrate the following attributes:

Strong organisational skills, self-motivation and high levels of initiative.

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

Good communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory:

Cert IV in Allied Health assistance and experience working professionally in an Allied Health Assistant role in rehabilitation and/or aged care is preferred.

Current drivers' licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This position is permanent full-time position. A merit list will be established from this recruitment to fill future temporary and permanent positions in a full-time or part-time capacity.

Contact Officer: Johanna Hunter 51248383 Johanna.Hunter@act.gov.au

Medical Services

Healthcare Technology Management

Quality Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 44666 - 021A1)

Gazetted: 07 March 2022

Closing Date: 23 March 2022

Details:

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The Healthcare Technology Management Department (HTM) comprises of an Operational Support Team and a Clinical Asset Management Team, staffed by professional engineers and technicians. The Department is led by the Director and is responsible for managing medical devices, systems and clinical networks utilised in all clinical sites of CHS including UCH, TCh and community health centres. The Department is located at The Canberra Hospital in Garran.

Reporting to Director HTM, under limited direction, the Quality Support Officer will be responsible for supporting the development of a quality manual and process documentation for HTM and general administrative support for the department.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Healthcare Technology Management Department (HTM) comprises of an Operational Support Team and a Clinical Asset Management Team, staffed by professional engineers and technicians. The Department is led by the Director and is responsible for managing medical devices, systems and clinical networks utilised in CHS and community health centres. The Department is located at The Canberra Hospital in Garran.

Reporting to Director HTM, under limited direction, the Quality Support Officer will be responsible for supporting the development of a quality manual and process documentation for HTM and general administrative support for the department.

DUTIES

Under limited direction of the Director you will perform the following duties

Provide administrative assistance in developing documents, forms, and other departmental documentation in consultation with HTM's Director and Senior Managers.

Coordinate documentation relating to the records management, quality management and filing systems as relevant to HTM.

Translate and document work procedures into a quality manual whilst maintaining the current version of the quality manual. Manage and organise the shared directory of the Department, including access control.

Support HTM department preparation of maintaining evidence for National Quality and safety standards including updating and maintaining the HTM the Quality board with required and current information.

Coordinate and assist with maintaining relevant documents on the Department SharePoint page, MS Teams and other reporting systems

Provide secretariat support to CHS committee meetings such as Health Technology Advisory Committee (HTAC) as requested by the Director HTM.

Prepare draft correspondence and minutes in liaison and consultation with HTM's Director and Senior Managers.

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

ABOUT YOU

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Behavioural Capabilities

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

Excellent written and oral communication skills.

Ability to collaborate with technical staff in order to translate and document work procedures into a quality manual.

Methodical, consistent approach and the ability to take directions from the senior management team.

Position Requirements/Qualifications:

The following qualifications and experience are highly desirable:

A minimum of five years' experience in a similar role and duties

Previous experience in developing quality manuals and procedures

Training and experience in SharePoint development and use

Training and experience in PowerBI reporting

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: Kyril Belle (02) 5124 4496 kyril.belle@act.gov.au

**Canberra Health Services
Women, Youth and Children
Genetic Counsellor**

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 19800 - 0210G)

Gazetted: 07 March 2022

Closing Date: 24 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.

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 Genetic Service is a specialist prenatal, childhood and adult genetics service. It offers clinical genetic consultations, genetic counselling, risk assessment, education, genetic testing and psychological support to clients with a personal or family history of a genetic condition or a suspected genetic condition. Genetic Counsellors provide services at Canberra Hospital and Community Health Centres.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Excellent oral and written communication skills.

Highly conscientious and professional in all aspects of work.

Ability to work independently, as well as part of a team.

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.

A degree from a Tertiary institution.

Completion of Masters of Genetic Counselling or equivalent and Fellowship of the Human Genetics Society of Australasia (fully certified).

Registration under the ACT Working with Vulnerable People Act 2011.

Note: This is a part-time permanent position available at 14:42 hours per week, the full time salary noted above will be paid 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.

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

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

Contact Officer: Linda Warwick (02) 5124 7630 linda.warwick@act.gov.au

Medical Services**Executive Branch Manager, Medical Services****Executive Level 1.3 \$242,735 - \$253,218 depending on current superannuation arrangements, Canberra (PN: E1234)**

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Details: Applications are sought for the position of Executive Branch Manager (EBM), Medical Services. The Medical Services Division includes ACT Pathology, Medical Imaging, Pharmacy, medical officers credentialing support education and training, health care technology management, General Practitioner liaison, CHS library, prevocational education and training, and the ACT Blood Counts program.

Reporting to the Executive Director Medical Services, the EBM will lead and be accountable for strategic decisions and operational service delivery for the Medical Services Group and implement reforms to increase effectiveness and efficiency in the delivery of medical services at Canberra Health Services, while ensuring the highest standards of quality and safety to improve outcomes and reduce harm.

The establishment of this new EBM will assist in creating capacity for the EDMS to focus on the professional aspects of the role, especially professional oversight, education and training and engagement of medical staff, while creating a deputy role that can be filled by an experienced health services manager who can focus on the operational aspects and strategic reforms for the Medical Services division. This model recognises the strength of building a leadership team with a diverse background and skillset.

We are ideally seeking an experienced health service leader with a track record of operational service delivery. You will demonstrate the capacity to work collaboratively across a complex organisational landscape and inspire your teams to set the highest standards in patient care. You'll possess deep financial skills and commercial acumen and be passionate about healthcare and its impact on the community. Critical to your success will be your strong engagement abilities and your track record of successfully forging powerful relationships with team members, stakeholders, and the broader community.

Remuneration: The position attracts a remuneration package ranging from \$242,735 - \$253,218 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$209,671.

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

How to Apply: Interested candidates are requested to submit an application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashwin Swaminathan (02) 5124 2009 EDMS@act.gov.au

Medicine**Renal Service****Renal Home Therapies Nurse****Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 56905 - 021DU)**

Gazetted: 04 March 2022

Closing Date: 22 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.

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 clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. 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.

The Renal Home Therapies nurse will work with the home therapies team to deliver pre dialysis education, training and monitoring of home dialysis patients both peritoneal dialysis and home haemodialysis. This position includes participation in provision of after-hours care including the on call roster.

The position is based at the Canberra Hospital in the ACT and reports to the Clinical Nurse Consultant of Renal Home Therapies.

ABOUT YOU

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Behavioural Capabilities

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

Excellent interpersonal skills with a proven ability to provide leadership to and work effectively as part of a multidisciplinary team to provide excellent care

Drive for ongoing personal and professional development

Strong organisational skills with a high degree of drive and a positive attitude

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

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:

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

Undergo a pre-employment National Police Check.

Contact Officer: Allyson Calvin 51244399 allyson.calvin@act.gov.au

Allied Health

Rehabilitation, aged and community services

Allied Health Assistant 2

Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level),

Canberra (PN: 45829 - 020QH)

Gazetted: 04 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

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The RACS Physiotherapy and Exercise Physiology service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient and community-based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program (TTCP) and community based physiotherapy services.

Under the direct or indirect supervision of an Allied Health Professional (AHP), the Allied Health Assistant plays a key role in the day to day functioning of the Physiotherapy and Exercise Physiology Rehabilitation team, working flexibly and effectively as a team member providing services to the community.

Responsibilities include, but not limited to setting up and monitoring patients undertaking exercise either one on one or in a group setting; provision of educational materials to patients and their relatives; assisting with intake and clinic management; computer-based data entry and clinical file documentation; equipment ordering and maintenance; assisting patients to walk with a variety of mobility aids and booking appointments using an electronic patient administration system.

The Allied Health Assistant is required to work flexibly across services, locations and participate in a weekend roster.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Friendly, warm, caring and empathetic.

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

Able to work with others in a team.

Position Requirements/Qualifications:

Mandatory:

Certificate IV in Allied Health Assistance.

Current Australian Driver license.

Note: This is a temporary position available for a period up to 11.5 months with the possibility of extension and/or permanency. A merit list will be established from this recruitment to fill any future permanent positions and/or temporary positions (of a duration up to 12 months with a possibility of extension) in a full time or part time capacity.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

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.

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

Contact Officer: Grant Shaw (02) 5124 0074 Grant.Shaw@act.gov.au

CHS Infrastructure Management and Maintenance

Business Support Services

Administrative Service Officer 5

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 29392 - 021BK)

Gazetted: 04 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

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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 Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

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

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration

Sterilising Services Unit at CH

Sterilising Services Unit at CPHB

Central Reprocessing Unit (CRU) located at the Gastroenterology and Hepatology Unit at CH

Under limited direction, the Sterilising Services Assistant Manager is responsible for managing day-to-day functions of Sterilising Services, to meet operational requirements while ensuring compliance with National Standards, AS/NZS4187, Infection Control guidelines, and CHS policy and procedures across all Sterilising Services operational areas.

Assistant Managers are responsible for instrument management, effective human resource management, including rosters and all facets of staff management, equipment maintenance, and active involvement in quality improvement, audits, and other projects related to Sterilising Services. The Assistant Manager will effectively respond to customer enquiries, ensuring a patient focused quality product and service are delivered to each customer.

ABOUT YOU

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Behavioural Capabilities

Strong leadership and people management skills with a high degree of drive.

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

Strong organisational skills with an ability to think strategically to investigate issues and develop solutions.

Position Requirements/Qualifications:

Highly Desirable:

Certificate III in Sterilising and Certificate IV in Leadership and Management (BSB40215), or Certificate III in Sterilising, and other management qualification at certificate IV level and above, and a sound knowledge of AS/NZS4187:2014 is highly desirable.

A minimum of five years' experience in Sterilising Services practices or infection control practices or relevant health sector experience.

A current driver's license and experience in leading and mentoring teams 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.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Undergo assessment and screening for vaccination/immunity status against specified infectious diseases and obtain a Compliance Certificate from the Occupational Medicine Unit (OMU).

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

Contact Officer: Sandra Wheeler (02) 5124 2283 sandra.wheeler@act.gov.au

Infection Prevention and Control Unit

Registered Nurse Level 1

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 48487 - 021DF)

Gazetted: 07 March 2022

Closing Date: 21 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 Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the Infectious Diseases medical staff to minimise infection risks for patients, health care workers, and the general public.

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

DUTIES

Under limited direction of the infection Prevention and Control CNC, you will:

Undertake clinical consultation in all areas of CHS relating to infection control and the IPCU Unit's surveillance programs.

Liaise with laboratory staff, clinicians, and other relevant clinical personnel to monitor HAI's.

Generate and write reports around Infection Prevention and Control as well as knowledge and ability to data entry and quality control.

At the direction of the Infection Prevention and Control ADON prepare reports for relevant committees/ organisations.

Participate in development of Infection Prevention and Control policies and guidelines, including Standard 3 – Healthcare Acquired Infections

Participate in research and quality improvement activities of the Infection Prevention and Control Unit

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

ABOUT YOU

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Behavioural Capabilities

Self motivated

Adaptable to change

Team player

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of five years post graduate experience working professionally is preferred.

Be registered or be eligible 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:

Obtain a clearance certificate.

Undergo a pre-employment National Police Check.

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

Contact Officer: Leanne Muir 5124 3695 leanne.muir@act.gov.au

Strategy and Governance

Risk Management

Risk Coordinator

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 45768 - 02180)

Gazetted: 03 March 2022

Closing Date: 17 March 2022

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POSITION OVERVIEW

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Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Risk Coordinator position works as part of a small and dedicated team supporting risk management processes within Canberra Health Services. As Risk Coordinator, you will also coordinate medical device and pharmaceutical recall, alert, and product correction activity. You will play a key role in strengthening the maturity of risk management across CHS, helping to maintain high standards of care, and improving the health of our community. You will report to the Director, Risk Management.

ABOUT YOU

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Behavioural Capabilities

Self-motivated and ability to demonstrate initiative

Ability to think strategically and influence others in accommodating change

Adaptability and flexibility to deal with quickly changing work environments

A sense of humour.

Position Requirements/Qualifications:

Desirable:

Knowledge acquired either through formal studies or work experience in relation to risk management

Clinical background and experience in a health setting desirable

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

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

Note: This is a temporary position available from mid-May 2022 for nine months with the possibility of extension up to 12 months.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Sharon Sheather (02) 5124 9551 sharon.sheather@act.gov.au

Surgery

Perioperative Unit

Nurse Manager Perioperative

Registered Nurse Level 3.2 \$129,103, Canberra (PN: 56782 - 0218U)

Gazetted: 07 March 2022

Closing Date: 23 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 of Surgery is responsible for delivering inpatient and outpatients surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and Intensive Care Unit.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

The Nurse Manager – Perioperative, reports directly to the Assistant Director of Nursing Perioperative Unit and joins the Nursing Leadership team. This position is responsible, in collaboration with the individual Clinical Nurse Consultants, for the management of the physical, fiscal and human resources in the Perioperative Unit.

The Nursing Leadership team is responsible for the strategic and operational management of the Perioperative unit, nursing workforce, ensuring safe, efficient and effective operations of the business unit.

ABOUT YOU

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(LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Proven advanced management experience and clinical leadership in a similar nursing role

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

Strong organisational skills with a high degree of drive with the ability to effectively prioritise work and meet deadlines

Strong communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory

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

Desirable:

Holds or is working towards a tertiary management and/or nursing qualification

Other:

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 a part-time permanent position available at 29 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Kerri Reeves 51243051 kerri.reeves@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Peer Recovery Worker

Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level), Canberra (PN: 52119, several – 0206Z)

Gazetted: 03 March 2022

Closing Date: 22 March 2022

Details: 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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment for young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis.

Under the direction of the Manager of CAMHS SYMHO, the Peer Recovery Worker position will work collaboratively with the multidisciplinary team and the University of Canberra to support young people participating in a lifestyle program, with the aim of improving the physical and mental health of young people in the CAMHS SYMHO program.

ABOUT YOU

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Behavioural Capabilities

Ability to work within a multidisciplinary team and adapt quickly to a changing environment.

Commitment to achieving positive outcomes with young people.

Ability to communicate effectively, including displaying empathy, respect, genuineness, and responsiveness in communication.

Knowledgeable about mental illness and its short and long-term effects, and the recovery process.

Awareness of boundary issues and importance of maintaining a professional relationship.

Good organisational skills.

It is expected that the successful candidate will have the following attributes and abilities:

Being at a stage of their recovery where they are prepared, able, and willing to focus on the needs of others.

Committed to non-judgmental support coupled with an understanding that people deal with their own situations differently.

Position Requirements/Qualifications:

Direct personal lived experience of moderate to severe mental illness with:

A lived experience which can help to raise awareness of the recovery process and inspire hope; and
 An ability and willingness to strategically disclose relevant aspects of their personal experience of recovery to benefit others.

Minimum of a Certificate IV in a relevant field (ideally, a Certificate IV in Mental Health Peer Work or equivalent in a health-related field).

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: These are casual positions.

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.

Undergo reference checks.

Contact Officer: Laura Dawel (02) 5124 3190 laura.dawel@act.gov.au

Surgery

Ophthalmology

Visiting Medical Officer - Ophthalmology Specialist

Generic , Canberra (PN: 02166)

Gazetted: 03 March 2022

Closing Date: 4 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

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/>

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579/>

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service. These Units are supported by administration support officers.

A Visiting Medical Officer (VMO) Ophthalmologist position is available at Canberra Health Services. The position would be suitable for an Ophthalmologist with postgraduate vitreoretinal surgery training (at least a 12-month surgical retina fellowship). This position involves providing regular outpatient services, elective and emergency surgery, and contributing to the on-call roster.

The Ophthalmology Department provides tertiary level surgical care to the ACT and region, and the successful applicant is required to demonstrate training, experience, and competence in the management of complex vitreoretinal pathology including trauma, advanced diabetic eye disease and lens surgery requiring a vitreoretinal approach.

The Ophthalmology Department is based at the Canberra Hospital. The Department is staffed by five Staff Specialists and five VMOs who support vitreo-retinal, medical retinal, corneal, glaucoma, neuro-ophthalmic, and emergency ophthalmic services at Canberra hospital, plus general ophthalmology, and cataract surgery at Calvary Hospital and the VMO's rooms. Other medical staff within the Department include two RANZCO-accredited Registrars, two unaccredited Registrar, and a resident (PGY2).

Note: Visiting Medical Officers are engaged as independent contractors. Contracts will be for a three-year term. Selection may be based on application and referee reports only. Fee for Service VMO Contract.

About You

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Position Requirements/Qualifications:

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

2. Fellowship of the Royal Australian New Zealand College of Ophthalmology Postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), with evidence of high-level clinical performance or equivalent specialist qualifications.

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

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

5. 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.

6. 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.

7. 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.

Desirable

Experience in retinopathy of prematurity screening and treatment would be highly desirable.

Demonstrated interest in building and supporting an ongoing research program in Ophthalmology.

Expertise in Retinopathy of prematurity and management and treatment.

Previous experience providing consultant level on call vitreoretinal surgery to a tertiary hospital.

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.

Agree to a VMO contract setting out specific work obligations in accordance with Part 7 of the *Health ACT 1993*.

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

Contact Officer: Melissa Warylo (02) 5124 0931 melissa.warylo@act.gov.au

Emergency Department

Personal Assistant to Clinical Director

Personal Assistant to Clinical Director

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 29075 - 021BL)

Gazetted: 03 March 2022

Closing Date: 17 March 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

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

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Division of Medicine provides a range of medical specialties. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

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

The PA to the Clinical Director works closely with the other administrative team members within the ED Administration office space. As a team, the group support the senior medical and nursing teams of the Emergency Department in providing administrative support in relation to education, finances and HR matters.

The PA to the Clinical Director is responsible for the day to day office management of the Clinical Director and the Deputy Clinical Directors; including diary management, reception duties, meeting support including minute taking and IT assistance as required.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Sarah Ryan 5124 8386 Sarah.Ryan@act.gov.au

Canberra Health Services

Adolescent intensive home treatment team

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 49493 - 0219G)

Gazetted: 03 March 2022

Closing Date: 17 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

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 Adolescent Intensive Home treatment team (AIHTT).

The service provides assessment to children, young people, and adolescents who have presented with a mental health vulnerability and are not currently case managed in the community. The service is across a six-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:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's license.

For Psychology:

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

Applicants must have a minimum of three years paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's license.

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current driver's license.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: The successful candidate will be required to:

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

Be available for weekend work and on call work when necessary.

This position is a full time permanent HP2 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.

Appointment to the position may be based on written application and referee reports only.

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

Contact Officer: Norette Leahy (02) 5124 1095 Norette.leahy@act.gov.au

Canberra Health Services

Exercise Physiologist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 55028 - 0216M)

Gazetted: 03 March 2022

Closing Date: 22 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/Child> and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. The Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment to young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis. Under the direction of the Manager of CAMHS SYMHO, the Exercise Physiologist position will work collaboratively with the multidisciplinary team and the University of Canberra to undertake a research project that will involve a randomised clinical trial of a lifestyle program, with the aim of improving the physical and mental health of young people in the SYMHO 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 Ability to work within a multi-disciplinary team and adapt quickly to a changing environment. Commitment to achieving positive outcomes for young people. Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

Position Requirements/Qualifications: Exercise/Sports Science degree (or equivalent) from a recognised tertiary institution. Current accreditation with Exercise and Sports Science Australia (ESSA). Minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service. 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 part-time position available at 7.35 hours per week for a period up to eight months. 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. 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. Undergo reference checks. Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Laura Dawel (02) 5124 3190 laura.dawel@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional Officer 2 – Dietitian

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 55016 - 0216H)

Gazetted: 03 March 2022

Closing Date: 22 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment for young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis.

Under the direction of the Manager of CAMHS SYMHO, the Dietitian will work collaboratively with the multidisciplinary team and the University of Canberra to undertake a research project that will involve a randomised clinical trial of a lifestyle program, with the aim of improving the physical and mental health of young people in the CAMHS SYMHO program.

ABOUT YOU

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Behavioural Capabilities

Ability to work within a multidisciplinary team and adapt quickly to a changing environment.

Commitment to achieving positive outcomes with young people.

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

Position Requirements/Qualifications:

Tertiary qualifications in Nutrition and Dietetics.

Eligibility for membership of Dietitians Australia.

Minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service.

A current Driver's Licence.

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

Fulfil the responsibilities of this role 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:

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

Undergo reference checks.

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary part time position available at 7.35 hours per week for a period of eight months. The full time salary noted above will be paid pro rata.

Contact Officer: Laura Dawel 51243190 laura.dawel@act.gov.au

Pathology

Specimen Reception

Specimen Reception Team Leader

Technical Officer Level 3 \$78,051 - \$88,207, Canberra (PN: 54543 - 021BV)

Gazetted: 03 March 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 have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and despatch of patient samples and clinical trial samples, receipt and despatch of referred test results and distribution of pathology results via telephone enquiries.

Under the broad direction of the Specimen Reception Manager, you will play a key role in the coordination and leadership of the operations and staffing of all sections within the Specimen Reception Department. You will provide leadership and training to staff, maintain processes and procedures, provide high level troubleshooting assistance, and maintain staff competencies. This position is one of three supervisors within the department. The role requires participation in on-call, out of hours work across a 7-day roster.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs in a time sensitive environment.

Ability to communicate effectively and work collaboratively in a team.

Position Requirements/Qualifications:

Qualifications:

Relevant Degree/Diploma or equivalent qualification, or a minimum of 5 years relevant experience and training which enables the officer to competently perform the duties appropriate to the office.

The successful applicant will need to participate in a 24 hour/7 day rotating roster.

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

Have an understanding of the requirements for transportation of biological specimens in accordance with IATA Dangerous Goods Regulations.

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:

Supply minimum of two referees willing to be contacted.

Supply certified copy of qualifications

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

Undergo a pre-employment National Police Check.

Contact Officer: Christopher Burton 02 5124 3992 chris.burton@act.gov.au

Canberra Health Services

Child and adolescent Mental Health Services

Child and adolescent Mental Health Services Acute Day Program: Clinical Manager (HP3)

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 18847 - 0219U)

Gazetted: 03 March 2022

Closing Date: 17 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

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

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

These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

This role will be based within CAMHS Acute Services, primarily the newly established Day Program. The Day Program offers short term intensive support to adolescents and their families/carers aged between 12- 18 years who have had a recent mental health admission/presentation to Canberra Hospital Services.

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

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, it is expected the successful candidate will have the following attributes and abilities:

High level ability to manage confidential and sensitive information.

High level 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.

Works cohesively within a multi-disciplinary team and adapts quickly to a changing environment.

Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's license.

For Psychology:

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

Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's license.

For Social Work:

Degree in Social Work.

Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service.

Eligibility for membership of the Australian Association of Social Workers.

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

Must hold a current driver's license.

Highly desirable for all disciplines:

Experience in working with children and young people.

Note: The successful candidate will be required to;

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

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

Appointment to the position may be based on written application and referee reports only.

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 ACT Health credentialing and scope of clinical practice requirements for registered nurses.

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

Contact Officer: Norette Leahy (02) 5124 1095 Norette.leahy@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services - Belconnen

Enrolled Nurse Level 1

Enrolled Nurse Level 1 \$65,056 - \$69,505, Canberra (PN: 42778 - 0218T)

Gazetted: 03 March 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

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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 position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions.

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact.

Provide optimal treatment for people in their homes and community as effective hospital diversion.

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the new MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is on site in the health centre. The position is supported by a cohesive multidisciplinary team, including other Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists and Allied Health Assistants.

This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

ABOUT YOU

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

Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service.

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.

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

Position Requirements/Qualifications:

Mandatory:

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

Nursing experience within a Mental Health setting

Nursing experience with adults

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.

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.

Hold a current driver's licence.

Contact Officer: Sabarish Radhakrishnan (02) 5124 2368 sabarish.radhakrishnan@act.gov.au

Adult Community Mental Health Services

CHS Mental Health, Justice Health and Alcohol and Drug Services

Health Professional Level 3

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 31328 - 021BY)

Gazetted: 09 March 2022

Closing Date: 28 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 position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:
Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions.

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact.

Provide optimal treatment for people in their homes and community as effective hospital diversion

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students.

The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

ABOUT YOU

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

Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service.

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.

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

Position Requirements/Qualifications:

Mandatory:

For Psychology:

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

HP Three: Minimum of three years (ideal five years) post qualification.

Highly Desirable:

HP Three : Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for four + two interns and/or Higher Degree Students

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

Minimum of three years (ideal five years) post qualification

For Social Work:

Degree in Social Work.

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).

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.

Minimum of three years (ideal five years) post qualification.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Hold a current driver's licence

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.

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

Contact Officer: Carla Ormston (02) 5124 1269 Carla.Ormston@act.gov.au

Territory Wide Mental Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Registered Nurse Level 1

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 36620, several - 021FV)

Gazetted: 09 March 2022

Closing Date: 25 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

We are seeking enthusiastic, motivated Registered Nurses to work across various settings within Mental Health, Justice Health and Alcohol and Drug Services. These positions are required to work a rotating roster across morning, evening and night shifts including weekends and public holidays.

[Find out what it's like to work in MHJHADS.](#)

ABOUT YOU

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

Behavioural Capabilities

Flexible, adaptable and comfortable with changing working environment.

Commitment to achieving positive outcomes

Strong organisational skills with a high degree of personal motivation.

Position Requirements/Qualifications:

Mandatory

Be registered or be eligible for registration with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA)

Minimum 12 months' experience working as a Registered Nurse

The successful applicant will need to be available to work on a seven day a week roster filling morning, evening, and night shifts

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

Current drivers' licence

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.

Contact Officer: Tash Lutz 5124 4894 Tash.lutz@act.gov.au

Medicine

Canberra Sexual Health Centre

Sexual Health Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 32323 - 021FN)

Gazetted: 09 March 2022

Closing Date: 23 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/> Canberra Sexual Health Centre (CSHC) is based at The Canberra Hospital. We provide clinic-based care for sexual health and HIV patients as well as an innovative outreach programs. We have a strong philosophy of teamwork, evidence-based practice and continuing professional development.

DUTIES

Under the direction of the Clinical Nurse Consultant the Registered Nurse within the CSHC is responsible for the provision of assessments, screening, information, education, and referral of patients attending the centre, and those accessing services in outreach settings. Care is provided to patients through face to face and telehealth consultations, working collaboratively with a busy, multidisciplinary team.

Our services are provided using an electronic medical record (EMR) system and all patients are seen via booked appointments; this occurs after phone assessment with the registered nurse, which requires the ability to communicate openly and assess a patient via phone only to determine level of service and urgency of care required.

Under limited direction of the Clinical Nurse Consultant, you will:

Provide comprehensive nursing services in sexual health and blood borne viruses through assessment, screening, information, education and referral at clinic appointment, via telehealth, and at outreach settings.

2. Initiate care for asymptomatic patients and management of symptomatic patients within scope of practice, including undertaking contact tracing and the maintenance of STI and BBV databases.

3. Management of specimen collection including venepuncture, and the provision of results to patients and other professionals. Provide treatment of STI under standing orders and within national guidelines. Provide immunisations under standing orders and within national guidelines.

4. Assist to implement outreach activities (both during and outside of business hours) designed to deliver STI screening and health promotion activities in community settings including recruiting and screening outreach participants, specimen management and record keeping.

5. Participate in education and training, quality improvement, clinical research and policy development.

6. Provide comprehensive specialised nursing services to HIV positive clients and their families, under the direction of a medical officer.

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

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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 communication and interpersonal skills

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

Friendly, professional, empathic and non-judgemental

Strong computer literacy and data management skills

Position Requirements/Qualifications:

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

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

Mandatory requirements:

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

Current Driver's licence required for outreach programs

Desirable:

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Fiona Kimber 5124 3758 fiona.kimber@act.gov.au

Medical Services

Moscetu

Senior Manager, Credentialing and Scope of Clinical Practice

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 23763 - 0219X)

Gazetted: 09 March 2022

Closing Date: 23 March 2022

Details: Our Vision: creating exceptional health care together

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

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

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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/>

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory

Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services;

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

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

This position of Senior Manager Credentialing and Scope of Clinical Practice, sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Health Services. The role leads a small team to manage the operations of the credentialing and scope of practice process and manage the provision of secretariat to the scope of clinical practice committees under the Health Act 1993.

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 communication skills and attention to detail

Effective communication (written and verbal) and the ability to manage confidential and sensitive information

Strong organisational skills with ability to manage competing priorities

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.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

For more information on this position and how to apply "[click here](#)"

Contact Officer: Tara Bryan (02) 5124 7231 tara.bryan@act.gov.au

Executive

Cancer and Ambulatory Support

Personal Assistant

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 17602 - 021EI)

Gazetted: 09 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/>

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

Under limited direction of the CAS Director of Nursing and Clinical Director you will provide administrative support to the offices of the Director of Nursing and Clinical Director, and other members of the team as directed. You will organise and maintain appointments and meetings for the Director of Nursing and Clinical Director, draft and prepare minor correspondence as necessary, arrange meetings and provide secretariat for meetings. Other duties

include assisting with minor research and project tasks as required. Ability to work under limited supervision in a fast-paced environment and adapt to change is highly desirable.

ABOUT YOU

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Behavioural Capabilities

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

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

Ability to manage confidential and sensitive information.

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

Position Requirements/Qualifications:

Experience working in an administrative position supporting senior team members 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.

Note: This is a temporary position available until 30 June 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.

For more information on this position and how to apply "[click here](#)"

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

Health Services

Mental Health, Justice Health, Alcohol and Drug services

Clinical Manager

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 14224 - 021BT)

Gazetted: 09 March 2022

Closing Date: 25 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/>

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service

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

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

Position Requirements/Qualifications:

Mandatory:

For Psychology:

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

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Social Work:

Degree in Social Work

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

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

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

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:

Hold a current driver's licence

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

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

Undergo a pre-employment National Police check.

Contact Officer: Carla Ormston 5124 1269 Carla.Ormston@act.gov.au

Surgery**Trauma and General Surgery****Office Manager****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 45244, several - 021EU)**

Gazetted: 09 March 2022

Closing Date: 23 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

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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 of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Retrieval Service and the Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

Office Manager positions sit within the ACT Trauma Service, General Surgery and Acute Surgery Unit and the Capital Region Retrieval Service (CRRS). These positions are an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of major trauma and surgical patients. The Office Managers work flexibly and collaboratively across these interconnected services to provide leadership and high-level administrative support to enable the efficient management of the administration functions of these services. These positions support the Unit Director of these services in achieving strategic and operational objectives.

CHS is formally recognised as a Major Trauma Service within the NSW/ACT trauma networks providing a tertiary trauma referral service to the ACT, Southern NSW Local Health District, and parts of Murrumbidgee Local Health District. The ACT Trauma Service at CHS aims to provide best practice care for trauma patients. The multidisciplinary trauma team includes medical, nursing, allied health and support staff who are committed to providing exceptional health care to trauma patients. The Office Manager will provide administration support to the Unit Director of the ACT Trauma Service, staff working within the ACT Trauma Service and to the Prevent Alcohol and Risk-related Trauma in Youth (PARTY) program.

The Acute Surgical Unit and General Surgery team provide care primarily to abdominal surgical patients from assessment in the Emergency Department, admission to hospital through to discharge, and ongoing care as an outpatient. The Office Manager provides administration support to clinicians, the units inpatient and outpatient services and to the Unit Directors.

The CRRS provides the flight doctors for the SouthCare Helicopter. This is a rotatory service and forms part of the Southern NSW Ambulance Helicopter network. SouthCare covers a large geographical area to the southern areas of the state of NSW extending from Goulburn to Hay in the west, south to the Victorian border / northeast Victoria and the east coast from Nowra to Mallacoota. The CRRS also provides clinical governance, medical education and training in Retrieval Medicine, telemedicine and co-ordinates retrieval and transfers of patients. The medical staff that work as part of the CRRS are highly skilled Emergency Medicine, Intensive Care or Anaesthetic specialists and senior registrars. The Office Manager provides administrative and data support to the CRRS. This position may also provide data support to other services if required.

ABOUT YOU

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Behavioural Capabilities

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

Shows initiative to identify areas for improvement.

Position Requirements/Qualifications:

Desirable

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Melissa Warylo 51240931 Melissa.Warylo@act.gov.au

Finance and Business Intelligence

Finance Management

Finance Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 01889 - 021C4)

Gazetted: 09 March 2022

Closing Date: 25 March 2022

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The Financial Operations and Support Unit within the Finance and Business Intelligence Branch, provides business management support and advice to the Divisions of Canberra Health Services. In liaison with key stakeholders, develop and manage the required budgets and contribute to the management and improvement of performance against agreed indicators. The team ensures high quality and consistent business services, including financial management reporting are provided to all aspects of ACT Health and provide financial and business functions on a day to day basis.

Finance Managers provide a range of services such as budget preparation, reporting, analysis and financial support to Divisions within the Canberra Health Services Directorate. The main work priority of the role will be all COVID related financial activities. These activities include Commonwealth and ACT Government monthly and periodic COVID claims, expenditure estimation, reporting, auditing and business cases. The role requires a high degree of communication skills, as there will be high level contact internally within CHS and externally with the Commonwealth and other ACT Government Directorates.

As the primary contact for these Divisions for financial support, the Finance Manager will be flexible in meeting changing priorities and adaptable in working with a variety of different stakeholder groups.

POSITION OVERVIEW

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ABOUT YOU

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

Behavioural Capabilities

Integrity

Kind

Reliable

Position Requirements/Qualifications:

Relevant degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Business, Economics qualifications and a minimum of one year experience working professionally in a hospital or health care setting, leading, and managing a team is preferred.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Allen Zhu (02) 5124 9692 Allen.Zhu@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.

Women Youth and Children

Community Health Programs

Counsellor

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 31447, several - 02125)

Gazetted: 07 March 2022

Closing Date: 23 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/> Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service.

In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work.

The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

ABOUT YOU

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Behavioural Capabilities

Initiative to seek out and participate in continuous improvement and innovation.

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

Motivation to actively and purposefully contribute to a positive workplace culture.

Position Requirements/Qualifications:

This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the counselling service.

Mandatory Qualifications/Other Requirements:

For Social Work:

Degree in Social Work

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

Registration under the ACT Working with Vulnerable People Act 2011

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

For Psychology:

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

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Highly Desirable:

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

For Counselling:

Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

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

Have an understanding of how the National 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 is one full time permanent position and two temporary positions available for up to 12 months with the possibility of extension and/or permanency.

Contact Officer: Nikki Goddard 51241787 Nikki.goddard@act.gov.au

Cancer and Ambulatory Support (CAS)**Walk in Centres****Walk in Centres****Clinical Nurse Manager****Registered Nurse Level 3.2 \$129,103, Canberra (PN: 40333, several - 021GC)**

Gazetted: 09 March 2022

Closing Date: 25 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 Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres.

The Walk in Centres (WiCs) are a primary health service staffed with Advanced Practice Nurses and Nurse Practitioners providing episodic care for minor injury and illness to the ACT community and surrounds. The CNM and nursing staff provide care to clients using their advanced clinical assessment skills supported by protocols and medication standing orders.

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 and ability to critically think

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

Position Requirements/Qualifications:**Qualifications and experience:****Mandatory:**

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 experience.

Experience having worked in the ACT Walk in Centres or similar environments.

Tertiary level qualification OR Post Graduate course work or study.

Relevant primary health qualifications are beneficial and a minimum of five years' experience working professionally in a primary health related field 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.

Contact Officer: Cassandra Beaumont 0434945109 cassandra.beaumont@act.gov.au

Oral Health Services**Prosthetics****Prosthetist**

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 29113 - 0217X)

Gazetted: 09 March 2022

Closing Date: 23 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/> Oral Health Services is in the Division of Rehabilitation, Aged and Community Services (RACS) and offers a range of public dental services to the community including:

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

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

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

The dental prosthetists in Oral health service work within a clinical team to provide dental prosthetics services to eligible clients in the ACT. These services are primarily delivered from community health centres and outreach clinics.

Services include:

Preventative dental interventions and health promotion

Emergency dental care

Restorative and prosthetic dental care

Some orthodontic interventions for eligible clients

Services are delivered in the community as well as:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconchie Centre

Mobile Dental Clinic

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

Able to carry out precise and detailed work

Strong time management skills

Position Requirements/Qualifications:

Relevant Unconditional registration as a dental prosthetist with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of three years' experience working professionally in qualified Dental prosthetist 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:

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 part-time temporary position available at 29.4 hours per week for a period of six months with possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata.

Contact Officer: Kireet Taneja Kireet Taneja 51241732 Kireet.taneja@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Custodial Primary Health, Justice Health Services

Specialist 1-5/Senior Specialist - Justice Health Services

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 17640, 33939 - 0214G)

Gazetted: 09 March 2022

Closing Date: 13 April 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The Justice Health Services Primary Health Team is part of MHJHADS and provides high quality healthcare to people located within the Alexander Maconochie Centre (AMC), the Dhulwa Mental Health Unit (DMHU) and young people at the Bimberi Youth Justice Centre (BYJC). The position holder would be expected to provide care to patients across all JHS sites.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

The position will be accountable and responsible to the Justice Health Services Clinical Director through an Individual Strengths, Engagement and Development Plan.

The successful applicant will have general practice experience and skills in both inpatient and community services.

The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

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 may be 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

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

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

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

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

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

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 General Practitioners (RACP) or equivalent specialist qualifications.

Current driver licence is preferred

Knowledge of the Mental Health Act 2015 and other related legislation.

The successful applicant will need to be available to participate in a rotational weekend and after-hours roster.

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:

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

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

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

13. 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.

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

15. 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 Cameron Edgell (02) 5124 2240 cameron.edgell@act.gov.au

Finance Business Intelligence**Health Information Services****Front Desk****Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 29261 - 021E7)**

Gazetted: 08 March 2022

Closing Date: 22 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 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 five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

Under general direction of the Director, Health Information Service Front Desk is responsible for coordinating all activities at the department's reception, including: answering all telephone calls from members of the public, health professional staff, solicitors, police etc and actioning or re-directing as appropriate, dealing with all face-to-face enquiries from members of the public and health professional staff, the faxing and dissemination of relevant clinical information to patients GPs for the ongoing care of the patient, maintaining throughput statistics, performance of record filing accuracy audits and other audits as requested and receipting of clinical records of discharged patients in an accurate and timely manner.

The successful candidate will require high level customer service and communication skills to efficiently respond to queries directed to the Department, excellent attention to detail, previous experience using clinical information systems and medium to high level computer skills in a range of software applications including Word, Excel and Outlook.

DUTIES

Under general direction, provide high level customer service to persons presenting to the Service and attend to all counter enquiries, ensuring visitors are referred to the appropriate staff member for assistance.

Screen all incoming phone calls, faxes and emails, forward on or action in a timely manner, ensuring compliance with Health Information Service policies and procedures and the ACT Health Records (Privacy and Access) Act 1997.

Fast track clinical records requiring urgent scanning following requests from wards, for example, requests from the Coroner.

Prepare the daily batch of Discharge Summaries for faxing to GPs and fax them, keeping appropriate statistics and prepare for scanning (Day Shift)

Process incoming mail with a high level of accuracy (Evening and Weekend shift)

Prepare, scan and index documents on to the scanning solution as time permits.

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

ABOUT YOU

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

Behavioural Capabilities

Ability to work within a team environment as well as independently with minimal supervision.

Adaptability and flexibility to accommodate change.

Highly motivated with strong organisational skills and attention to detail.

Position Requirements/Qualifications:

The successful applicant will need to be available for evening work including occasional weekend 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.

Desirable:

Previous experience working as a Receptionist in a hospital, medical practice or similar environment.

Experience in Microsoft Office and other health related applications

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Jade Ngata 51243663 Jade.Ngata@act.gov.au

Finance and Business Intelligence

Supply Services

Health Services Officer Level 4/5

Health Service Officer Level 4/5 \$56,388 - \$62,328, Canberra (PN: 20137, several - 021BM)

Gazetted: 08 March 2022

Closing Date: 22 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.

Temporary HSO 4/5 Relief Pool advertisement. Suitable candidates will be pooled to fill leave for up to 12 months.

Candidates will be required to have previous Warehouse experience and a forklift licence will be highly regarded.

Please provide a maximum two-page response to the Selection Criteria and the contact details of two referees.

Appointment may be based on application and referee reports only.

POSITION OVERVIEW

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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 Senior Store Supervisor of Canberra Health Supply Services.

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.

Understanding of supply chain processes within a warehouse environment.

Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory:

Duties of the position include the requirement to drive vehicles, therefore possession of a driver's licence is required.

Relevant work 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:

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

Undergo a pre-employment National Police Check.

Note: These are temporary positions available for a period of up to 12 months.

Contact Officer: Rob Swain 5124 3100 rob.Swain@act.gov.au

Clinical Services

Division of Surgery

Surgical Booking Clerk

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 28536 - 0219Y)

Gazetted: 08 March 2022

Closing Date: 25 March 2022

Details: 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

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, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

These Units are supported by administration support officers.

The Surgical Bookings Department maintains the Elective Surgery Waiting List (ESWL) for the Canberra Hospital and co-ordinates theatre bookings and associated equipment requirements for individual surgical specialties.

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.

Adaptability and flexibility to accommodate change and provide a responsive service.

A commitment to the provision of high-quality customer service

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.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Canberra Health Services

Adult Community Mental Health Services

CHS Mental Health, Justice Health and Alcohol and Drug Services

Clinical Lead

Registered Nurse Level 4.1 \$129,103, Canberra (PN: 54353 - 020GL)

Gazetted: 08 March 2022

Closing Date: 25 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

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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/>

Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people who access the service, their carers and other key services.

As Senior Clinician, you will be responsible for supporting the Adult Community Mental Health Services Team Leader with the key strategic directions of the team. This will involve supporting clinical audit compliance, undertaking and contributing to clinical review process, contributing to quality improvement, participating in recruitment and leading learning and development activities within the team.

The position will be based in either the Belconnen, City or Woden adult community mental health team. The decision around placement will be influenced by the clinical demand and staffing profile of the respective team/s. Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing clinical oversight of assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team and provide supervision to staff.

Your immediate supervisor will be the ACMHS Team Leader. As required you will represent the ACMHS Team leader at professional forums including committees and working groups.

ABOUT YOU

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

Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service.

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.

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

Position Requirements/Qualifications:

Mandatory:

Hold a qualification in nursing and be unconditionally registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Strong understanding of adult community mental health services with minimum of 5 years post qualification experience.

Post Graduate Qualification in Mental Health Nursing or working towards such is highly desirable.

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

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

Hold a current driver's licence.

Comply with CHS credentialing and scope of clinical practice requirements for Registered Nurses.

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

Contact Officer: Kylie Henson (02) 5124 1705 kylie.henson@act.gov.au

Nursing and Midwifery Patient Support Services

Nursing and Midwifery Resource Office

Administrative Service Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 31943 - 021BU)

Gazetted: 07 March 2022

Closing Date: 24 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

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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 Nursing and Midwifery Patient Support Services provides directly daily operational support to the Nurse Managers and Teams across the Divisions of CHS, to facilitate effective and safe staffing and direct patient care.

ABOUT YOU

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

Behavioural Capabilities

Excellent communication.

Flexibility to work in a small team.

Ability to prioritise to meet deadlines.

Position Requirements/Qualifications:

Experience in Administration and/or PROACT preferable but not mandatory.

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

Undergo a pre-employment National Police Check.

For more information on this position and how to apply “[click here](#)”

Contact Officer: Simone Harris (02) 5124 2915 simone.harris@act.gov.au

Allied Health

Allied Health Assistant

**Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level),
Canberra (PN: 32385, several - 021AI)**

Gazetted: 07 March 2022

Closing Date: 21 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 CHS Division of Allied Health provides a range allied health services across clinical Divisions of Canberra Hospital. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

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

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

Allied Health Assistants may work across a range of areas in the acute care setting across inpatient and outpatient speciality areas. All work performed by an AHA is delegated by and performed under the supervision of a qualified AHP.

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills

Effective communication and interpersonal skills

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

Position Requirements/Qualifications:

Mandatory:

Relevant Certificate IV in Allied Health Assistance or equivalent qualifications

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

Current driver's licence

Other:

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

Have an understanding of how the National 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 practice requirements for allied health assistants, and

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 two temporary positions available, one full time and one part time 0.6FTE, for a period of 11 months to end January 2023 with possibility of extension and or permanency. The full time salary noted above will be paid pro rata for the part time position. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Kerry Boyd 5124 2154 Kerry.Boyd@act.gov.au

Medicine

Obesity Management Service

Registered Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 10553 - 021DA)

Gazetted: 07 March 2022

Closing Date: 23 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 RN2 roles work in the Obesity Management Service (OMU). OMU uses an interdisciplinary approach to improve the health and wellbeing of adult patients with Class III obesity which is defined as a Body Mass Index (BMI) of 40kg/m² and over. The service is medically lead and the team also includes dietitians, psychologists, exercise physiologists and registered nurses. The service focuses on improving patients risk factors profiles and wellbeing through group education sessions, physical activity guidance, nutrition interventions, psychological and community support. Weight loss surgery will also be considered for patients within the service. OMU is located at Belconnen Community Health Centre and operates Monday to Fridays.

The successful applicant will have excellent communications and interpersonal skills, with a strong focus on quality improvement and service delivery. This is an exciting role within a vibrant multidisciplinary team.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Strong clinical skills with a focus on chronic disease management

Position Requirements/Qualifications:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Hold or is working towards a post graduate qualification relevant to nursing.

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.

Contact Officer: Tracey Duggan 51247929 Tracey.Duggan@act.gov.au

Cancer Ambulatory Support

Cancer Ambulatory Support

Clinical Nurse Walk In Centre

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 33748 - 021B8)

Gazetted: 09 March 2022

Closing Date: 28 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 Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres

The Walk in Centre's are a primary health service with Advanced Practice Nurses and Nurse Practitioners that 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 protocols, medication standing orders and clinical decision making.

The successful applicant will work collaboratively and report directly to the Assistant Director of Nursing. The role is to provide clinical leadership, mentoring and teaching to staff at the ACT Walk-in Centre's and includes stakeholder interactions and skill-based teaching and assessments.

This is a composite role with some direct service provision to retain skill and meet roster requirements.

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 and ability to critically think.

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

Position Requirements/Qualifications:

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

Minimum of five years' experience working professionally as a Registered Nurse is preferred.

Desirable is to be progressing towards a post graduate qualification in education, such as a Certificate one V in Education and Assessment, management or in a relevant clinical specialty.

Relevant experience in the Walk in Centre and primary health environments.

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.

Undertake primary health care clinical benchmarking with seven objective structured clinical examination (OSCE) assessments prior to working autonomously in the WiC. The OSCE assessment must be passed during the probation period for permanent appointment.

For more information on this position and how to apply “[click here](#)”

Contact Officer: Cheryl Cuthbertson 0434940109 Cheryl.Cuthbertson@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

CIT Education and Training Services

CIT Pathways College

CIT Student Support Mentor for Apprentice/Trainees

Administrative Services Officer Class 5 \$83,620 - \$88,510 , Canberra (PN: 41217)

Gazetted: 04 March 2022

Closing Date: 11 March 2022

Details: We are looking for interest for a merit list for mentors for apprentice/trainees in Construction trades.

This work aims to support students with both their study and personal issues, advise, and refer students to appropriate services.

Applicants need to possess the ability to be flexible and work to identified needs in the departments they are placed in. Experience working in the VET environment is an advantage as is having qualifications relevant to one of the trades.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* 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

Note: The position is for temporary employment and will include active and inactive periods in line and compliant with the relevant Enterprise Agreement. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Applications should be submitted via the ‘Apply Now’ button below.

Contact Officer: Rhonda Fuzzard on rhonda.fuzzard@cit.edu.au or (02) 6207 4914

CIT Pathways College

CIT Year 12 and General Education for Adults

Year 12 Program

Teacher - Year 12

Teacher Level 1 \$79,598 - \$106,208, Canberra (PN: C08480)

Gazetted: 09 March 2022

Closing Date: 5 April 2022

Details: Are you committed to the student experience? Do you enjoy working with professionals who are collaborative and creative? Do you enjoy a flexible working environment?

The Canberra Institute of Technology is looking for a Year 12 teacher to deliver our English Literature program. We are looking for a sessional / casual teacher who could start as soon as possible, initially for 2 days per week.

About you

You are an enthusiastic, team-orientated, collegial, highly professional and learner-focused educator who inspires students. You are committed to student-centred learning and use ICT as an integral part of learning. You are digitally fluent.

The successful candidate will be an energetic educator who is motivated by thinking differently about teaching and learning and who is driven by the creation of engaging and dynamic learning experiences for our students.

Candidates must:

Demonstrate the ability to teach senior secondary English

Demonstrate a passion for both teaching and pursuing innovative thinking

Be energetic, enthusiastic and demonstrate a willingness to grow through the sharing of best practice and professional experience

Possess excellent communications skills both written and verbal, as well as excellent time management skills

Commit to the safeguarding and promotion of student welfare

Relevant Qualifications

The Canberra Institute of Technology within 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: Teaching qualification recognised by the ACT Department of Education

Current registration as a teacher with the Teacher Quality Institute, including WWVP

Note: This position is part-time at (8+) hours per week and the full-time salary noted above will be pro-rata.

Temporary employment offered will include periods of unpaid stand-down in line and compliant with the relevant Enterprise Agreement.

How to Apply: To find out more information and details about this position please contact Tania Hadlow – tania.hadlow@cit.edu.au or 62074025

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Hadlow (02) 6207 4025 Tania.Hadlow@cit.edu.au

Education and Training Services

CIT Trade Skills

Construction

High Risk and Renewables - Administration Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 54301)

Gazetted: 08 March 2022

Closing Date: 15 March 2022

Details: CIT is seeking a self-motivated individual with high level administrative skills to work within the Trade Skills Construction Department from asap for 12 months with a possibility of extension

The successful applicant will be responsible for high level administrative support to the High Risk area in Construction provide high quality customer service to students, employers and external stakeholders, use a variety of communication systems, work collegially with a range of areas across CIT including Construction apprenticeship areas, CRN creations team, student services teams, and marketing. Under direction, the position is required to engage in administration duties such as administratively managing the scheduling of classes, teachers and rooms, enrolments, accurate record keeping, analysis or Argos and Banner reports, attending to CRM tasks, continual problem solving. Applicants must have well-developed IT and multi-tasking skills and the ability to prioritise and reprioritise work, and work to continually improve all processes and procedures.

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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 19 January 2024.

How to apply: Please submit no more than two pages addressing the Selection Criteria. 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: Karen Abel (02) 6205 3820 karen.abel@cit.edu.au

Education and Training Services**CIT Trade Skills****Teacher Electrical Trades****Teacher Level 1 \$79,598 - \$106,208, Canberra (PN: 51403, several)**

Gazetted: 08 March 2022

Closing Date: 31 March 2022

Details: Canberra Institute of Technology (CIT) is seeking full time teachers within the Trade Skills - Electrical Trades Department at its Fyshwick Campus. The person/s will need a strong background in the Electrical Trades (Electrical, Refrigeration and Air Conditioning, Electronics or PV solar) Industry, hold relevant licences, qualifications and hold the Certificate IV in Training and Assessment. Knowledge of the Electrical Trades Licencing regulations and requirements, along with a high level of computer literacy is desirable. Dual areas of Electrical Trades qualifications would be an advantage.

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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40116 qualification or its successor, within the first eighteen (18) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015.

Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40116 or its successor) and a Diploma of Vocational Education and Training (or its successor).

Teacher Level 1.8 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40116 or its successor).

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

Appropriate Industry competencies demonstrated by the following qualifications:

Certificate III in Electro Technology - Electrical or equivalent

Possess or able to obtain

Unrestricted electrical licence

or

Certificate III in Electro Technology - Electronic or equivalent or

Certificate III in Refrigeration and Air Conditioning - or equivalent

Possess or able to obtain

ARCTick - Refrigerant handling licence

Full or restricted (Disconnect or Re-connect) electrical licence is desirable.

Dual Qualifications in the above competencies would be an advantage or additional post trade training in Solar PV and / or Battery storage.

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

Notes: These positions are available for a period of 12 months with the possibility of extension. There are currently two positions available with the possibility of more opening up later in the year from this recruitment process. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Druce (02) 6207 4345 Kathryn.Druce@cit.edu.au

Education and Training Service**Administrative Officer****Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 46726)**

Gazetted: 04 March 2022

Closing Date: 18 March 2022

Details: The Canberra Institute of Technology (CIT) Community Work department is seeking a highly motivated and professional individual to provide a wide range of administrative support to staff and students. Duties will include attending to inquiries from staff and students, providing support with student enrolments, student placements and student compliance checks, creating student files and maintaining electronic file management systems and maintaining local information management systems.

The successful candidate will need to work as a team member and autonomously to support and promote the department/college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential.

Our ideal candidate will be an effective communicator, have good digital and organisational skills and be eager to learn.

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 Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Notes: This position is available immediately until February 16 2023 with the possibility of extension up to June 30, 2024. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a written response (maximum 800 words) to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mackenzie Clare (02) 6207 4922 Mackenzie.Clare@cit.edu.au

CIT Education and Training Services**Administrative Assistant****Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 55493)**

Gazetted: 04 March 2022

Closing Date: 11 March 2022

Details: Canberra Institute of Technology (CIT) Pathways College provides a number of teaching and non-teaching services. We require an administrative assistant to work across the college. This position requires an ability to use CIT computer based management systems and Microsoft Office suite.

The successful candidate must have good people skills and capable of working with people from diverse backgrounds.

They must have a willingness to learn new systems and show initiative.

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.

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

How to Apply: Maximum two page response to the Selection Criteria, a current curriculum vitae and names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Clarke (02) 6207 3138 Lisa.Clarke@cit.edu.au

Education and Training Services**Library and Learning Services****Library Manager****Professional Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 54242)**

Gazetted: 03 March 2022

Closing Date: 10 March 2022

Details: The CIT Library and Learning Services is looking for a Library Manager, for the Reid Campus. You will need to have experience of working in an educational library setting, providing services to a wide range of clients in an agile environment, so as to provide an excellent level of customer service. You will also be responsible for supervising a diverse team and supporting the team in the delivery of library services to clients.

Eligibility/Other Requirements: An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

Notes: This is temporary position available from 11 April 2022 up until 27 January 2023. 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 address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Stalker-Booth (02) 6207 3375 Claire.Stalker-Booth@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

Shared Services**Finance Services****Finance Operations****Senior Finance Officer****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 07384)**

Gazetted: 04 March 2022

Closing Date: 11 March 2022

Details: Shared Services Finance Operations has a vacancy for a permanent Senior Finance Officer role at the ASO4 level.

The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

We are seeking enthusiastic and highly motivated individuals to join our team. In this role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment.

This may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner.

You will be someone who is able to work cooperatively within a team environment, be a strong and clear communicator with supervisory experience and strong time management skills.

You will possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational environment.

To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations or similar 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: Previous experience in a finance operations or processing environment would be highly regarded.

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

Selection may be based on application and referee reports only.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and importantly highlights your skills and experience in a finance operations or similar environment. A current curriculum vitae must be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Darren Leseberg (02) 6207 6845 Darren.Leseberg@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Cloud and Platform Services

M365 Automation Specialist

Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 00446)

Gazetted: 08 March 2022

Closing Date: 15 March 2022

Details: The Microsoft 365 Team is looking for a passionate, capable individual to lead several automation initiatives for the team. This will require someone skilled in automation and orchestration capabilities as well as code repositories and tooling.

As part of the M365 Team you will develop, implement, and maintain automation to provide configuration management, governance, security controls, and reporting capabilities for the entire ACT Government platform and all of its services.

The successful applicant will be required to think creatively to solve complex problems using scripting/coding and use continuous improvement methodologies to extend or enhance the implemented solutions.

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

Eligibility/Other requirements: Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

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

How to Apply: Please submit a two-page application addressing the capabilities listed under the "What You Will Do" and "What You Require" in the Position Description along with a current copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dean Parrott (02) 6205 3103 Dean.Parrott@act.gov.au

Economic Development

artsACT

Arts Programs

Arts Program Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 45604)

Gazetted: 08 March 2022

Closing Date: 15 March 2022

Details: artsACT is seeking an Arts Program Officer to 30 June 2022, with the possibility of extension and/or permanency, to assist with the delivery of the arts funding programs and administering government business including briefs, speeches, and general correspondence. The successful applicant will need strong program administration skills, strong oral and written communications skills, as well as a history of developing productive working relationships with internal and external stakeholders. A sound understanding of government business and the arts sector 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. This position is under activity-based working

arrangements, including that officer do not have a designated workstation/desk. At present, all officers work from home unless there are any special circumstances.

Note: This is a temporary position available until 30 June 2022 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please include a one-page personal pitch no more than two pages describing your Skills, Knowledge, Behavioural Capabilities, and experience relate to the duties of the position. Please include your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Piani (02) 6207 2381 robert.piani@act.gov.au

Digital, Data and Technology Solutions

Design and Strategy

Service and User Experience Designer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56878)

Gazetted: 03 March 2022

Closing Date: 17 March 2022

Details: The Design and Strategy Branch provides strategic guidance on technology and data investment; and is responsible for development and maintenance of whole of government technology roadmap architecture and design practice, including principles, standards and methods.

The Design and Experience capability within Design and Strategy branch aims to partner with ACT directorates in delivering customer-focused outcomes for the Territory. The team utilises the principles of human-centered design in helping directorates define how a particular initiative will impact other domains such as people, process, data and technology.

Reporting to the Director, Design and Experience, the Service and User Experience Designer will be joining a diverse team of analysts and designers in providing guidance to customers, staff and decision makers on the application, relevance, and benefits of design-led approaches. The Service and User Experience Designer will undertake research with customers using participatory and iterative design techniques, collaborate with subject matter experts as part of the development of staff and user journey maps and communicate concepts through story telling and prototypes.

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: Under the current COVID-19 restrictions many staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the contact officer. This position requires a CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance.

How to Apply: Please provide a maximum three-page pitch, detailing how your Skills, Knowledge and Behaviour will support you in delivering the duties and responsibilities of the position as outlined in the Position Description. Also attach your current Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Ammann (02) 6207 6340 Jason.Ammann@act.gov.au

Chief Ministers Stream

Strategic Finance

Reporting/Systems

Finance/Systems Officer

Administrative Services Officer Class 5/6 \$83,620 - \$103,117, Canberra (PN: 38533, several)

Gazetted: 03 March 2022

Closing Date: 17 March 2022

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Strategic Finance is seeking highly capable Finance/Systems Officers to assist in our strategic financial, budgetary management and systems capability. The successful applicant will be familiar with the accrual accounting, the budget process (including use of the Government Budget Management System) and ACT Government annual Financial Statement development (including use of Certent Disclosure Management). Through our use of systems, we manage internal

and external budgets, financial statements, monthly reports and the appropriate briefs for management. On top of this, we support business units and senior management with advice and assistance in financial matters.

The successful applicant will require a extensive TM1 (and Excel) experience, as this is a major tool we use to complete our outputs. The ability to assist with system administration, development and business analytics would be advantageous. 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: Accounting related qualifications or progress towards would be advantageous.

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

How to apply: Please submit an Expression of Interest of no more than one page, outlining skills and experience in a finance related roles, and addressing which systems you have experience in and a curriculum vitae.

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

Contact Officer: Daniel Thompson (02) 6205 0798 daniel.thompson@act.gov.au

Revenue Management

Customer Service Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 04263, several)

Gazetted: 03 March 2022

Closing Date: 17 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.

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

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a statement (no more than two pages) on 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: Joanne Darnell (02) 6205 9124 Joanne.Darnell@act.gov.au

Workforce Capability and Governance

Workplace Safety and Industrial Relations

Healthier Work Program

Industry Advisor

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 52463)

Gazetted: 04 March 2022

Closing Date: 18 March 2022

Details: The Healthier Work program builds the capacity of ACT private and public sector employers to provide safe and healthy working environments and use work as a mechanism to promote health and wellbeing. The program works closely with the ACT business community and public sector organisations to provide access to information, advice, support and resources to assist them to develop and implement evidence-based workplace health and wellbeing initiatives.

The Healthier Work program is looking for an Industry Advisor (ASO6) to provide targeted support to business through the program's Recognition Scheme, as well as working closely with the Assistant Director Healthier Work to support the program's broader communications and stakeholder engagement activities.

The role would suit people with knowledge and experience in workplace health and wellbeing, workplace safety, health promotion, or business management, who are eager to drive change to create workplaces where employees and businesses thrive.

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: Whilst not mandatory, experience and/or qualifications in areas related to work health and safety, public health, health promotion, business or other relevant related discipline would be highly regarded.

Note: This is a temporary position available immediately until 24 February 2023 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. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a statement (no more than two pages) demonstrating 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: Raelene Nayler (02) 6205 2411 Raelene.Nayler@act.gov.au

Access Canberra

Construction Utilities Environment Protection

Strategic Business and Coordination

Operational Policy Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 37912)

Gazetted: 04 March 2022

Closing Date: 11 March 2022

Details: The Construction, Utilities and Environment Protection Branch in Access Canberra is looking for a self-motivated person to work in the Strategic Business and Coordination team. It's a busy place to be, with a strong program to improve the quality of building in the ACT. We're looking for someone who knows how to develop and deliver Government policy and processes, a critical and strategic thinker who wants to make a difference to the ACT community.

A large part of your role includes drafting a large amount of Ministerial and Government business responses often at short notice and with a quick turnaround. This requires you to be efficient, succinct and have attention to detail.

You will also be doing research and analysis to assist with reviewing and implementing ACT Government policy, programs, and legislative amendments. You'll need to collaborate and discuss with various business units within the Branch and across ACT Government, seeking out areas for improvement or change, and researching other jurisdictions' policy positions on various matters. Your knowledge of the principles of regulation and your ability to see other perspectives will help you make recommendations for improvement, and to see them through.

You have fantastic time management, strong written and verbal communication skills to provide advice on policy and legislative matters, and to produce briefings, policy papers, correspondence, agendas, minutes and other material across the breadth of the Branch's work. And that's just the first week.

Note: This is a temporary position available immediately until 28 October 2022 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: Applications will be assessed against the Selection Criteria of the Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. To apply please send us your two page pitch detailing your experience and qualifications and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Radmila Andric (02) 6207 4988 Radmila.Andric@act.gov.au

Access Canberra

Corporate Support and Capability Branch

Strategic ICT - Business Development and Information

Business Information Manager

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 03186)

Gazetted: 04 March 2022

Closing Date: 18 March 2022

Details: The Corporate Support and Capability Branch of Access Canberra is seeking a motivated and capable individual to join the Strategic ICT – Business Development and Information team to manage the systems support and administration, access management, data analysis and reporting functions for the *rego.act* system.

The successful applicant will have excellent analytical skills, as well as great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high-pressure environment whilst liaising with a diverse range of internal and external stakeholders.

Access Canberra is a dynamic workplace with a changing workforce and the desire to adapt through ongoing personal and professional development is desirable quality of prospective candidates.

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

Eligibility/Other Requirements: Relevant tertiary qualifications and competency in the use of MS Excel and/or business information tools are highly desirable.

Notes: This is a temporary position available immediately for up to six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role. Current and former Australian Defence Force (ADF) members are encouraged to apply.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Indran Naidoo (02) 6205 4649 Indran.Naidoo@act.gov.au

Access Canberra

Strategic Business Coordination Unit

Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 15372)

Gazetted: 04 March 2022

Closing Date: 11 March 2022

Details: We are looking for a person with a unique combination of skills and knowledge to fill the role of Assistant Director, Strategic Business and Coordination in Access Canberra's Construction, Utilities and Environmental Protection Branch.

IF YOU HAVE...

a very particular set of skills surrounding writing with great attention to detail, high-level communication skills and knowledge of government businesses processes including ministerial correspondence, question time briefs, hearing briefs, media enquiries etc.

COMBINED WITH...

The ability to find joy in juggling multiple competing priorities, driving government business for Access Canberra and the ability to provide strategic policy advice, make recommendations for changes to strategic policy and implementation and be able to efficiently communicate with a variety of technical teams and stakeholders...

THEN THIS MAY BE THE ROLE FOR YOU.

If you are interested in using your unique combination of skills and knowledge to improve the government business and coordination outputs for CUEP this is for you!

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

Notes: This is a temporary position available immediately until 28 April 2022, with a possibility of extension up to 12 months and or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Access Canberra operates under activity-based working (ABW) arrangements. Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria, your current curriculum vitae and details of two referees, one of which should have worked with you most recently.

Applications should be submitted via the Apply Now button below.

Contact Officer: Radmila Andric (02) 6207 4988 Radmila.Andric@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Senior Director

Senior Officer Grade A \$155,107, Canberra (PN: 33965)

Gazetted: 10 March 2022

Closing Date: 29 March 2022

Details: We are looking for a motivated person with strong economic analysis and communication skills to manage a small team operating in a dynamic environment. The Revenue and Concessions Policy unit undertakes analysis and provides advice on a range of revenue related matters including concessions policy. We work closely with other areas to develop and implement revenue initiatives and administer and monitor the ACT Tax reform program.

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

Eligibility/Other requirements: Qualifications – Economics or similar is highly desirable.

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

How to apply: Applicants are required to submit two items: 1) A two page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

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

Contact Officer: Kathy Goth (02) 6205 0772 kathy.goth@act.gov.au

Shared Services

Finance Services

Finance Operations

Team Leader

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 07194)

Gazetted: 04 March 2022

Closing Date: 18 March 2022

Details: Shared Services Finance Operations has a vacancy for a permanent Team Leader role at the ASO5 level. The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

We are seeking enthusiastic and highly motivated individuals to join our team. In this role, as Team Leader, you will be responsible for coordinating and leading a range of support services and processing functions in a Finance Operations environment.

You will be someone who has demonstrated leadership capability, is a strong and clear communicator with exceptional time management skills and a proven commitment to identifying and promoting business improvement initiatives.

You will possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads across your area of operations and responsibility in order to meet tight deadlines in a fast-paced operational environment.

To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations or similar 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: Previous experience in a finance operations or processing environment would be highly regarded.

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: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and importantly highlights your skills and experience in a finance operations or similar environment. A current curriculum vitae must be provided.

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

Contact Officer: Darren Leseberg (02) 6207 6845 darren.leseberg@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Project Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 14617)

Gazetted: 07 March 2022

Closing Date: 21 March 2022

Details: Reporting to the Program Manager, Portfolio Delivery Office, project manage a range of IT infrastructure and software projects for Directorates.

Demonstrated ability to manage multiple projects, work to competing deadlines and achieve results in a busy, small team environment with limited supervision.

The Project Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office. You will be required to liaise with other DDTS technical teams, key Directorate stakeholders and vendors as required.

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

Eligibility/Other Requirements: Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

Note: This is a temporary position available for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool may be established from this selection process and used to fill identical vacancies over the next 12 months. The role includes the requirement to attend sites that are subject to vaccination mandates under a public health direction, the successful candidate must be willing and able to comply with all relevant public health directions in the performance of the advertised role.

How to apply: In two pages or less tell us:

Why you want the role.

What you would bring to the role.

What you would get out of it.

About an achievement that you are most proud of.

- A current resumé
- Two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

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

Contact Officer: Andrew Burnet 0430 170 800 andrew.burnet@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Assistant Director, Intake, Works Allocation and Management
Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 09831)

Gazetted: 07 March 2022

Closing Date: 24 March 2022

Details: This position leads a multi-disciplinary team that is vital to ensuring that buildings and maintenance is managed well and our customers have a service driven first point of contact to discuss service requirements and/or maintenance concerns. The team provides the first point of contact for all customers and a main reception function for the organisation. This includes management of the receipt of maintenance requests and issuing of work orders for buildings managed by ACT Property Group and other ACT Government organisations. This position also manages the trade compliance and quality assurance role that ensures our trades and contractors deliver a good quality and compliant trade services.

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: This position requires the applicant to:

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

Hold a current C class driver's licence.

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. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Keppell (02) 6205 9876 Cassandra.Keppell@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Director, Licensing and Registration

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 00867)

Gazetted: 07 March 2022

Closing Date: 14 March 2022

Details: We work in a highly responsive environment where your priorities will change several times throughout any given day. We have diverse Government stakeholders and a broad range of clients whose licensing and registration needs are sometimes complex in nature – particularly under the current COVID-19 environment.

In this role you will need to:

Provide leadership and sound judgement in the delivery of high-quality customer service within a regulatory environment.

Ensure good governance for risk and evidence-based decision making within limited timeframes.

Lead a work culture where work achievements are recognised and celebrated.

Be responsible for the delivery of significant projects within Transport Licensing including implementing business and regulatory reforms.

Build and maintain high quality collaborative and constructive relationships across ACT Government and with relevant external entities, to drive positive outcomes.

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 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 up to six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit the following:

A two-page pitch detailing why you are the best person for the role, addressing the Selection Criteria in the attached Position Description.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Wilson (02) 6207 7155 rebecca.wilson@act.gov.au

Policy and Cabinet

Executive Branch Manager, Program Delivery

Executive Level 1.4 \$257,573 - \$268,725 depending on current superannuation arrangements, Canberra (PN: E1178)

Gazetted: 09 March 2022

Closing Date: 23 March 2022

Details: The Office for Climate Action is looking for an executive who can work across multiple agencies to deliver a number of initiatives as part of the Government's ambitious program to achieve net zero by 2045. These programs include the Sustainable Household Scheme and Big Canberra Battery along with a number of other initiatives. A demonstrated ability to deliver complex projects in a government setting, along with an understanding of energy networks, will be highly regarded.

The position is also responsible for managing and developing staff, including their professional development, and fostering positive and productive relationships with stakeholders inside and outside the Government and the ACTPS.

The Executive Branch Manager reports to the Coordinator-General for Climate Action.

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.

Eligibility/Other Requirements: This is a Position of Trust Level 1 (PoT 1). You are required to hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or have the ability to obtain and maintain a certificate. If screening is not successful, your employment will not commence or, if already commenced, your employment will be reassessed.

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

How to Apply: Interested candidates should submit a response to the Selection Criteria found in the Position Description and a current curriculum vitae (including the contact details of two referees), by noon on the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Engele (02) 6205 0230 Sam.Engle@act.gov.au

Digital, Data and Technology Solutions
Customer Engagement Services Branch
Emergency Services Agency ICT Embedded Team
Business Operations Support
Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 12007)

Gazetted: 08 March 2022

Closing Date: 25 March 2022

Details: The role is responsible for the overall management of administrative functions in support of the Emergency Services Agency ICT Embedded Team. You will be required to ensure compliance with DDTS policies and standards and ACT Government financial regulations. You will:

Provide administrative, IT service, project and financial support services on behalf of ESA and ESA ICT embedded team, liaising with suppliers, vendors, and customers.

Undertake financial activities including quoting, accruals, journals, invoice coding and preparation for account payment authorisation, goods receipting, resolve billing and service discrepancies, end of month activities and financial and budgetary forecasting, reporting and analysis.

Assist with the development and maintenance of the ESA service and application portfolio documentation and processes, including coordinate security plans and risk plans, review business system support, determine future needs, develop agreed service performance indicators and support application and infrastructure lifecycle management.

Prioritise and action ICT related requests on behalf of the Directorate by following correct procedure and ensuring appropriate approval is sought. Including assessing requirements, gathering quotes and coordinating financial purchasing of ICT equipment.

Resolve customer requests within the Service Level Agreement and escalate requests where required within an Information Technology Infrastructure Library (ITIL) environment.

Audit assets, telecommunications and ICT items against services paid for, coordinate corrective actions to amend records, coordinate the upgrade items nearing end of support, maintain registers of contracted services and accountable items, undertake limited contract compliance activities, and ensure service level agreements are being met for terms and conditions.

Maintain financial records, HR records and operational records according to the ACT Records Management Act. This position does not involve direct supervision of staff.

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 LGBTQI are encouraged to apply.

Eligibility/Other requirements: To be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will have a flexible mindset and enjoy the challenge of being presented with different problems every day. You will be able to effectively self-manage, prioritise tasks, and escalate problems when needed.

Travel between sites may be required and a driver's licence (C class) is essential.

Notes: This is a permanent position available immediately. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: Your application should include the following:

A two- or three-page response which addresses the following:

Please describe where you have successfully improved the financial management aspects of a team.

Describe a time when you have successfully developed a new business process and saw its successful implementation.

Detail how you meet all the requirements set out in the Position Description.

Responses should consider the requirements as described in the Position Description.

2. Current curriculum vitae including previous relevant experience, training and qualifications and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Carlton (02) 6207 2335 Karen.Carlton@act.gov.au

**Digital, Data and Technology Solutions
Strategic Business Branch
Portfolio Governance and Support Services
Change Coordinator**

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 53558, several)

Gazetted: 08 March 2022

Closing Date: 1 April 2022

Details: Are you an experienced Change Coordinator who has a passion for supporting the delivery of digital services and change initiatives? Do you enjoy working alongside project teams to manage the day-to-day implementation of change management?

Strategic Business Branch has two positions for people with established change management experience and the ability to apply their skills to tasks ranging from large scale change initiatives to people focused training and support materials.

These roles are part of a small team responsible for leading change management activities across the ACT Digital branch to ensure the efficient and effective delivery of new services, systems, and technologies to colleagues across Digital, Data and Technology Services, and the ACT Community.

We're committed to creating a workplace culture that is inclusive and celebrates diversity and support flexible working arrangements to help maintain a healthy work/life balance.

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:

Proven experience in a change management role.

A tertiary qualification in change management would be highly regarded.

Notes: This position is available immediately for six months with the possibility of an 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. Part-time hours will be considered and the full-time salary noted above will be paid pro-rata.

How to Apply: Please provide a maximum two page pitch outlining your suitability for the role based on the job requirements in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Khayam Sheikh (02) 6207 7999 Khayam.Sheikh@act.gov.au

**Access Canberra
Construction Utilities Environment Protection
Strategic Business Co-ordination Unit
Director Strategic Business and Coordination
Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 55658)**

Gazetted: 03 March 2022

Closing Date: 10 March 2022

Details: Do you enjoy working in a fast paced and time pressured team to find new ways to deliver results? Are you looking for an opportunity to make real change in the construction and environment area? Does the opportunity to think about coordinating and drafting various government business documents and implementing and making changes to operational policy make you jump out of bed in the morning? If the answer to these questions is yes, then Access Canberra has an opportunity for you.

The Strategic Business and Coordination team has a temporary vacancy for a Director to oversee a small team which collaborate with many teams across Access Canberra in responding to various Ministerial correspondence and briefing material, providing strategic policy advice, making recommendations for changes to strategic policy and implementation relating to the Construction Utilities, Environment Protection Branch and providing secretariat support to various committees and boards relevant to the Construction Occupations Registrar.

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

Note: This is a temporary position available immediately for three months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, Access Canberra works under activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Radmila Andric (02) 6207 4988 radmila.andric@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

Executive Branch Manager, Office for Disability

Temporary Vacancy (asap for eight weeks with possibility of extension)

Community Services Directorate

Inclusion and Participation

Position: E787

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 8 March 2022

An exciting short-term opportunity exists to lead the functions of The Office for Disability in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours.

The Office for Disability takes the lead on progressing the ACT Government Disability Commitment to the implementation of the National Disability Strategy. The Office actively connects with the community via groups such as the ACT Inclusion Council and Disability Reference Group and engages and supports people with disability via events such as the Connect and Participate Expo, International Day of People with Disability and the Chief Minister's Inclusion Awards. The Office for Disability includes National Disability Insurance Scheme responsibilities, engagement with the Commonwealth, support to peak bodies and delivery of community access grants and I Day Grants.

Reporting to the Executive Group Manager, Inclusion and Participation, the Executive Branch Manager, Office for Disability is responsible for providing the leadership necessary to implement the ACT Government's priorities and manage risks to the Territory associated with implementation of the NDIS in the ACT. The position will be responsible for developing and implementing whole of government and community strategies to:

develop a robust local market;

develop workforce capacity and capability;

Support people with disability and;

Ensure whole of government engagement

The successful candidate will have a proven record, as well as demonstrable skills, in change management, service delivery reform, non-government sector development, financial acumen and effective leadership.

To apply: please submit a two-page pitch addressing the selection criteria, your curriculum vitae and contact details of at least two referees to Christine Murray via email, christine.murray@act.gov.au by COB Tuesday 15 March 2022.

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

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.

Contact Officer: Christine Murray (02) 6205 0413 christine.murray@act.gov.au

Children Youth and Families

Children and Families

Child Development Service

Physiotherapist

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 36149)

Gazetted: 09 March 2022

Closing Date: 25 March 2022

Details: The Child Development Service as part of the Community Services Directorate (CSD) focuses on identifying developmental delays for children 0-6 years and autism assessment to age 12 years.

The physiotherapist in this position will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will screen children to identify those at risk of developmental delay and support their movement through the service system.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with a Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex, and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Tertiary qualification in Physiotherapy

Current AHPRA registration

A current drivers licence.

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

At least three years practice experience working with children and their carers or families.

Notes: This is part-time temporary position available immediately until 21 September 2022 at (29:24) hours per week and the full-time salary noted above will be pro-rata.

How to Apply: Please submit your written response to Selection Criteria located in the position description along with a curriculum vitae. Please note when responding to the Selection Criteria please keep your response to 400 words or less per criteria. Please attached the contact details of two current referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Connor (02) 6205 9004 Melinda.Connor@act.gov.au

Inclusion and Participation

Community Relations and Funding Support

Relationship Manager

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 11258)

Gazetted: 09 March 2022

Closing Date: 23 March 2022

Details: The Community Relations and Funding Support (CRFS) team partners with community sector organisations to fund and administer evidence-based early intervention and prevention programs to improve outcomes for disadvantaged and vulnerable children, young people, and families in our community. These programs include the Child, Youth and Family Services Program (CYFSP); Children's Services Program (CSP); Community Development Program (CDP); Community Referred Respite (CRR) Assistance Program and the Parentlink Program. Comprising of Relationship Managers and Contract Managers who work collaboratively with each other and with our community service providers, the team also supports CSD to deliver a range of grant programs across the community and provide advice and administrative support for procurement processes to facilitate high-quality human services. We are seeking an enthusiastic and experienced Relationship Manager to join our team and support the ongoing partnerships we have with our community stakeholders. This role may suit someone with experience in working in the community sector, with excellent stakeholder engagement skills, to support our work with partners as we work together through a commissioning redesign of the CYFSP, CSP and CDP programs.

Eligibility/Other Requirements:

A current driver's licence.

An understanding and knowledge of issues related to policy and the human services portfolio, including children, young people, and their families.

Project/program management experience in a human services context.

Desirable qualifications and experience, but not essential:

Tertiary qualifications in a related discipline.

Government procurement and contract management experience, preferably in the human services sector.

Note: This is a temporary position available immediately until the end of August 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. This position is at workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk. This position will have hybrid working arrangements with time based within the office and some working from home.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate West (02) 6205 4377 kate.west@act.gov.au

Corporate

Organisational Governance

Assembly Liaison Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 09248)

Gazetted: 07 March 2022

Closing Date: 14 March 2022

Details: Organisational Governance is responsible for the co-ordination and management of Ministerial, Assembly and Cabinet business, whole of organisation accountability reporting, annual reporting, support to the Directorate and the Office of the Minister, as well as the co-ordination of Freedom of Information (FOI), Privacy, legal coordination issues and the Open Access Information Scheme. They are currently seeking expressions of interest for the Assembly Liaison Officer.

The primary responsibilities for this position are to, under direction:

Provide high-level advice on Legislative Assembly processes to the Directorate and Ministers' offices and ensure that all Directorate assembly business is correct in terms of format, style, presentation, quality, and matter of fact. Manage the preparation of material for the Assembly and Assembly committees, including briefing material and Government submissions and responses to Assembly committees.

Undertake Directorate coordination tasks as required the assist the Directorate Executive and Ministers' attendance at the ACT Legislative Assembly Committee hearings.

Manage the timely preparation of replies to Questions on Notice and Questions Taken on Notice.

Review any notifications of Assembly business (including Hansard) and notify Directorate officers of any matters of which they should be aware and ensure follow up action is addressed in a timely manner. 6. Maintain high levels of confidentiality in all aspects of the work and deal sensitively with issues as they arise.

Note: This is a temporary position available immediately for three months with possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your current curriculum vitae and a two-page statement against the position requirements (Selection Criteria).

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Children Youth and Family

Children and Family

Community Service Directorate

Occupational Therapist

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 36136, several)

Gazetted: 03 March 2022

Closing Date: 22 March 2022

The Child Development Service (CDS) is seeking enthusiastic, qualified Occupational Therapists, who love working with families and are focussed on delivering high quality, culturally safe and inclusive services, to join our team.

This is an exciting opportunity to provide clinical services within a community based, highly skilled and dedicated multidisciplinary team of allied health professionals.

The successful staff members will work with families and community to identify children 0-6 years with, or at risk of, developmental delays and support their movement through the service system. Services may be provided to families face to face or via Telehealth.

CSD is an inclusive employer where all people are respected and valued for their contribution. supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Occupational Therapy

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for Membership with Occupational Therapy Australia

At least three years recent practice experience working with children and their carers or families.

Current driver's licence

Notes: There several temporary positions available for six months with the possibility of extension up to 12 months and/or permanency. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

How to Apply: Applicants are required to address the Selection Criteria in the Position Description(maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee reports at a later date.

Contact Officer: Melinda Connor (02) 6205 9004 Melinda.Connor@act.gov.au

Children Youth and Family**Children and Family****Child Development Service****Occupational Therapist****Health Professional Level 1/2 \$65,402 - \$95,736, Canberra (PN: 36171)**

Gazetted: 03 March 2022

Closing Date: 22 March 2022

The Child Development Service (CDS) is seeking enthusiastic, qualified Occupational Therapists, who love working with families and are focussed on delivering high quality, culturally safe and inclusive services, to join our team.

This is an exciting opportunity to provide clinical services within a community based, highly skilled and dedicated multidisciplinary team of allied health professionals. The successful staff members will work with families and community to identify children 0-6 years with, or at risk of, developmental delays, and support their movement through the service system. Services may be provided to families face to face or via Telehealth.

CSD is an inclusive employer where all people are respected and valued for their contribution. supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Occupational Therapy

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for Membership with Occupational Therapy Australia

Current driver's licence

Notes: This is a temporary position available for six months with possibility of extension up to 12 months. Part-time hours will be considered and the full-time salary noted above will be pro-rata. This position will be filled at either the Health Professional Level 1 or Level 2, dependant on the skills and experience of the successful applicant.

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Connor (02) 6205 9004 Melinda.Connor@act.gov.au

Infrastructure and Contracts**Contract Operations Officer****Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 41051)**

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Details: The Infrastructure and Contracts Branch of Housing ACT is looking for a motivated Contract Operations Officer to join our busy Contracts and Business Operations team. The position occupant will be expected to

demonstrate the ability to think outside the box in an operational environment and possess well-developed interpersonal, organisational and communication skills.

The position occupant will be expected to build and maintain relationships, both within Government and outside. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders.

The Contract Management Team carries a significant workload which can change rapidly in response to the needs of the contract, and team members must be able to effectively manage multiple issues at once. Consequently, it is important that you can identify / prioritise issues and suggest practical solutions, including knowing when to escalate matters.

The position will be responsible for contributing to projects associated with contract management of both the Total Facilities Management and the Energy Efficiency Improvement Scheme contracts. This includes contributing to the management and monitoring of the governance and operational sides of the contracts using analytics of trends and data to arrive at informed and evidence-based conclusions.

More information can be found in the Position Description.

Notes: This is a temporary position available for 12 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 and referee reports only.

How to Apply: Application are to be written addressing the Selection Criteria no more than two A4 pages, plus curriculum vitae and references.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Ceraolo (02) 6207 3467 James.Ceraolo@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Marketing Campaign Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 3583)

Gazetted: 07 March 2022

Closing Date: 14 March 2022

Details: The Marketing Campaign Officer at Canberra Theatre Centre is responsible for the planning, delivery, and evaluation of integrated marketing campaigns for music, comedy, family, and education performances. The role works closely with the Program Manager: Learning and Discovery and the Senior Producer: Contemporary Performance.

The successful candidate's responsibilities include the planning and delivery of end-to-end integrated marketing campaigns for a variety of events and maintaining budgets that prioritises ROI and maximises ticket sales. This role will also support the development of creative membership acquisition and retention activities that drive engagement, develop brand awareness, and cultivate ticket sales.

How to Apply: Applicants must submit a curriculum vitae and a written response to the capabilities which form the criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Morris 0431 113 908 jennifer.morris@act.gov.au

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

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Receptionist/Enrolments Officer

School Assistant 3 \$57,626 - \$62,020, Canberra (PN: 01646)

Gazetted: 09 March 2022

Closing Date: 23 March 2022

Details: This position is based at Lake Tuggeranong College (LTC) which caters to Year 11 and 12 students. They seek a motivated and innovative officer who has an interest in the education setting. The position is based in the front office and requires experienced Administrative Assistants to apply.

The successful applicant will undertake telephone and reception duties including receiving and attending to the requirements of school visitors, staff and students. Coordination of specific administrative activities such as enrolments/school events and to perform the duties of receipting officer. They will also assist with the maintenance of school records in accordance with relevant legislation/policy.

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 work Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit your response 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: Letitia Edwards (02) 6142 3665 Letitia.Edwards@ed.act.edu.au

School Performance and Improvement

South and Western Network

Duffy Primary School

Building Service Officer - Duffy Primary School

Building Service Officer 3 \$72,451 - \$76,559, Canberra (PN: 42796)

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Details: Duffy Primary School is looking for a well-organised, highly motivated, and experienced person for the Building Services Officer (BSO) role.

The successful applicant will be an integral part of the team supporting and working with the Business Manager in managing and leading the building works undertaken at the school, maintaining 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 successful applicant will need to possess excellent communication skills to provide effective service to different stakeholders.

Eligibility/Other Requirements:

Evidence of a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to: [Access Canberra](#)

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: [Access Canberra](#)

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate or willingness to obtain.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit your curriculum vitae, statement of claims based on the position overview and job description (minimum two pages and a maximum five pages).

The Statement of claims should be based on the position overview and job description demonstrating best practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum vitae: Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience, and workplace achievements. It should be formatted to make it easy to read.

Referees: In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alice Lollback (02) 6142 2513 alice.lollback@ed.act.edu.au

Business Services

Communications, Engagement and Government Support

Ministerial and Corporate Reporting

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 09401)

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Details: The Ministerial and Corporate Reporting team provide the critical connection between the Directorate and Government. Our team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly, and ministerial business. The team coordinates significant input to government commitments, annual reporting, performance and accountability and attendance at committee hearings. The team also provides secretariat support for critical stakeholder engagements and manages the Directorate's stakeholder engagement frameworks.

We are looking for someone to join us - As the Ministerial Liaison Officer you will provide the administrative and organisation support associated with the coordination, tracking, and monitoring of Ministerial correspondence, including providing support relating to Ministerial processes and procedures.

As a member of a team with ministerial, assembly and cabinet responsibilities, the Ministerial Liaison Officer requires strong coordination skills, an ability to work independently, to be self-driven, a high level of attention to

detail, a willingness to assist others as required and the ability to work collaboratively to foster effective relationships with a range of stakeholders.

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

Eligibility/Other Requirements:

To be eligible for temporary employment you must be in Australia on a visa with work rights or be an Australian citizen or permanent resident.

An understanding of ACT Government ministerial and machinery-of-government processes is desirable.

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position works in an activity-based workplace (ABW) structure. Under ABW arrangements, officers will not have a designated workstation/desk.

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: Submit a maximum two-page statement of claims against the Selection Criteria that outlines your experience and/or abilities against the requirements (Professional/Technical Skills and Knowledge; and Behavioural Capabilities) in relation to the stated duties outlined in the Position Description

A current curriculum vitae

The contact details of at least one referee

Applications should be submitted via the Apply Now button below.

Contact Officer: Vicki Page (02) 6207 3765 vicki.page@act.gov.au

Business Services

School Cleaning Services

Cleaning Services Officers

Cleaning Services Officer 2 \$53,149 - \$55,129, Canberra (PN: 56303, several)

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Details: The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated Cleaning Services Officers (CSO2) to join the ACT Government Public Schools' cleaning workforce.

If you are interested in joining a dynamic team with the important task of keeping our schools clean, safe and hygiene then we'd love to hear from you.

The ideal candidate will:

Undertake general cleaning duties in ACT public schools;

Be available to work Monday to Friday and shifts hours generally between 4:00 pm to 9:00pm

Have reliable transport

Have the ability to travel to single and/or multiple school sites across different Networks;

Work with intermittent/limited supervision as part of a small team;

Undertake all duties in accordance with Directorate policies and procedures; and

Have cross cultural communication 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:

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.

The duties of the position require a high degree of manual activity. Applicants may need to successfully pass a physical assessment to ensure they possess an appropriate level of functional physical fitness.

Note: There are several positions available on both a permanent and temporary basis (depending on whether the successful applicant is an Australian Citizen, Permanent Resident or Visa holder). These are part-time roles available at a minimum of 20 hours per week and the full-time salary noted above will be paid pro-rata.

Australian visa holders with work rights are also encouraged to apply. Offers of temporary employment contracts for visa holders are issued to the extent of the current visa with the possibility of extension up to a maximum of five years.

An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. For further information on the ACTPS selection process refer

to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>

Selection may be based on application and referee reports only. If there are too many job applications with the same ranking score, then selection may be based on the date and time you submitted the job application.

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: How to Apply: Read the position description criteria carefully. Once you are satisfied that you meet all the criteria, you can submit your job application.

In order to have your application considered, you must provide all the information and documentation required.

Incomplete applications would be deemed unsuccessful. See the checklist section for more details.

Checklist

Mandatory

Complete the online questionnaire by clicking this link [CSO2 - Online questionnaire - Google Forms](#)

Complete and submit the ACT job application *via the Apply Now button below*.

Attach a copy of a current ACT Working with Vulnerable People (WwVP) Registration (or a copy of the receipt if you have applied for Registration) in the position response section of the *Apply Now button below*

If you are a visa holder, attach a recent VEVO check from the Department of Home Affairs in the position response section of the *Apply Now button below*. Please visit the following link to apply for a Vevo Check - [check conditions online \(VEVO\)](#)

Attach at least one x Work Referee Report using the template provided (See Documents). The Referee Report is to be attached in the referee section of the *Apply Now button below*.

Optional

Attach cleaning qualifications in the position response section of the *Apply Now button below*.

Attach a current First Aid Certificate in the position response section of the *Apply Now button below*.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sashika Maddock (02) 6205 3348 Sashika.Maddock@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.

School Improvement**School Planning and Review****Assistant Director, School Planning and Review****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 15958)**

Gazetted: 04 March 2022

Closing Date: 18 March 2022

Details: We are seeking a leader to join the School Planning and Review (SPR) team as part of the School Improvement Group (SIG). This team facilitates the alignment of School Improvement planning and reporting with the priorities of the Education Directorate and the ACT Future of Education vision.

The right candidate will have high levels of commitment to supporting and advising schools in all School Improvement processes. You will use highly developed information management and communication skills to advise on school improvement processes, compliance and reporting with a focus on Annual School Board Reports and all documentation associated with School Review and School Improvement activities.

As part of the School Planning and Review team, you will liaise with other branches within the Education Directorate in order to ensure compliance with relevant policies, procedures and legislation. You will build relationships across the Directorate to provide advice and guidance to support a consistent approach to service delivery to schools.

You will work closely with other SPR and SIG team members to analyse school and system data. As part of this team, you will identify differentiated supports for school leaders and system leaders, to analyse, prioritise and evaluate both long term and short-term strategies for improvement based on evidence and research.

As part of the School Planning and Review team you will ensure a consistent public reporting approach for schools which includes a five-year School Improvement Plan, a five-year School Review Report, an Annual Action Plan developed through the Impact Report and the annual School Board Report.

Eligibility/Other Requirements:

Possession of a current driver's licence and access to a private vehicle

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months and/or 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: Please submit your response of no more than four pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant capabilities as they relate to the Duty Statement. Applicants are strongly encouraged to make contact with the contact officer

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

Contact Officer: Barbara Monsma (02) 6207 1416 barbara.monsma@act.gov.au

Tuggeranong Network**Lanyon High School****Careers Officer****School Assistant 4 \$69,095 - \$74,817, Canberra (PN: 46763)**

Gazetted: 04 March 2022

Closing Date: 18 March 2022

Details: Lanyon High School is seeking a highly organised, motivated and energetic person to fulfil the role of Careers Officer.

The role of the Careers Officer is a full-time position. Of that, 60% will be working with students and the community for career opportunities and 40% will be performing general administration tasks within the school. The Careers officer will work closely with students to plan innovative and personalised approach to career planning for students.

The Careers officer will work with local businesses and all stakeholders to market the Work Experience (WEX) Program for Year nine and ten students at Lanyon High School and secure WEX opportunities.

The Careers officer will oversee the ASBA / VLO programs and organise appropriate placements.

The Careers Officer will work closely with the Students Services Team and work under the direction of the Executive of student services.

Eligibility/Other Requirements:

MANDATORY

Must have current ACT Working With Vulnerable People (WWVP) Registration

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Certificate IV or equivalent e.g. Career Development, Training and Assessment.

Note: This is a permanent position available from 25 April 2022. Selection may be based on application, resume 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: Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

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

Contact Officer: Jade Uttley (02) 6142 1802 jade.uttley@ed.act.edu.au

School Improvement**Tuggeranong Network****Calwell High School****Finance and Administration Officer****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 51081)**

Gazetted: 04 March 2022

Closing Date: 11 March 2022

Details: The Finance and Administration Officer is an active member of the Front Office team assisting with the operations of the Calwell High School and is accountable to the ACT Education Directorate. The Finance and Administration Officer will work under general direction of the Business Manager in relation to established priorities, task methodology and work practices to provide support to the Calwell High School Community in the day-to-day administration of the school in line with school requirements and Directorate priorities.

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

Eligibility/Other Requirements:

Experience and understanding of the ACT Education Directorate financial and school administrative systems.

Must have current ACT Working with Vulnerable People (WWVP) Registration

A Current First Aid certificate or willingness to undertake appropriate training.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to apply: Please provide a response to the Selection Criteria, a curriculum vitae and two referee reports.

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

Contact Officer: Elissa East (02) 6142 1932 elissa.east@ed.act.edu.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Policy and Program Officers

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 44209, several)

Gazetted: 03 March 2022

Closing Date: 22 March 2022

Details: These positions involve interesting and diverse work across a range of policy and program areas relating to inclusive education, student wellbeing and policy design as well as specific high-profile projects that support equity across ACT public schools.

The position requires a flexible and highly experienced policy and/or program officer with experience in program management, policy development, project management, people and stakeholder management. The Policy Officer will be required to manage discrete projects and initiatives, as well as working flexibly across the broader Wellbeing and Inclusion team to manage emerging work pressures.

Eligibility/Other Requirements:

Highly Desirable:

Previous experience working in ACT Government, particularly in education or health related fields.

Relevant tertiary qualifications in Education, Policy, Health or Human Services or equivalent disciplines.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please provide a current curriculum vitae, response to the Selection Criteria (maximum three pages) and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 amie.corrigan@act.gov.au

Business Services

Senior Advisor Diversity and Inclusion

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 12267)

Gazetted: 03 March 2022

Closing Date: 17 March 2022

Details: Are you committed to workforce inclusion and looking for your next rewarding challenge? Are you excited by the chance to create cultural change and support people to be able to bring their whole selves to work? Do you have highly developed interpersonal and written skills? Then this could be the role for you! We are seeking an enthusiastic team player to join us until 1 March 2023 to help us implement a range of projects and initiatives that support cultural competency, inclusive practices, capability, and engagement of our employees. We work with a wide range of people within our organisation, people from other ACT Government directorates and external service providers.

This is a great opportunity if you are looking to build on your skills and experience in the diversity and inclusion space, and you want to be part of a collaborative effort to support work that benefits our workforce as they create supportive learning environments for children and young people in schools across the ACT. If this position interests you and you have further questions, please contact the contact officer.

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

Australian Defence Force: Current and former ADF members are encouraged to apply.

Note: This is a temporary position available immediately. Flexible work arrangements and activity-based working (ABW) arrangements apply. Under ABW arrangements, officers may not have a designated workstation/desk. Our team is currently working from home.

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 for the advertised role. 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 statement of no more than two pages, telling us what skills and experience across the Selection Criteria you would bring to the role. Please provide a current resume (no more than three pages) and contact details of two referees with a thorough knowledge of your work performance and outlook. You may also be asked to provide further referees.

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

Contact Officer: Toni Hicks (02) 6207 3713 Toni.Hicks@act.gov.au

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Administrative Assistant

School Assistant 2 \$50,861 - \$56,161, Canberra (PN: 32192, several)

Gazetted: 03 March 2022

Closing Date: 17 March 2022

Details: Lanyon High School is seeking a highly organised, motivated and energetic person to fulfil the role of Administrative Assistant in the front office.

Demonstrable experience in customer service is essential. This includes good communication and organisational skills along with administrative experience.

The position requires flexibility to be able to work across a variety of areas within the office, including record management, Library duties and student absences. A good knowledge of School Administration System (SAS) is an advantage, along with a calm manner and the ability to work flexibly and effectively as part of a team is paramount.

This position involves close daily contact with students, staff, parents and the school community.

Eligibility/Other Requirements:

MANDATORY

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

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Willingness to undertake HAAS program training in relation to health care procedures/tasks.

Notes: There are two temporary positions available, one is available immediately until 30 June 2022 with the possibility of extension up to 12 months and/or permanency.

The second temporary position is available from 26 April 2022 up until 1 July 2022 with the possibility of extension up to 12 months and/or permanency. 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: Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below

Contact Officer: Jade Uttley (02) 6142 1802 Jade.Uttley@ed.act.edu.au

Early Childhood, Primary and Secondary School Classroom Teachers

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: Classroom Teachers)

Gazetted: 03 March 2022

Closing Date: 21 March 2022

Details: Competitive salary up to \$112,930 (dependent on experience) +11.50% employer superannuation

Reimbursement of reasonable relocation costs up to \$12K plus dependents allowance

Looking to embrace a better work life balance with everything within an easy reach?

The ACT Education Directorate is seeking specialist subject educators to teach in Canberra's public schools. We're looking for dedicated and enthusiastic new and experienced educators who can demonstrate capability to work on quality learning programs that cater for students with diverse needs and interests.

Why Canberra?

Enjoy a relaxed lifestyle in a progressive city, where everything is within an easy 30-minute drive. Embrace a better work-life balance in a city which has the most physically active population in Australia, is brimming with culture and art, has a buzzing café and dining scene and is just a stone's throw from natural bushland. Discover more at canberra.com.au

Our Directorate

Become part of a welcoming, caring system that has some of the leading employment conditions in the country.

Some examples of conditions covered in our Teaching Staff Enterprise Agreement include:

Competitive wages and superannuation benefits

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Future of Education in the ACT

ACT's [Future of Education Strategy](https://www.education.act.gov.au/our-priorities/future-of-education) <https://www.education.act.gov.au/our-priorities/future-of-education> is a ten-year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision for Education through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Diversity statement

The ACT Government is committed to building a culturally diverse workforce and an inclusive 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.

What's on offer

We are offering permanent and temporary teaching opportunities across all sectors of the ACT public school system. Successful candidates will be offered positions based on system priorities and individual specialisations.

We are recruiting now for positions across, Early Childhood, Primary and Secondary schools in the following areas:

Primary Secondary

Preschool English

Kindergarten to Year 6 Humanities and Social Science (HaSS)

EALD Physical Education

Languages (Spanish) Industrial Arts (Woodwork/Metalwork)

Inclusive Education teachers and disability educators

Music Inclusive Education teachers and disability educators

Mathematics

Science (Chemistry)

Psychology

Visual Arts

Languages (Japanese)

Food Technology /Cooking

Your skills and experience

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Demonstrated capacity to use evidence-based classroom practice and behaviour management that fosters a positive learning environment.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Proven expertise in whole school wellbeing initiatives to engage and support students.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Eligibility requirements for employment

Eligible for teacher registration with Teacher Quality Institute (TQI) prior to commencing employment [ACT Teacher Quality Institute \(tqi.act.edu.au\)](https://www.act.gov.au/education/teacher-quality-institute)

Current Working with Vulnerable People registration (WwVP) [Home \(act.gov.au\)](https://www.act.gov.au/education/working-with-vulnerable-people)

Australian citizenship and/or permanent residency or a valid working visa

In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, teachers working in:

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.

Under the public health direction, a worker must not work at an ACT School or Early Childhood Education and Care facility in the Australian Capital Territory without providing evidence of vaccination status or evidence of exemption.

Failure to provide such evidence may prevent or cause the withdrawal of any offer of employment.

How to Apply

To complete your application, please submit the following documents:

resume

contact details of two professional referees (one must be from a current or previous supervisor)

two-page statement providing practice examples aligned to the Australian Professional Standards for teachers with an emphasis on the results achieved.

We are accepting applications now, please click on the link below to start your application

<https://form.jotform.com/210527631592858>

A merit pool will be established from this selection process and may be used to fill future identical vacancies.

Any questions please email us at EDUTeachingInCanberra@act.gov.au

Contact Officer: TBCC TBC EDUTeachingInCanberra@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Digital Programs

Senior Director Digital Programs

Senior Officer Grade A \$155,107, Canberra (PN: 42889)

Gazetted: 03 March 2022

Closing Date: 29 March 2022

Details: This is a critical leadership position to lead and direct a section of approximately 15 staff to research, design and support the implementation and adoption of digital, interactive, and personalised learning systems to engage students in learning. The Director plays a critical role in leading the strategy and of technology and digital solutions.

The Digital Programs section plays a pivotal role in ensuring citizen centric principles are embedded in the design of modern, agile, and highly-automated digital processes with 'security in-depth principles' to transform learning with technologies that educators trust.

The position will work in partnership with internal and external stakeholders to deliver targeted, systematic, and whole of Government digital initiatives to empower teachers and non-teaching employees to access the best tools to engage students and meet compliance requirements, with the ultimate goal of delivering exceptional student experiences.

Ideally you have fifteen years or more experience in program design, delivery and customer experience design principles and you are passionate about implementing innovative solutions. You are familiar with, or have the ability to acquire, an understanding of the ACT Education Directorate's Strategic Plan and initiatives under the Future of Education Strategy. You also have an understanding of emerging technologies to support pedagogy and accelerate digital transformation in the education sector.

Lastly, you have a great sense of humour, are resilient and tactful, passionate about what you do and want to make a difference in education in the ACT!

Eligibility/Other Requirements:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident

Highly Desirable:

Degree qualification in related field or equivalent experience

Note: This is a temporary position available immediately from a period of 12 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: Please provide a response to the Selection Criteria (maximum three pages)

A current curriculum vitae

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Bartlett (02) 6207 5663 kelly.bartlett@act.gov.au

School Performance and Improvement

North and Gungahlin Network

Throsby School

Defence School Mentor

School Assistant 2/3 \$50,861 - \$62,020, Canberra (PN: 56938)

Gazetted: 08 March 2022

Closing Date: 15 March 2022

Details: Throsby School is seeking to appoint a Defence School Mentor (DSM) who is passionate about the wellbeing of children and young adults as part of the Defence School Mentor Program (DSMP). This program, delivered in schools, is designed to provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students within their schools. The role is funded by the Defence Member and Family Support (DMFS) Branch, of the Commonwealth Department of Defence.

The DSM role provides specialised, on-site support to meet the needs of Defence students and their families within the school community. The DSM's role is embedded in Throsby's pastoral care/student support team.

Eligibility/Other Requirements: Successful applicant will have a strong understanding of the Defence lifestyle.

Note: This is a temporary available from 28 March until 26 January 2023 with the possibility of permanency.

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: To apply for this position, please submit your curriculum vitae along with a covering letter outlining how you meet the role responsibilities and selection criteria attached.

Please also provide proof of a valid Working with Vulnerable People card, as well as the details of any referees that can be contacted to discuss your prior experience working with children.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annamaria Zuffo (02) 6142 2880 Annamaria.Zuffo@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

Planning and Urban Policy**Land Strategy****Policy Officer****Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49769)**

Gazetted: 09 March 2022

Closing Date: 23 March 2022

Details: Are you interested in helping to shape how our city grows and changes?

We are a small team looking for an enthusiastic new member to assist with the planning and land strategy that informs how we supply land to meet the needs of our growing city. You will provide input to a diverse range of projects and have the opportunity to liaise with teams across the Environment, Planning and Sustainable Development Directorate, and across Government more broadly.

We are looking for someone keen to engage with the policies and an ability to communicate with a range of stakeholders involved in delivering positive planning outcomes for the Canberra community.

Your skills and experience will make a big contribution to working through solving complex challenges!

Eligibility/Other Requirements:

Highly Desirable:

A background in planning and/or land economics and policy is highly desirable.

Qualifications in Economics, Public Policy, Law, Project Management, Communications, Environmental Management, Town Planning, or any other related field is desirable.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position 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: Provide no more than two pages responding the Selection Criteria together with your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Finlay (02) 6205 5289 jennifer.finlay@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

ACT Courts and Tribunal**Corporate Services****Senior Director, Property and Contracts****Infrastructure Manager/Specialist 1 \$172,791, Canberra (PN: 50467)**

Gazetted: 09 March 2022

Closing Date: 23 March 2022

Details: ACTCT has an exciting opportunity to lead the Property and Contracts section. This is a challenging role with responsibility for three physical premises and the management of a complex and long-term Public Private Partnership contract. The role requires someone with demonstrated relationship and stakeholder management with technical facilities and contract management that commensurate with the remuneration offered.

Eligibility/Other Requirements:

Recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect, including recognition of equivalent overseas qualifications, and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

has at least 10 years relevant experience in project management, as described in the work levels.

Experience in a government and/or courts and tribunal settings would be an advantage OR highly regarded.

2. A driver's licence is highly desirable.

3. This position will involve direct supervision of personnel.

How to Apply: Please send in your application addressing the Professional/Technical Skills and Knowledge, behavioural capabilities in the Position Description (less than three pages) and your curriculum vitae with referee contact details. Evidence of qualifications will be required at a later stage if you are shortlisted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Yew Weng Ho (02) 6207 5821 yew.ho@courts.act.gov.au

Emergency Services Agency

Emergency Communications Centre

Emergency Communications Officer (Fire and Emergency)

Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: 50275, several)

Gazetted: 08 March 2022

Closing Date: 24 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.

As an Emergency Communications Officer in the Emergency Services Agency, you will be the first point of call for all emergencies in the ACT. Responsible for receiving calls, dispatching resources, and assisting incident management, the Emergency Communications Officer is a key role in the ESA's operational response.

You will offer support as the community's first point of contact in an emergency. Your guidance in those critical first minutes of an emergency will provide individuals with support to minimise damage to people, property, or environment.

As an agent for ACT Fire and Rescue, ACT Rural Fire Service and the ACT State Emergency Service, the professionalism and dedication of the Emergency Communications Officer provides the foundation for the first responders to be effective at delivering emergency response.

In the course of a day, you may undertake duties related to:

Structural fires

Bush fires

Motor vehicle accidents

Hazardous material incidents

Storms and other natural disasters

+ MORE

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:

This position requires a pre-employment Police record check.

A current WWVP registration is required for this position and must be maintained at all times.

This position requires psychometric testing prior to employment.

Demonstration of touch typing of at least 30 words per minute with an accuracy of 95 per cent is required. The definition of touch typing is to engage in typing without having to look at the keyboard, the fingers having been trained to the keys by position. Validation of typing speed and accuracy is necessary to progress to interview. The ESA uses the typing test at www.typingtest.com

Successful completion of Certificate III Public Safety (Emergency Communications Centre Operations), or equivalent; required within 12 months of commencement.

Note: Successful applicants who do not already possess the Certificate III Public Safety (Emergency Communications Centre Operations), or equivalent; will be engaged at the Technical Officer Level 1. Permanent appointment will be subject to successful completion of the qualification within 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This role will require working shift work on a roster that covers 24 hrs per day and 7 days per week.

How to Apply: Please write a two-page pitch addressing the Professional / Technical Knowledge and Behavioural Capabilities 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

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.

Emergency Service Agency

Finance

Finance and Budget

Senior Finance Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 40487)

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Details: The 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 Service, ACT Rural Fire Service and ACT State Emergency Service. The Agency's supporting branches are People, Culture and Training, Risk and Planning, Capability, Coordination and Support, and Finance.

The Finance branch is responsible for providing enabling corporate functions across the ESA to support operations, and to provide operational assistance where an Incident Management Team (IMT) is established.

The Senior Finance Officer will operate with a degree of independence while providing high level support to the Branch in achieving portfolio outcomes.

Under the general direction of the Director, Finance and Budgets, the Senior Finance Officer will, amongst other things:

Provide strategic and procedural support on directorate and government issues.

Prepare strategic and complex submissions, reports, and briefs including ESA Business Case preparation.

Contribute to the financial management of activities, including reporting, analysis, reconciliations and budgeting;

Contribute to the identification and delivery of initiatives that improve financial management processes;

Liaise with other Directorate and ACTPS external stakeholders on behalf of the ESA

Notes: This is a temporary position available for up to 12 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: Applications are sought from potential candidates and should include a supporting statement of no more than two page addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. A current curriculum vitae including the details of two referees should also be provided.

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: Cherry Wang (02) 6205 3441 Cherry.Wang@act.gov.au

Emergency Service Agency

Finance

Finance and Budget

Assistant Director, Finance and Budgets**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 01757, several)**

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Details: The 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 Service, ACT Rural Fire Service and ACT State Emergency Service. The Agency's supporting branches are People, Culture and Training, Risk and Planning, Capability, Coordination and Support, and Finance.

The Finance branch is responsible for providing enabling corporate functions across the ESA to support operations, and to provide operational assistance where an Incident Management Team (IMT) is established.

The Assistant Director, Finance and Budget will operate with a degree of independence while providing high level support to the Branch in achieving portfolio outcomes.

Under the general direction of the Senior Director, Finance and Budgets, the Assistant Director, Finance and Budget will, amongst other things:

Perform the duties of the Executive Officer of the ACT and South East NSW Aeromedical Service in conjunction with the Corporations Act 2001;

Contribute to the financial management of activities, including reporting, analysis, reconciliations and budgeting;

Deliver financial support services, including liaising with external stakeholders;

Lead the identification and delivery of initiatives that improve financial management processes;

Provide significant support to a team engaged in significant and transformational change processes;

Provide advice to support the management of highly complex issues and projects;

Assist with the development of strategic and procedural advice on directorate and government issues on request and in consultation with relevant areas;

Prepare submissions, reports and correspondence; and

Liaise with business units, other ACTPS directorates and external stakeholders on behalf of the business unit.

Manager, motivate, lead and develop staff to achieve the objectives of the team.

This position involves direct supervision of up to three staff.

Notes: There are two positions available for filling. One will be permanent and one will be a temporary position available for up to 12 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two page addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. A current curriculum vitae including the details of two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cherry Wang (02) 6205 3441 Cherry.Wang@act.gov.au

Emergency Services Agency**Risk and Planning****Spatial Services Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 07949)**

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Details: Would you like to make maps that truly make a difference to your community? Are you keen to apply your Geographic Information System skills in a fast-paced high output operationally focused team? The ESA is searching for an experienced Spatial Services Officer to help deliver the ESA's contemporary centralised spatial intelligence/GIS capabilities.

The suitable candidate will be comfortable with Operating the Esri suit of ArcGIS desktop and online applications, as well as willing to keep up to date with technological advancements in the field. Additionally, you will perform operational duties as part of an Incident Management Team (IMT) when required, help coordinate Mapping and Planning Support (MAPS) volunteers and assist with training others in our self-service mapping tools in support of ESA's workforce. The position may include working outside of normal hours on a rotational 'on-call' roster to support a response to emergencies.

This role also assists with management of spatial data holdings (including data updates, data validation etc.) and the day-to-day management and coordination of the ESA's MAPS volunteers.

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 are an Aboriginal or Torres Strait Islander, if you require extra supports to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

Eligibility/Other Requirements:

A Diploma, Advanced Diploma or qualifications relevant to the role are highly desirable.

Experience working in an emergency service or high-pressure environment is highly desirable.

Successful applicants will be required to obtain a Working with Vulnerable People Check.

The occupant of this position may be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies.

Driver's license is essential.

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: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Forbes (02) 6205 5235 Steve.Forbes@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.

Emergency Services Agency

Risk and Planning

Assistant Director, ESA Spatial Services

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 07948)

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Details: Are you ready to take the next step and manage a high performing multi-disciplinary team and still have some exciting operational responsibilities? The ESA is searching for an experienced Assistant Director to manage the delivery of the ESA's contemporary centralised spatial intelligence/Geographic Information System (GIS) capabilities.

You will be required to operate Esri and other spatial software solution to undertake complex spatial data analysis and map making. Your role will include working closely with various stakeholders, including the operational services for the provision of GIS support and organisations with spatial data holdings of interest to the ESA. Additionally, you will perform operational duties as part of an Incident Management Team when required. Under the guidance of the Director, ESA Intelligence, you will also be responsible for managing the ESA's Mapping and Planning Support team of volunteers.

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 are an Aboriginal or Torres Strait Islander, if you require extra supports to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

Eligibility/Other Requirements:

Experience working in an emergency services organisation including the coordination of volunteers is highly desirable.

Successful applicants will be required to obtain and maintain a Working with Vulnerable People registration.

The occupant of this position may be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies.

Driver's licence is essential.

Note: This is a temporary position available for 6 months with a possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Forbes (02) 6205 5235 Steve.Forbes@act.gov.au

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

Senior Director, ACAT Operations

Senior Director, ACAT Operations

Senior Officer Grade A \$155,107, Canberra (PN: 39348)

Gazetted: 04 March 2022

Closing Date: 18 March 2022

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking a suitably experienced and qualified Senior Director, ACAT Operations. This position is a member of the ACAT senior leadership team and is responsible for delivering high quality registry and administration services to support the work of the ACAT, including strategic leadership of the registry, implementation of new procedures in response to technological and legislative change, human resources, client service and stakeholder management and engagement. The Senior Director also oversees the delivery of a range of services on behalf of the ACAT, including data collection and reporting, facilities and security management and finance and budget. The Senior Director provides high level advice and support to the ACAT Registrar and ACAT Members.

Eligibility/Other Requirements: Tertiary qualifications and experience in management, law, public policy, or other relevant discipline would be highly desirable.

How to Apply: Please provide a written response of no more than three pages addressing the Selection Criteria, your curriculum vitae, and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cath Fallon (02) 6205 0609 cath.fallon@act.gov.au

ACT Corrective Services

Community Operations

Community Corrections Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 11947, several)

Gazetted: 03 March 2022

Closing Date: 24 March 2022

Details: ACT Corrective Services (ACTCS) is looking for highly motivated, values-driven professionals to join Community Operations as a Community Corrections Officer (CCO) ASO6.

A career as a CCO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement, and monitor case management plans that aim to reduce the potential for reoffending. As a CCO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention.

In addition, you will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community-based offender management programs.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

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 working with offenders and relevant tertiary qualifications are highly desirable.

A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment is desirable.

Must complete designated ACT Corrective Services Community Operations suite of training programs within 12 months of commencing employment.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

This position requires Working with Vulnerable People registration.

Note: There are several positions available for a period of six months with the possibility of extension up to 12 months and/or permanency.

How to Apply: Applicants are required to submit three items:

a one-to-three-page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements.

a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

a copy of your current driver's licence.

Please ensure you submit all three items

Applications should be submitted via the Apply Now button below.

Contact Officer: David Fulton (02) 6207 5558 david.fulton@act.gov.au

ACT Corrective Services

Commissioner, ACT Corrective Services

Executive Level 2.4 \$335,516 - \$350,179 depending on current superannuation arrangements, Canberra (PN: E232)

Gazetted: 04 March 2022

Closing Date: 25 March 2022

Lead, influence and contribute to a safe community

Interested in leading, influencing and delivering reform initiatives that strengthen and prioritise community safety to achieve the next level of success for this vital organisation?

ACT Corrective Services sits within the Justice and Community Safety Directorate (JACS). Its vision is to be an organisation that contributes to a safe, strong and cohesive community through the delivery of custodial and community corrections services and programs that are recognised for their level of excellence.

As a key member of the JACS Executive leadership group, you will work collaboratively with executives across JACS and within ACT Government to achieve strategic outcomes. You will advise the Minister for Corrections, lead the overall strategic direction and management of corrective services, drive and influence change initiatives and represent the jurisdiction at national corrections forums.

With proven ability to build sustained relationships with stakeholders across government, non-government and community sectors, you possess extensive experience leading in complex, dynamic and operationally demanding custodial or community corrections environments. The role provides the forum to contribute to the ongoing success of corrective services in the Territory and will play to your strengths in collaborative leadership, diplomacy, resilience and change management. Sound like you?

The ACT Government is committed to creating great workplaces with positive cultures that demonstrate respect, equity and diversity for all employees.

Remuneration: The position attracts a remuneration package ranging from \$335,516 to \$350,179 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,258.

Contract: The successful applicant will be engaged under a performance-based contract for a period of five years.

Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: For further information and to apply visit rosemaryhardham.com.au or contact Rosemary Hardham on +613 8648 6552.

Emergency Services Agency

Risk and Planning

Director, ESA Intelligence

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 50986)

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Details: The Emergency Services Agency is seeking applications from highly motivated, experienced, and suitable individuals to lead both the ACT ESA Spatial Services, and Digital Services teams as the Director, ESA Intelligence.

As the Director, ESA Intelligence you will use your extensive management experience to lead a multi-disciplinary team in the design and maintenance of business intelligence, spatial and digital platforms capability. You will play a

pivotal role in achieving ESA's goal in developing and delivering cutting edge capability that supports business and emergency decision making.

The specialist operational and technical support your team provides to the ESA includes spatial modelling, mapping and Geographic Information Systems (GIS), web applications, SharePoint content, data dashboards and data analytics. This position is also responsible for the training and maintenance of the ACT ESA's airborne and ground based incident observation team members skills and knowledge.

You will be required to develop and maintain collaborative partnerships with the relevant stakeholders across government to ensure projects are well supported with the appropriate technical solutions.

Further to this, you will lead the Mapping and Planning Support volunteer team who provide location technology support and specialist mapping capabilities.

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 are an Aboriginal or Torres Strait Islander, if you require extra supports to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

Eligibility/Other Requirements:

Extensive experience leading technical specialists in an emergency services organisation would be an advantage.

Successful applicants will be required to obtain and maintain a Working with Vulnerable People registration.

The occupant of this position will be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies as well as assist in management and coordination of volunteers.

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: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Beresford (02) 6205 2588 Cameron.Beresford@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Programs and Interventions

Supports and Interventions Clinician (Social Worker/Occupational Therapist/Psychologist)

Health Professional Level 1/2 \$65,402 - \$95,736, Canberra (PN: 35024)

Gazetted: 04 March 2022

Closing Date: 22 March 2022

Details: ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills, to temporarily fill the Interventions Clinician (Health Professional 1/2) position, within the Programs and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC).

An interest in rehabilitation, community connections, reintegration and the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

The role may also support detainees with complex needs in the AMC who are not housed in the Women's Area or ACU.

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:

Compliance requirements/Qualifications:

Experience within a forensic setting is desirable but not essential.

This position may require psychological aptitude testing as part of the assessment process.

This position does require a Police Record Check.

A current driver's license is essential.

This position does require a pre-employment medical.

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
Recently graduated applicants, with less than 12 months paid experience in their discipline, are eligible to apply and will be paid at the HP1 classification until they have met the minimum 12 month requirement.

Occupational Therapist – Mandatory

General registration with Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.

Knowledge of trauma informed practice and how this can be applied to special populations.

Social Worker – Mandatory

Degree in Social Work.

Professional membership or demonstrated eligibility for professional membership of the Australian Association of Social Workers (AASW).

Applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.

Knowledge of trauma informed practice and how this can be applied to special populations.

Psychologist – Mandatory

Honours Degree or equivalent In Psychology.

Applicants must have completed their internship and hold general registration with Australian Health Practitioners Regulation Agency (AHPRA).

Knowledge of trauma informed practice and how this can be applied to special populations.

Notes: This is a temporary position available immediately until Oct 2022 with the possibility of extension up to 12 months. This position will be filled at either the HP1 or HP2 level, dependant on the skills and experience of the successful applicant. New graduates with less than 12 months professional experience will be eligible for employment at the Health Professional Level 1 classification only.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your drivers licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniella Posavec (02) 6207 3581 Daniella.Posavec@act.gov.au

Legal Aid Commission

Legal Aid ACT

General Practice

Experienced Lawyer (Supervisor)

Legal 3 \$100,669 - \$117,496, Canberra (PN: 1258)

Gazetted: 09 March 2022

Closing Date: 30 March 2022

Details: Legal Aid ACT is seeking suitably qualified persons to fill a supervising lawyer vacancy in the Family Violence Team (FVT) of our General Practice. The FVT provides Family Law, Family Advocacy and Support Services and Family Violence and Personal Protection Services.

The General Practice is a diverse legal practice also providing the Older Persons Legal Service, Civil Litigation, Helpdesk and the Youth Law Centre. The successful applicant will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers undertake a range of work by providing information and advice, community legal education and client representation.

Legal Aid ACT offers attractive salary packaging benefits.

Further information is available from the attached position description or by contacting Amy Begley on 6243 3442 or at amy.begley@legalaidact.org.au or Derek Schild on 6243 3403 or at derek.schild@legalaidact.org.au.

Eligibility to hold a restricted Practising Certificate in the ACT is required. Covid/Booster vaccination is a condition of employment.

Note: This is a temporary position available immediately for 12 months with the possibility of extension. This position is being re-advertised. Previous applicants will be considered.

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

Contact Officer: Amy Begley or Derek Schild (02) 6243 3442/(02) 6243 3403 amy.begley@legalaidact.org.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

Infrastructure Delivery Partners

Project Officer

Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 56627)

Gazetted: 04 March 2022

Closing Date: 18 March 2022

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Civil Infrastructure Branch within the Infrastructure Delivery Partners (IDP) Group in the Major Projects Canberra is seeking a Project Officer to join the Civil Team. The Project Officer is responsible for assisting in effective and efficient delivery of civil projects, with a focus on safety, value for money and collaboration in support of the Governments capital works program.

The Civil Infrastructure Branch is structured into teams of experienced Project Officers and Project Managers led by experienced Program Managers and Directors who provide planning, procurement, contract administration, design, and construction delivery services. We work collaboratively with our partner Directorates, design consultants, and civil engineering contractors to deliver positive built outcomes that involve environmental, social and economic benefits for our local communities.

We work with a variety of ACT Government Directorates including Transport Canberra and City Services (TCCS), Chief Ministers, Treasury and Economic Development Directorate (CMTEDD) and the Suburban Land Agency (SLA) to support the delivery of their capital works and maintenance programs.

Under general direction and in line with corporate objectives you will apply high order project management and procurement skills to contribute to the delivery of a range of infrastructure projects within time, cost, and scoping targets.

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

Eligibility/Other Requirements:

Mandatory:

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. Current and former ADF members are encouraged to apply.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sri Tharan (02) 6207 6879 sri.tharan@act.gov.au

Office of the Legislative Assembly

Parliamentary Support

Hansard

Publishing and Web Support Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 232)

Gazetted: 07 March 2022

Closing Date: 21 March 2022

Details: The Office of the Legislative Assembly has an exciting opportunity for an enthusiastic, motivated, and skilled professional to fill the role of Publishing and Web Support Officer.

As part of the small and friendly Hansard team, you will report to the Editor of Debates and be responsible for: undertaking Hansard publishing activities, including preparation of Assembly and committee transcripts, questions on notice and annual bound volumes and Digest of Proceedings for hardcopy and electronic publication on the Assembly internet site;

assisting with in the administration of the Hansard internet website and the preparation of web-related material to optimise the performance and content of the website.

acting as first point of contact for Hansard inquiries and providing information to Members' offices, departmental officers, committee support staff and the public;

undertaking records management and limited research duties relevant to the work of the office;

providing administrative support to the Hansard team, including maintaining performance-related information for inclusion in the annual report.

Note: This is permanent part-time position, 4 days (29.4 hours) per week per week and the full-time salary noted above will be paid pro-rata.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Madeleine Luther (02) 6205 0107 madeleine.luther@parliament.act.gov.au

Parliamentary Support**Hansard****Casual Hansard Editor****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 240 - 247, several)**

Gazetted: 07 March 2022

Closing Date: 21 March 2022

Details: Do you have a love for words and a good healthy debate? If so, then this position could be for you!

A temporary employment register has been established to identify people with suitable transcription and editorial skills who are interested in casual employment in Hansard for the Office of the Legislative Assembly. Casual work in Hansard is irregular and may be offered during periods of peak workload, particularly Assembly sitting weeks.

Where possible, casual Hansard Editors are given advance warning that their services will be required, but at times they may be offered work at short notice. Casual work in Hansard is offered between Monday and Friday and may include night work. Work will be offered on an hourly, part-day or daily basis depending on operational requirements.

Note: These positions will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

Casual employees will be paid a 25% loading in addition to the base hourly rate in lieu of payment for public holidays and accruing any type of leave, except long service leave.

Eligibility/Other Requirements: Applicants may be required to undergo skills testing.

How to Apply: Interested applicants are required to submit a written application of no more than two pages, responding to the required Selection Criteria in the 'What we are looking for' section in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Madeleine Luther (02) 6205 0107 madeleine.luther@parliament.act.gov.au

Suburban Land Agency

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

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

Program Solutions

Community Development and Engagement**Marketing and Events Officer****Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 17114)**

Gazetted: 09 March 2022

Closing Date: 29 March 2022

Details: We're on the hunt for an experienced, proactive, creative, and organised Marketing and Events Officer to join our busy and growing team.

In this role you will:

Assist with the development and implementation of marketing, event and sales activities and campaigns.

Support the team in coordinating marketing deliverables and content for the following: social media, press, digital, television, radio, signage, videos, corporate publications, promotional items, events, and community development activities.

Coordinate community newsletters including drafting content and showing creativity and innovation in messaging and design ideas.

Coordinate and track messages into the team via email inboxes, social media, and phone.

Manage stock / merchandise for marketing and events and ensure items are current and complete. This includes individual event kit preparation and maintenance.

Conduct regular site inspections for future events and site presentation. Report back to team and coordinate any maintenance as required.

Provide event logistics support through the planning and coordination of key activities and events such as ballots, auctions, customer information sessions and community development activities. This can include venue bookings, catering, site visits, transport coordination and guest management.

Liaise and negotiate with suppliers and stakeholders to achieve outcomes. This includes sourcing quotes, assisting with artwork/design requirements, and coordinating print projects.

Assist with preparation of briefs, correspondence, procedures, reports, and guidelines relevant to the branch activities and project requirements. Continue to ensure that these materials are updated and always relevant to the market.

See position description for further details.

We're looking for someone who.

Loves working on events.

Is willing to be 100% part of the team, active during key event times (i.e., some evenings and weekends).

Has proven experience in a similar role.

Enjoys working with local communities and understanding residents needs and ideas.

Has a good understanding of community engagement.

Is genuinely passionate about providing an amazing customer experience.

Has close attention to detail, can multi-task and is extremely organised.

Can pick up new things quickly and enjoys a fast-paced working environment.

Is exceptionally resourceful (*if you don't have the answer, you go and find it!*).

Loves brainstorming, thrives on variety, and enjoys a challenge.

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.

Full drivers' licence

First Aid Certificate (or willingness to undertake training)

Ability to regularly work after standard hours and on weekends

Highly desirable:

Qualifications in event management or significant experience in a similar role s

Minimum of two years of events coordination experience

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

How to Apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Please Note: All applications for this position are required to provide responses to each of the Selection Criterion detailed in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mayumi Piper (02) 6205 3146 mayumi.piper@act.gov.au

Finance, Digital Solutions and Valuations

Financial Reporting and Budgets

Finance Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 48237)

Gazetted: 07 March 2022

Closing Date: 21 March 2022

Details: As the Finance Officer you will collaborate across teams within the agency providing advice and support. You will manage the accounts' payable function, account for land sales transactions and also be involved in other financial processes and reporting. The position requires an analytical and dynamic thinker who can monitor and track the progress of multiple financial tasks to meet tight deadlines and reporting requirements that support the Agency's financial reporting.

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 working in a finance environment or possession of/working towards tertiary qualifications in accounting/financial management is 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. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a written statement of claims, of not more than three A4 pages, outlining how you meet the Professional/Technical skills and the Behavioural Capabilities outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Willson (02) 6207 6236 jennifer.willson@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

Executive Branch Manager, City Presentation

Temporary Vacancy (4 April 2022 to 2 May 2022)

Transport Canberra and City Services

City Services

Position: E611

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 10 March 2022

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager City Presentation commencing 04/04/2022 – 02/05/2022. This process may also be used to backfill for the following 12 months.

The Executive Branch Manager, City Presentation is directly responsible to the Executive Group Manager City Operations. As a member of the TCCS Executive Leadership Team and the City Services Executive team, the position has significant contact with the Deputy Director-General, City Services and business units within Transport Canberra and City Services, as well as other ACT Government Directorates, the Minister's office, industry and the

broader community. The role encompasses high-level relationship building and maintenance including with operational staff at all levels.

The Executive Branch Manager works collaboratively with other TCCS business units to achieve corporate and business unit goals, for example communications, legal and contracts, workplace health and safety, governance and reform and strategic finance.

The role requires the ability to effectively lead, motivate and support operational staff to deliver services in an environment of cultural and technological change; to work under pressure to tight deadlines, delivering quality outcomes on behalf of multiple stakeholders; and to represent TCCS at relevant internal and external forums, including media engagements and Legislative Assembly committees.

The Executive Branch Manager leads and manages a branch of up to 330 staff positions managed through several direct reports and a recurrent budget of approximately \$60 million per year.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Stephen Alegria via email, stephen.alegria@act.gov.au by COB Thursday 17 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 \$257,573 - \$268,725 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,039.

Contact Officer: Stephen Alegria (02) 6207 9833 stephen.alegria@act.gov.au

Executive Branch Manager, Infrastructure Delivery

Temporary Vacancy (ASAP – 2/4/2022)

Transport Canberra and City Services

Infrastructure Delivery and Waste

Position: E840

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 9 March 2022

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Infrastructure Delivery commencing 14/3/2022 – 2/4/2022. This process may also be used to backfill for the following 12 months.

The Executive Branch Manager Infrastructure Delivery reports to the Executive Group Manager Infrastructure Delivery and Waste and is responsible for the management of the Directorate's program of capital works and infrastructure delivery.

The Executive Branch Manager also represents the Directorate at Government, industry, community and national forums on matters that relate to roads infrastructure.

The Executive Branch Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. The role will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Branch Manager will also contribute to broader whole of service initiatives relating to workforce management and planning.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Jeremy Smith via email, jeremy.smith@act.gov.au by COB Tuesday 15 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 \$257,573 - \$268,725 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,039.

Contact Officer: Jeremy Smith (02) 6207 2738 jeremy.smith@act.gov.au

City Operations**Spatial Data and Information Manager****Technical Officer Level 4 \$90,099 - \$103,117, Canberra (PN: 30465)**

Gazetted: 09 March 2022

Closing Date: 23 March 2022

Details Asset and Data Integration (ADI) are seeking an enthusiastic and experienced Spatial Data and Information Manager to join the team.

The ADI team is located within Infrastructure Planning and support City Presentation and RoadsACT in the management of Canberra's public places and infrastructure.

The successful candidate will be responsible for asset and data management, geospatial planning and analysis, and providing business intelligence to support future strategies, policies and investment programs.

Specifically, the successful candidate will need a strong analytical skill who is proficient at extracting and loading spatial data using ESRI systems such as ArcGIS Pro, ArcGIS online and Field Apps/Collector.

In addition to well-developed geospatial analysis and data management skills, the ideal candidate will possess strong leadership and communication skills and have ability to extract and summarize information from reports and studies.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in geospatial data management, asset management or environmental science would be desirable.

A good working knowledge of ESRI ArcGIS Desktop (ArcGIS Pro) and ArcGIS Online, Safe Software's Feature Manipulation Engine (FME) and AutoCAD.

Note: This is a temporary position available from 1 April 2022 until 1 October 2022. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a response to the Selection Criteria (maximum one page per criteria) outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Snezana Dimitrovska (02) 6207 6570 Snezana.Dimitrovska@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**Roads ACT****Business Support****Administration Officer (Finance)****Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 01850)**

Gazetted: 09 March 2022

Closing Date: 16 March 2022

Details: Expressions of Interest are sought for a short term vacancy as an administration officer (finance) within the Business Support team. The role provides administrative support to the Road Maintenance team located at Fyshwick depot.

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

Note: This is a temporary position available immediately for up to six months. Selection may be based on application and referee reports only.

How to Apply: Candidates should provide a one page response to the Selection Criteria (What You Require); a current curriculum vitae and contact details for two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Kimberley Nyberg (02) 6207 5825 Kimberley.Nyberg@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.

Territory and Business Services

Yarralumla Nursery

Horticulturist - Wholesale Nursery

General Service Officer Level 5/6 \$58,918 - \$64,843, Canberra (PN: 41057)

Gazetted: 08 March 2022

Closing Date: 22 March 2022

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building, and managing our roads, footpaths, and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds.

Several the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

We are currently looking for a suitable candidate to fill a position as a horticulturist in our Production team. The role is responsible for plant production and maintenance, including day-to-day supervision of a small team of staff, apprentices and volunteers by providing appropriate support and guidance. This is an excellent opportunity to gain experience in a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will help produce and sell over 300,000 high quality plants to the Canberra community and the surrounding regions.

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 Certificate III in Horticulture or have equivalent demonstrated competence.

Attained a Certificate III in Government or be willing to obtain one as part of your initial performance management plan.

Driver's licence Class C is essential.

This position requires a pre-employment medical prior to employment to ensure the employee has the ability to:

Lift heavy materials (16-20kg)

Bend repeatedly

Carry out a variety of other heavy manual work

Work outdoors in all seasons

This position requires 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: Please submit a written application addressing the five x Selection Criteria under the 'What you Require' section of the Position Description (no more than two pages), along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Belinda Ryan (02) 6207 8230 belinda.ryan@act.gov.au

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building, and managing our roads, footpaths, and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds.

Several the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well

as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

We are currently looking for a suitable candidate to fill a position as a horticulturist in our Production team. The role is responsible for plant production and maintenance, including day-to-day supervision of a small team of staff, apprentices and volunteers by providing appropriate support and guidance. This is an excellent opportunity to gain experience in a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will help produce and sell over 300,000 high quality plants to the Canberra community and the surrounding regions.

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 Certificate III in Horticulture or have equivalent demonstrated competence.

Attained a Certificate III in Government or be willing to obtain one as part of your initial performance management plan.

Driver's licence Class C is essential.

This position requires a pre-employment medical prior to employment to ensure the employee has the ability to:

Lift heavy materials (16-20kg)

Bend repeatedly

Carry out a variety of other heavy manual work

Work outdoors in all seasons

This position requires 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: Please submit a written application addressing the five x Selection Criteria under the 'What you Require' section of the Position Description (no more than two pages), along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Belinda Ryan (02) 6207 8230 belinda.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.

Territory and Business Services

Capital Linen Service - ACT Government

Linen Assistant

Capital Linen Service Band 1 \$50,322 - \$52,340, Canberra (PN: 52643, several)

Gazetted: 07 March 2022

Closing Date: 21 March 2022

Details: Capital Linen Service (CLS) provides a managed linen service to a wide range of clients in the ACT, which include public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services.

As a member of the production team, a Linen Assistant will be rotated through a variety of areas and teams within the organisation. A Linen Assistant will contribute to the production process by sorting, washing, feeding, ironing, folding and packing linen to ensure customer orders are ready to be delivered on time. A Linen Assistant may be required to work and be trained in other operational locations such as hospitals.

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: There are several permanent positions available from this recruitment process. 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 provide a current curriculum vitae and no more than a one-page response addressing the Selection Criteria in the "What You Require" section of the Position Description. Applicants are also required to provide the name, position and contact details of a referee, preferably a manager/supervisor from their current or most recent workplace.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Chamberlain (02) 6207 6954 Peter.Chamberlain@act.gov.au

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

Territory and Business Services

Capital Linen Service - ACT Government

Linen Assistant

Capital Linen Service Band 1 \$50,322 - \$52,340, Canberra (PN: 52654)

Gazetted: 07 March 2022

Closing Date: 21 March 2022

Details: Capital Linen Service (CLS) provides a managed linen service to a wide range of clients in the ACT, which include public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services.

Capital Linen Service is looking for engaged and enthusiastic people willing to contribute to the production of high quality linen services to the Canberra Region.

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

Eligibility/Other requirements: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Notes: 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 provide a current curriculum vitae and no more than a one-page response addressing the Selection Criteria in the "What You Require" section of the Position Description. Applicants will also need to provide the name, position title and contact details of a work-related referee (preferably your most recent supervisor/manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Chamberlain (02) 6207 6954 Peter.Chamberlain@act.gov.au

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

City Services

Development Coordination

Design Review and Asset Acceptance

Landscape Officer

Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 22040)

Gazetted: 03 March 2022

Closing Date: 15 March 2022

Details: The Development Coordination Branch has responsibility for TCCS review of external and private development, road network performance analysis and modelling and the TCCS school safety program. The branch ensures quality outcomes of development across the city and undertakes work to inform infrastructure a critical role to ensure that all developments meet standards and policies on landscape elements, including new public open space assets such as, tree and shrub plantings, playground, park and recreation assets, and water sensitive urban design assets.

This position is in the landscape team within the Design Review and Asset Acceptance team. This is an operational section which is responsible for design review and asset acceptance relating to private and external developments including greenfield estates by the Suburban Land Agency.

The responsibilities for this position is to assess a wide range of completed landscape works against the design approvals, design standards, codes, guidelines and policies within given timeframes. This includes liaison with various Government entities and private consultants.

Eligibility/Other Requirements:

A Degree in a relevant technical field such as Landscape Architecture, Construction, Horticulture and associated experience; or other qualifications and relevant technical experience deemed equivalent.

A driver's licence (C-class or above) is mandatory.

Note: This is a temporary position available from early March 2022 for 3 months with a 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 and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Candidates should provide a response to the Selection Criteria (what you require in the position description) – no more than 3 pages in total; a current curriculum vitae; and contact details for two referees. (or completed referee reports).

Applications should be submitted via the Apply Now button below.

Contact Officer: Maxwell Yarra (02) 6207 2344 Maxwell.Yarra@act.gov.au

APPOINTMENTS

ACT Health

Information Technology Officer Class 2 \$90,099 - \$103,117

Jade Das, Section 68(1), 7 March 2022

Health Professional Level 1/2 \$65,402 - \$95,736

John McDonald, Section 68(1), 3 March 2022

Canberra Health Services

Registered Nurse Level 1 \$71,730 - \$95,818

Sarah Anyanga, Section 68(1), 24 February 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Lee Arcidiacono, Section 68(1), 5 March 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Ramya Chandran, Section 68(1), 28 February 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Tegan Denniss, Section 68(1), 24 March 2022

Health Service Officer Level 3 \$54,613 - \$56,388 (Retention Point CHS Only \$56,483-\$61,166)

Joshy Devasia, Section 68(1), 9 March 2022

Assistant in Nursing \$55,182 - \$57,050

Dil Ghalley, Section 68(1), 3 March 2022

Assistant in Nursing \$55,182 - \$57,050

Ruth Inochea Lopez, Section 68(1), 10 March 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Kellie Marks, Section 68(1), 3 March 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Alissa Meftagato, Section 68(1), 1 March 2022

Administrative Services Officer Class 2 \$59,813 - \$66,047

Jacob Mount, Section 68(1), 3 March 2022

Health Professional Level 4 \$113,397 - \$122,062

Jane Osborne, Section 68(1), 7 March 2022

Registered Midwife Level 1 \$71,730 - \$95,818
Ashlie Pearce-Mole, Section 68(1), 3 March 2022

Senior Officer Grade B \$133,552 - \$150,347
Chiara Spencer, Section 68(1), 10 March 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935
Kearley Waterson, Section 68(1), 7 March 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812
Yada Kanjanapan: 85954080, Section 68(1), 02 March 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812
Martin Dobes: 87701124, Section 68(1), 05 March 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812
Yee Yong Lee: 87701335, Section 68(1), 01 April 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812
Sarah Gardner: 86872976, Section 68(1), 08 March 2022

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$113,397 - \$122,062
Melissa Mitchell, Section 68(1), 8 March 2022

Senior Officer Grade C \$113,397 - \$122,062
Hans-Willem van Deursen, Section 68(1), 8 March 2022

Administrative Services Officer Class 4 \$75,239 - \$81,466
Ran Yan, Section 68(1), 3 March 2022

Community Services

Senior Officer Grade C \$113,397 - \$122,062
Kaitlyn Coombe, Section 68(1), 2 March 2022

Administrative Services Officer Class 2 \$59,813 - \$66,047
Vanessa Macarthur, Section 68(1), 7 March 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117
Julliet Okunia, Section 68(1), 7 March 2022

Child and Youth Protection Professional Level 1 \$72,526 - \$90,904
Damilare Shodiya, Section 68(1), 2 March 2022

Administrative Services Officer Class 2 \$59,813 - \$66,047
Helen Taylor, Section 68(1), 10 March 2022

Independent Competition and Regulatory Commission

Administrative Services Officer Class 5 \$83,620 - \$88,510
Taehyun Ryu, Section 68(1), 7 March 2022

Justice and Community Safety

Administrative Services Officer Class 3 \$67,770 - \$72,935
Katrina Campbell, Section 68(1), 7 March 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935
Rhannon Crowley, Section 68(1), 2 March 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935
Holly Harris, Section 68(1), 2 March 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935
Tafaeafe Malifa, Section 68(1), 2 March 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935
Kate Meehan, Section 68(1), 2 March 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935
Melanie Poole, Section 68(1), 2 March 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935
Carol Sueni, Section 68(1), 2 March 2022

TRANSFERS**ACT Health**

Michael Reardon
From: Administrative Services Officer Class 5 88,501 - \$88,510
Education
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
ACT Health, Canberra (PN. 29489) (Gazetted 3 February 2022)

Canberra Health Services

Claudia Figueroa
From: Sterilising Services Health Services Officer Level 3/4/5 \$54,613 - \$62,328
Canberra Health Services
To: Health Service Officer Level 3 \$54,613 - \$56,388 (Retention Point CHS Only \$56,483-\$61,166)
Canberra Health Services, Canberra (PN. 30401) (Gazetted 9 November 2021)

Grainne Hughes
From: Pharmacist Level 2/3 \$82,720 - \$113,540 (up to \$116,508 on achieving personal upgrade)
Canberra Health Services
To: Pharmacist Level 2/3 \$82,720 - \$113,540 (up to \$116,508 on achieving personal upgrade)
Canberra Health Services, Canberra (PN. 26245) (Gazetted 1 December 2021)

Chief Minister, Treasury and Economic Development

Megan Pottie
From: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 34220) (Gazetted 11 January 2022)

Education

Abby James

From: Health Professional Level 4 \$113,397 - \$122,062

Canberra Health Services

To: Health Professional Level 4 \$113,397 - \$122,062

Education, Canberra (PN. 42349) (Gazetted 10 December 2021)

Brioni Young

From: Administrative Services Officer Class 5 \$88,510

Justice and Community Safety

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Education, Canberra (PN. 34299) (Gazetted 18 January 2022)

Transport Canberra and City Services

Miloje Beljic

From: Infrastructure Officer 4 \$134,705

Major Projects Canberra

To: Infrastructure Officer 4 \$134,705 - \$153,043

Transport Canberra and City Services, Canberra (PN. 37061) (Gazetted 24 December 2022)

Vijendra Singh

From: Senior Officer Grade B \$150,347

Transport Canberra and City Services

To: Senior Officer Grade B \$133,552 - \$150,347

Transport Canberra and City Services, Canberra (PN. 54230) (Gazetted 22 November 2021)

PROMOTIONS**ACT Health**

Health Systems Policy and Research

Public Health Protection and Regulation

Communicable Disease Control

Romaine Huggett

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

ACT Health

To: †Health Professional Level 4 \$113,397 - \$122,062

ACT Health, Canberra (PN. 23873) (Gazetted 30 June 2021)

Digital Solutions Division

Office of the Chief Information Officer

Caitlin Sands

From: Senior Officer Grade B \$133,552 - \$150,347

ACT Health

To: †Senior Officer Grade A \$155,107

ACT Health, Canberra (PN. 29117) (Gazetted 2 December 2021)

Corporate Services

Strategic Finance

Financial and Management Reporting

Maithili Senthildasan

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
ACT Health, Canberra (PN. 45920) (Gazetted 7 January 2022)

Canberra Health Services

Clinical Services

Karthik Amminikutty

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 49495) (Gazetted 2 February 2022)

Wendy Barber

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. 54719) (Gazetted 10 March 2022)

Clinic Services

Madeline Bartlett

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Canberra Health Services, Canberra (PN. 54180) (Gazetted 20 January 2022)

Canberra Health Services

Rebecca Brown

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 34371) (Gazetted 12 January 2022)

Canberra Health Services

Sarah Chapman

From: Health Professional Level 4 \$113,397 - \$122,062

Canberra Health Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Canberra Health Services, Canberra (PN. 54698) (Gazetted 11 January 2022)

Finance and Business Intelligence

Jessica Forshaw

From: Senior Officer Grade C \$113,397 - \$122,062

Canberra Health Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Canberra Health Services, Canberra (PN. 50545) (Gazetted 21 December 2021)

Brian Jones

From: Child and Youth Protection Professional Level 2 \$76,975 - \$103,625

Community Services

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

Canberra Health Services, Canberra (PN. 50778) (Gazetted 9 February 2022)

John Kodimaram Sebastian

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. 21870) (Gazetted 31 January 2022)

James Monro-Allison

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. 23379) (Gazetted 14 December 2021)

Canberra Health Services

Meenu Rana

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 13424) (Gazetted 2 February 2022)

Clinic Services

Smitha Varghese

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 27012) (Gazetted 6 December 2021)

Canberra Health Services

Devi Vijayan

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 23191) (Gazetted 2 February 2022)

Chief Minister, Treasury and Economic Development

Access Canberra

Transport licensing

Medical Management

Michelle Edwards

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 51934) (Gazetted 25 January 2022)

Corporate

Corporate Management

Governance, Security and Audit

Simon McPhan

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 56664) (Gazetted 20 January 2022)

Construction, Utilities and Environment Protection

Construction Licensing and Governance

Lease Compliance and Occupational Licensing Team

Samantha Stennett

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 15351) (Gazetted 1 February 2022)

Corporate

Corporate Management

Lily Thoroughgood

From: Administrative Services Officer Class 2 \$59,813 - \$66,047

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development, Canberra (PN. 50721)

This promotion to a non-advertised position has been made under Section C6.3 (5) of the Administrative and Related Classifications Enterprise Agreement 2021-2022.

Shared Services

Partnership Services

HR and Finance Service Desk

Mary Wong

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 47120) (Gazetted 11 January 2022)

Community Services

Housing ACT

Clinet Services Branch

Gina Garrett

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Community Services, Canberra (PN. 26623) (Gazetted 3 December 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.

Education

System Policy and Reform

Strategic Policy

Karen Cooper

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †Senior Officer Grade C \$113,397 - \$122,062

Education, Canberra (PN. 56617) (Gazetted 27 January 2022)

System Policy and Reform

Strategic Policy

Benjamin Russell

From: Professional Officer Class 2 \$90,099 - \$103,117

Education

To: †Senior Officer Grade C \$113,397 - \$122,062

Education, Canberra (PN. 56618) (Gazetted 26 January 2022)

Service Design and Delivery

Digital Strategy, Services and Transformation

Applications and Transformation

Taymore Tabbah

From: Senior Officer Grade C \$113,397 - \$122,062

Education

To: †Senior Officer Grade B \$133,552 - \$150,347

Education, Canberra (PN. 42892) (Gazetted 21 February 2022)

System Policy and Reform

Strategic Policy

Teresa Thomas

From: Professional Officer Class 2 \$90,099 - \$103,117

Education

To: †Senior Officer Grade C \$113,397 - \$122,062

Education, Canberra (PN. 42996) (Gazetted 27 January 2022)

Environment, Planning and Sustainable Development

Corporate Services and Operations

Governance, Compliance and Legal

Rachel Gilbertson

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development, Canberra (PN. 38892) (Gazetted 5 November 2022)

Corporate Services and Operations

Governance, Compliance and Legal

Waris Mughal

From: Senior Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$133,552 - \$150,347

Environment, Planning and Sustainable Development, Canberra (PN. 34448) (Gazetted 19 January 2022)

Justice and Community Safety

ACT Corrective Services

Community Corrections and Release

Carol Aldridge

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. 12036) (Gazetted 15 November 2021)

Public Trustee and Guardian

Finance Unit

Jessica Alves

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety, Canberra (PN. 38751) (Gazetted 4 January 2022)

ACT Corrective Services

Custodial Operations

Waseq Azad

From: Correctional Officer Class 1 \$68,508 - \$81,694

Justice and Community Safety

To: Correctional Officer Class 2 \$85,658 - \$91,757

Justice and Community Safety, Canberra (PN. 48817) (Gazetted 8 January 2022)

ACT Corrective Services

Custodial Operations

Rowan Clancy

From: Correctional Officer Class 1 \$68,508 - \$81,694

Justice and Community Safety

To: Correctional Officer Class 2 \$85,658 - \$91,757

Justice and Community Safety, Canberra (PN. 13717) (Gazetted 8 January 2021)

Corporate

People and Workforce Strategy

Kate Hunter

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety

To: †Senior Officer Grade C \$113,397 - \$122,062

Justice and Community Safety, Canberra (PN. 22103) (Gazetted 2 December 2021)

ACT Corrective Services

Custodial Operations

David Pedlingham

From: Correctional Officer Class 1 \$68,508 - \$81,694

Justice and Community Safety

To: Correctional Officer Class 2 \$85,658 - \$91,757

Justice and Community Safety, Canberra (PN. 35372) (Gazetted 8 January 2022)

Legislation, Policy and Programs

Civil and Regulatory Law Branch

Megan Sparke

From: Legal 1 \$69,739 - \$140,456

Justice and Community Safety

To: †Senior Officer Grade A \$155,107

Justice and Community Safety, Canberra (PN. 38393) (Gazetted 21 June 2021)

ACT Corrective Services

Custodial Operations

Detainee Services

Sophee Watson

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Justice and Community Safety, Canberra (PN. 25052) (Gazetted 12 January 2022)

Suburban Land Agency

Governance and Corporate Services

Work Health and Safety

Joanne Jeacocke

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Worksafe ACT

To: †Senior Officer Grade C \$113,397 - \$122,062

Suburban Land Agency, Canberra (PN. 53325) (Gazetted 25 January 2022)

Transport Canberra and City Services

City Services

Development Coordination Branch

Abu Sayem Chowdhury

From: Infrastructure Officer 3 \$113,659 - \$124,766

Transport Canberra and City Services

To: †Infrastructure Officer 4 \$134,705 - \$153,043

Transport Canberra and City Services, Canberra (PN. 11893) (Gazetted 3 December 2021)