



ACT Government Gazette

Gazetted Notices for the week beginning 24 November 2022

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

<http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Executive Group Manager, Population Health

Temporary Vacancy (Immediately until 30 June 2023 with the possibility of extension up to nine months)

ACT Health Directorate

Population Health Division

Position: E1249

(Remuneration equivalent to Executive Level 2.1)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 28 November 2022

The ACT Health Directorate is seeking an experienced leader with executive management skills to undertake the role of Executive Group Manager, Population Health Division. The occupant must have the ability to influence and lead this large division in the delivery of services and programs aimed at improving the health of the ACT population through interventions that promote behaviour changes to reduce susceptibility to illness, alter the ACT environment to promote the health of the population and promote interventions that remove or mitigate population health hazards.

We are looking for a collaborative leader who can deliver outcomes, with the ability to work with government and non-government stakeholders to deliver outcomes.

To apply: Interested candidates are requested to submit an EOI of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Laura McNeill at Laura.McNeill@act.gov.au by: COB Monday 5 December 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 \$282,849 - \$294,163 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$251,434.

Contact Officer: Laura McNeill (02) 5124 9605 Laura.McNeill@act.gov.au

Digital Solutions Division

Future Capability and Governance

Digital Health Record

Business Intelligence Specialist

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 49849, several)

Gazetted: 25 November 2022

Closing Date: 9 December 2022

Details: Are you a Data Professional that's up for a challenge? Do you have experience in reporting and analytics, data management and project management skills? Do you have a demonstrated ability to work independently in a fast-paced environment within tight deadlines? If you enjoy a challenge and would like to work in a high-performance team, then this may be the opportunity for you. Join us and you could contribute to the transformation of our health system and make a difference to the community.

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to work on a team of talented data professionals working to assist the territory transition of our data capability as we introduce a new Electronic Health Record.

Eligibility/other requirements:

Compliance Requirements/Qualifications

It is a requirement that this position obtain a vendor accreditation with Epic. Costs for the vendor accreditation including training and testing to achieve such accreditation will be supported by ACT Health.

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

Desirable Traits and Experience

You are a curious, brave, and driven individual who is comfortable with uncertainty and thrives on applying their expertise and creativity to attack complex problems and deliver better patient outcomes

You have an interest in outcomes, efficiency, and process improvement

The ability to ingest new knowledge rapidly

The ability to build productive relationships with a very diverse group of peers and stakeholders

Highly Desirable

Minimum of three years' experience working in a field relevant to this role.

Business analyst skills and experience.

Experience in implementing an Epic electronic health record.

Health sector work experience.

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

Business Intelligence Specialists are required to obtain vendor accreditation to develop reports. The costs of training are covered by ACT Health. Given the tight timelines of the project, training schedules are set and may occur during overnight hours.

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

Applications should be submitted via the “Apply Now” button below.

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: Caitlin Sands (02) 5124 9340 Caitlin.Sands@act.gov.au

Digital Solutions Division

Future Capability and Governance

Business Intelligence and Data

Business Intelligence Specialist

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49456)

Gazetted: 25 November 2022

Closing Date: 9 December 2022

Details: Are you a Data Professional that's up for a challenge? Do you have experience in reporting and analytics, data management and project management skills? Do you have a demonstrated ability to work independently in a fast-paced environment within tight deadlines? If you enjoy a challenge and would like to work in a high-performance team, then this may be the opportunity for you. Join us and you could contribute to the transformation of our health system and make a difference to the community.

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to work on a team of talented data professionals working to assist the territory transition of our data capability as we introduce a new Electronic Health Record.

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

Eligibility/other requirements:

Compliance Requirements/Qualifications

It is a requirement that this position obtain a vendor accreditation with Epic. Costs for the vendor accreditation including training and testing to achieve such accreditation will be supported by ACT Health.

This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an

Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Desirable Traits and Experience

You are a curious, brave, and driven individual who is comfortable with uncertainty and thrives on applying their expertise and creativity to attack complex problems and deliver better patient outcomes

You have an interest in outcomes, efficiency, and process improvement

The ability to ingest new knowledge rapidly

The ability to build productive relationships with a very diverse group of peers and stakeholders

Highly Desirable

Minimum of three years' experience working in a field relevant to this role.

Business analyst skills and experience.

Experience in implementing an Epic electronic health record.

Health sector work experience

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

Business Intelligence Specialists are required to obtain vendor accreditation to develop reports. The costs of training are covered by ACT Health. Given the tight timelines of the project, training schedules are set and may occur during overnight hours.

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

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

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: Caitlin Sands (02) 5124 9340 Caitlin.Sands@act.gov.au

Policy, Partnerships and Programs

Data Analytics Branch

Health System and Services Data

Director Forecasting and Analysis

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59795)

Gazetted: 29 November 2022

Closing Date: 13 December 2022

Details: If you enjoy data analysis and want to lead a small team to help shape the health system of the future then keep reading!

The team within the Data Analytics Branch however it is outposted to the Health Services Planning team within the Health System Planning and Evaluation Division. The Health Services Planning team sets the agenda for redesigning, investing in and redeveloping health services funded by the ACT Government. Forecasting and analysis is critical to getting planning right and to make sure that we are delivering the right services for the community in the right place.

We are seeking applicants who have the potential to become an expert in interpreting, analysing and providing advice on health activity data. Forecasting and modelling experience is desirable but not essential.

The position is being advertised during the holiday period. The selection panel will endeavour to run the process in a timely fashion but there is the potential for some delays.

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

Eligibility/ Other Requirements

Qualifications or experience in health systems planning, demography, statistics, or another related field would be highly regarded.

Notes: This is a temporary position available until 31 May 2023, with the possibility of extension up to 12 months and/or permanency.

How to Apply: Applicants are to provide a short application (ie around two pages) outlining their suitability for the role, and provide a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexander Konovalov (02) 6205 2634 Alexander.Konovalov@act.gov.au

Population Health

Population Health Policy

Public Health and Regulation

Assistant Director / Senior Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29639)

Gazetted: 29 November 2022

Closing Date: 6 December 2022

Details: Expression of Interest sought for an Assistant Director / Senior Policy Officer, Population Health Division, ACT Health (SOGC)

The Population Health Policy branch is seeking an Assistant Director/Senior Policy Officer in the Public Health and Regulation team to commence as soon as possible, for 3 months. If you enjoy working in policy and you have an interest or experience working in sexual health – this opportunity is for you!

We are looking for an experienced policy officer to lead a small team responsible for providing policy advice to ACT Health on public health matters relevant to sexually transmitted infection and blood borne viruses.

The role is suited to someone who is comfortable working under limited direction. It involves managing relationships with community sector partners, progressing some key strategic policy projects, and helping to build the skills and capabilities of team members.

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

Notes: This is a temporary position available immediately for three months.

This position is available to ACT Government officers and employees only.

The successful applicant may be selected based on application only.

How to apply

If you are interested in the role, please submit an expression of interest (one to two pages) outlining your skills and experience against the attached Position Description. A curriculum vitae with the details of two referees, including a current or recent supervisor, is also required.

Contact Officer

If you require additional information about this role, please contact Adam Duffy on (02) 5124 9117.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Adam Duffy (02) 5124 9117 Adam.Duffy@act.gov.au

ACT Long Service Leave Authority

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

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

Operations

Chief Operations Officer and Deputy Registrar

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 16468)

Gazetted: 25 November 2022

Closing Date: 2 December 2022

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

The Authority is governed by a Board of Directors, which has appointed a Chief Executive Officer (CEO) to oversee the operation of the Authority. The CEO also acts as the Registrar for the Authority.

The CEO is supported by an executive team comprised of the Chief Operations Officer (COO) and Chief Finance Officer (CFO). The COO has oversight of the Client Services and Benefits Teams, is responsible for corporate ICT and serves as the Deputy Registrar. The CFO has oversight of the Finance and Compliance Teams and is responsible for other corporate functions excluding ICT.

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

Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au/>

Eligibility/Other Requirements: Current driver's licence not essential

Note: This is a temporary position available Immediately until 28 February 2023 with possibility of extension up to 12 months.

How to Apply: Please submit a two-page (maximum) pitch addressing the professional and behavioural capabilities, along with your current curriculum vitae, listing two referees and their contact details.

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

The Authority is governed by a Board of Directors, which has appointed a Chief Executive Officer (CEO) to oversee the operation of the Authority. The CEO also acts as the Registrar for the Authority.

The CEO is supported by an executive team comprised of the Chief Operations Officer (COO) and Chief Finance Officer (CFO). The COO has oversight of the Client Services and Benefits Teams, is responsible for corporate ICT and serves as the Deputy Registrar. The CFO has oversight of the Finance and Compliance Teams and is responsible for other corporate functions excluding ICT.

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

Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au/>

Contact Officer: Cassandra Webeck 02 62473900 Cassandra.webeck@actleave.act.gov.au

Calvary Public Hospital Bruce

Visiting Medical Officer – Paediatric Medicine

Full-time Temporary

Closes: 17 December 2022

Classification: Visiting Medical Officer

Sessional - Visiting Medical Officer

Position No: LPV001

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 25 November 2022

Contact Officer: Michelle Thinius on michelle.thinius@calvary-act.com.au

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 505024

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Michelle Thinius michelle.thinius@calvary-act.com.au

Sonographer

Full-time Permanent

Closes: 04 December 2022

Classification: Medical Imaging 4.1

Salary: \$126,419 plus superannuation

Position No: LP7458

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 25 November 2022

Contact Officer: Rebecca Manning on rebecca.manning@calvary-act.com.au

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 504952

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Rebecca Manning rebecca.manning@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

Acute Allied Health Services

Physiotherapy

Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: 48424, several - 0275T)

Gazetted: 30 November 2022

Closing Date: 14 December 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

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:

www.canberrahealthservices.act.gov.au

The Division of Allied Health provides a range of allied health services across clinical Divisions based at 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.

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient wards and specialised outpatient settings including Fracture Clinic, Paediatric Physiotherapy and Pulmonary Rehabilitation. Our Allied Health Assistants work under a supervision and delegation framework. They work closely with physiotherapists, patients, carers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Acute inpatient care is delivered across 7 days and involves allied health assistants. Allied Health Assistants can work in various inpatient and outpatient areas depending on operational service needs and development 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

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

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

- Relevant Certificate IV in Allied Health Assistance of equivalent qualifications.
- Registered under the Working with Vulnerable People (Background Checking) Act 2011.
- Current driver's licence
- The successful applicant will need to be available for weekend and after-hours work.

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.
- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: There are two full-time permanent, one part-time permanent (0.5) FTE and one temporary full-time for 12 months with the possibility of extension and/or permanency positions available. The above full-time salary will be pro-rata.

Contact Officer: Kerry Boyd (02) 5124 2670 Kerry.Boyd@act.gov.au Contact Officer Email- External Kerry.Boyd@act.gov.au

Office of CEO

Office of Research and Education

Director - Consumer and Community Partnerships in Research

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59758 - 0276Y)

Gazetted: 28 November 2022

Closing Date: 14 December 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

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:

www.canberrahealthservices.act.gov.au

Canberra Health Services has a strong commitment to research, learning and teaching as advances in medical, nursing, allied health and other research contribute directly to improved patient outcomes. The Office of Research and Education (ORE) provides governance and oversight of research, learning and teaching within CHS.

Reporting to the Senior Director – Research Strategy and Capability, the Director Consumer and Community Partnerships in Research will lead, organise and help execute strategic organisation-wide projects related to “Strategic Commitment 5: Create impactful research partnerships with consumers and communities” of the CHS Research Strategy 2021-2025. The Director will support ongoing Office of Education and Research strategic plans in relation of consumer and community partnerships.

It is a new role in a dynamic, evolving environment and requires a high degree of initiative and collaboration skills. The Director will undertake in-depth analysis of the “Partnering with Consumer and Community in Research landscape” at CHS as well as external Centres of Excellence, co-develop resources and build capacity to facilitate research partnerships with consumers and community organisations as well as help develop the CHS consumer research hub.

You will provide advice and support to the Senior Director Research Strategy and Capability and Executive Director Research and Academic Partnerships to achieve the strategic commitment 5 of the CHS Research Strategy. In partnership with a range of internal and external stakeholders, you will play a key role in ensuring the strategy outcomes for strong partnerships with consumers and community in research are achieved.

ABOUT YOU

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

Behavioural Capabilities

Well-developed project management, collaboration and consumer and community engagement skills.

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

High level interpersonal skills to generate trust, engagement and drive positive change in partnering with consumers in research.

Position Requirements/Qualifications:

- Relevant tertiary qualification.
- Previous experience in managing projects in a healthcare setting.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Highly desirable

- Experience in working and partnering with consumer and community representatives in healthcare.
- Experience in co-developing resources with consumer and community stakeholders, relevant postgraduate qualification and an understanding of consumer-led research will be highly regarded.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Imogen Mitchell 0411402892 imogen.mitchell@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Justice Health

Alcohol and other drug

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 52416 - 0276A)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: 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:

www.canberrahealthservices.act.gov.au

Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre.

The service aims to provide collaborative, equitable and comprehensive health care to Clients and other key stakeholders. The Drug and Alcohol team provides assessment, support and referral for clients who have been incarcerated at both AMC and BYJC who have an alcohol and/or drug issue.

This position(s) may require you to participate in overtime, and/or rotation roster.

ABOUT YOU

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Behavioural Capabilities

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

Ability to synthesise and analyse information and make decisions.

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

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

Position Requirements/Qualifications:

Relevant qualifications and a minimum of 3 years post graduate experience working professionally in custodial health / AOD is preferred.

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

Security Clearance from ACT Corrective Service and be eligible for entry to AMC and Bimberi

Appointment may be made on application and referee reports only

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

Contact Officer: Amanda Chase 51242523 Amanda.Chase@act.gov.au

ACT Pathology

Anatomical Pathology - Mortuary Services

Mortuary Services Supervisor

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 59422 - 02791)

Gazetted: 28 November 2022

Closing Date: 12 December 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

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:

www.canberrahealthservices.act.gov.au

ACT Pathology is a business unit 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 Anatomical Pathology Department operates a service which encompasses Histology, Cytology, Mortuary Services and Administration.

The successful applicant will:

Provide leadership and promote a commitment to high quality customer service principles, practices, and attributes.

Actively work in a team environment to support and promote CHS values and promote our ongoing work to sustain a vibrant and engaged workplace culture.

ABOUT YOU

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Behavioural Capabilities

Ability to work autonomously and in a team environment with a high-level of attention to detail.

Self-motivated.

Good written and oral communication skills and the ability to liaise with a diverse range of clients with sensitivity and discretion.

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

Position Requirements/Qualifications:

Mandatory

- Certificate IV in Laboratory Practices or equivalent qualifications, or a minimum of 5 years' experience working professionally in an Anatomical Pathology Laboratory.
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

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.

Contact Officer: Mary Brun (02) 5124 2879 mary.brun@act.gov.au

Women, Youth and Children's

Maternal Fetal Medicine/DDU Subspecialist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 42794 - 0254F)

Gazetted: 28 November 2022

Closing Date: 22 December 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: CHS website

The CHS Fetal Medicine Unit is seeking a Maternal Fetal Medicine Subspecialist or DDU trained Specialist.

The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. The Centenary Hospital for Women and Children has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine. The Centenary Hospital's Centre for Newborn Care has over 650 admissions per year. The Fetal Medicine unit comprises a multidisciplinary team who work closely to provide high quality care for high risk pregnancies. This includes close collaboration with the Neonatology team and allied health including Genetics.

The successful applicant must have RANZCOG Fellowship and MFM Subspecialist qualifications or equivalent. They must possess excellent communication skills with the ability to interact sensitively in a high-risk obstetric environment and have a demonstrated commitment to teaching.

This position will be embedded in the Fetal Medicine Unit, with pro-rata on call duties and contribution to inpatient management when required.

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post

graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

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

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

DUTIES

Under limited direction, you will:

Provide clinical expertise in the management of high risk pregnancy, including diagnostics and relevant procedures such as amniocentesis and chorionic villous sampling.

Manage inpatients admitted under the high risk obstetrics team and providing ward support to the team of registrars and junior medical officers

Undertake outpatient clinics, conduct consults, and participate in ultrasound and reporting duties. Including participating in the on call roster at a pro-rata basis according to service requirements

Contribute to the education and training of all members of the clinical team, and provide clinical support for the accredited MFM Fellow as required

Work in a collaborative partnership with the Medical, Nursing, Allied Health and Administrative Leads to deliver safe, high quality clinical services.

Provide leadership and coordination in clinical governance by developing evidence-based guidelines; ensuring high level staff performance; and overseeing quality improvement and risk management activities.

Provide leadership in standards of practice, including professional development, teaching and training and research and innovation, and maintain own knowledge through participation in learning and development opportunities.

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

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Position Requirements/Qualifications:

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

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

Hold a Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification

Hold a Subspecialty Qualification in Maternal Fetal Medicine (MFM) with the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or a Diploma of Diagnostic Ultrasound with Australian Society for Ultrasound in Medicine (ASUM), or an equivalent subspecialist qualification

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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

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

For Senior Specialist we will also expect that you:

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

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

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

Undergo a pre-employment Police check.

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

Contact Officer: A/Prof Boon Lim (02) 6174 7591 Boon.Lim@act.gov.au

Medicine

Emergency Department

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 24556, several - 02784)

Gazetted: 28 November 2022

Closing Date: 30 May 2023

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

An exciting opportunity exists for motivated Registered Nurses to work in our busy Emergency Department.

Applicants with a VISA or require VISA sponsorship will be considered.

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:

www.canberrahealthservices.act.gov.au

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

ABOUT YOU

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

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

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

Or

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

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Note: There is permanent and temporary positions for 11 months with the possibility of permanency available.

Contact Officer: Victoria Clarke (02) 5124 3753 Victoria.C.Clarke@act.gov.au

University of Canberra Hospital

UCH Rehabilitation

Specialist / Senior Specialist - Rehabilitation Medicine

Specialist / Senior Specialist - Rehabilitation Medicine

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 33497 - 02745)

Gazetted: 28 November 2022

Closing Date: 9 December 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: CHS website

The University of Canberra Hospital (UCH) is a purpose-built rehabilitation hospital located on the University of Canberra campus on the corner of Aikman Drive and Ginninderra Drive. UCH forms part of a planned network of ACT Health hospitals and facilities designed to meet the needs of our ageing and growing population. It contributes to the continuum of rehabilitation services provided across the Division of Rehabilitation, Aged and Community Services (RACS) through the Canberra Health Services.

At full capacity UCH will have 140 inpatient beds, 75 day places and additional ambulatory clinics and services. This will allow some patients to be discharged earlier and still receive the rehabilitation therapy they require.

The Canberra Hospital is the principal tertiary referral and teaching hospital for the region and serves a population of 500,000. It is modern hospital of approximately 500 beds and provides most major medical and surgical sub-specialty services.

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

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

DUTIES

Provide clinical services, as required and directed by the Director of Rehabilitation Medicine, to all inpatient and ambulatory patient areas, within RACS, and other divisions of Canberra Health Services and Calvary Health Care.

Participate in a program for maintenance and further development of professional skills including involvement in further research, education and quality assurance activities within the Department of Rehabilitation Medicine-RACS.

Undertake teaching activities in Canberra Health Services and ANU Clinical School of Medicine.

Participate actively in and, where relevant, lead Departmental quality assurance and research activities

Participate actively as a committed member of a multi-disciplinary team providing comprehensive rehabilitation care

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high quality person and family centred, safe and high quality 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.

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 Australasian Faculty of Rehabilitation Medicine (Royal Australasian College of Physicians) or equivalent specialist qualifications.

The successful applicant will need to be available for rostered after hours and on call work.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

Provide three referees for reference checks

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

Undergo a pre-employment Police check.

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Senior Clinician

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 45175 - 02764)

Gazetted: 28 November 2022

Closing Date: 12 December 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

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:

www.canberrahealthservices.act.gov.au

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

*

Note: Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

ABOUT YOU

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

Behavioural Capabilities

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and with influence on clinical issues

Resilience and calm in the face of conflict or uncertainty.

Position Requirements/Qualifications:

Mandatory:

- Psychologists: Registered or eligible for general registration with the Psychology Board of Australia under AHPRA
- Social Workers: Degree in Social Work and a member or eligible for membership of the AASW and hold a WWVP card.
- Occupational Therapists: Registered or eligible for general registration with the Occupational Therapy Board of Australia under AHPRA
- Minimum 3 years (ideally 5 years) post-qualification work experience

Desirable:

- Professional experience in forensic mental health or a related field (i.e., custodial settings, community mental health, secure inpatient settings).
- Area of practice endorsement in either clinical or forensic psychology
- Approved or eligible for approval as a Psychology Board of Australia Supervisor

- Knowledge and experience in the use of structured risk assessment tools for risk of offending behaviours.
- Current driver's licence

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:

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

Contact Officer: Tegan Murray (02) 5124 1813 Tegan.Murray@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

Adult Community Mental Health Services

Mental Health Clinician, ACOS

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 40712, several - 0278B)

Gazetted: 29 November 2022

Closing Date: 13 December 2022

Details: 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:

www.canberrahealthservices.act.gov.au

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 of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with individuals, 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, and other community settings including people's homes. These services include:

Alcohol and Drug Services

Allied Health Services

Child and Adolescent Mental Health Services

Inpatient Services

Community Mental Health Services

Justice Health Services

Territory Wide Mental Health Services

The Community Mental Health Services provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community. ACMHS consists of Community Recovery Services operating from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong), the Assertive Community Outreach Service (ACOS), Older Persons Mental Health Services, and the Mental Health Service for persons with an Intellectual Disability.

ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts, weekends and public holidays.

The position reports to the ACOS Manager and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists, Medical Officers, and Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in 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

Good customer service skills to provide helpful and professional experiences to people who access MHJHADS services.

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

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

Position Requirements/Qualifications:

Relevant qualifications in either psychology, social work or occupational therapy and a minimum of 12 months' experience working professionally in mental health is preferred.

The successful applicant will need to have a current driver's licence.

The successful applicant will need to be available for 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.

For Occupational Therapy:

Be registered or be eligible for general registration with Occupational Therapy Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

For Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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 Canberra Health Services credentialling and scope of clinical practice requirements for Allied Health professionals.

Note: There are several temporary positions available for 12 months.

Contact Officer: Jade Nolan 5124 7830 Jade.Nolan@act.gov.au

Women, Youth and Children

Maternity

Registered Midwife Level 2 Continuity

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 22266, several -0271D)

Gazetted: 30 November 2022

Closing Date: 14 December 2022

Details: 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:

www.canberrahealthservices.act.gov.au

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 2 with an interest in providing clinical leadership in the midwifery led continuity of care program.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and expansion of our continuity of care and homebirth service. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year. Our continuity of midwifery care program provides maternity care to low risk women planning to birth in the Birth Centre environment and continuity of midwifery care to 'all risk' women with a plan to birth in our Birthing Suite. The program also offers publicly funded homebirth to women meeting eligibility requirements

The Midwifery Continuity of Care service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. CHWC staff are committed to providing care that is focussed on the individual's unique needs, expectations, and aspirations; recognises the individual's right to self-determination in terms of choice, control, and continuity of care; and address their social, emotional, physical, psychological, spiritual, and cultural needs and expectations. We provide family-based care with an emphasis on partnership with families at this important time. The environment is breast feeding friendly and we provide a safe, functional, and comfortable work environment for all staff. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of midwifery led care.

The advertised position is for a case load midwife providing continuity of midwifery care during the antenatal, birth and postnatal periods, working in the community, women's home and within CHWC.

Reporting to the Clinical Midwifery Manager, the level 2 Registered Midwife is responsible for providing midwifery leadership within a continuity team, providing continuity of care to a caseload of women. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

ABOUT YOU

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Behavioural Capabilities

Demonstrated high level interpersonal, communication and customer service skills

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

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

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

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

Position Requirements/Qualifications:

Mandatory

Relevant midwifery and/or nursing qualifications

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

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

Must hold a current driver's license.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Minimum of four years' experience working professionally in midwifery.

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.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Contact Officer: Chloe Norton 5124 7348 Chloe.p.norton@act.gov.au

Mental Health, Justice Health Alcohol and Drug Services

Justice Health

AOD Clinical Lead

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 54219 - 0278X)

Gazetted: 28 November 2022

Closing Date: 12 December 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

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:

www.canberrahealthservices.act.gov.au

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

At this level you will provide leadership and be responsible for the day-to-day clinical leadership of the Justice Health Services AOD Team. This includes coordinating access to AOD services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing clinical leadership to the Justice Health Services AOD nursing team and providing care coordination to patients accessing AOD services in custody including monitoring and maintaining access to Opioid Maintenance Therapies.

The Clinical Lead AOD Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for alcohol and other drug co-morbidities within a custodial environment.

This position works collaboratively with all staff including ACT Correctives Services, Bimberi Youth Justice Centre and the Drug and Alcohol Court to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The Clinical Lead AOD Nurse will work within the Custodial Health senior nursing leadership team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

ABOUT YOU

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

Behavioural Capabilities

Developed nursing leadership skills

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

Provide responsive services to meet clients' needs

Position Requirements/Qualifications:

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

Highly Desirable:

- Previous experience in custodial health
- Previous experience working with clients with substance abuse issues
- Holds or is working towards qualifications either at a certificate or postgraduate level in drug and alcohol nursing.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Security Clearance from ACT Corrective Service and be eligible for entry to AMC and Bimberi at time of application

Contact Officer: Amanda Chase (02) 5124 2523 Amanda.chase@act.gov.au

Rehabilitation, Aged and Community Services

Occupational Therapy

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 22995 - 0271L)

Gazetted: 25 November 2022

Closing Date: 9 December 2022

Details: 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:

www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. The RACS Occupational Therapy service is a dynamic team of occupational therapists and allied health assistants providing exceptional care through high quality assessment and therapeutic intervention. We treat and manage patients with a range of medical conditions including: neurological, orthopaedic, complex medical and frail aged. Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians.

This position will be based at the University of Canberra Hospital with the opportunity to rotate through inpatients and ambulatory services at the University of Canberra Hospital, Acute Care of the Elderly at the Canberra Hospital and Community based 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

Strong organisational skills with high degree of initiative.

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

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

Effective communication, including active listening skills, and an ability to negotiate.

Position Requirements/Qualifications:

Tertiary qualifications in Occupational Therapy

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

Hold a current driver's licence.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Previous experience working in the rehabilitation and/or aged-care is highly desirable.

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

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

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

Prior to commencement successful candidates will be required to:

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

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

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

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

Director Of Allied Health

Therapist - Clinical Psychologist, Psychologist, Social Worker or Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 43845 - 026X9)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: 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:

www.canberrahealthservices.act.gov.au

The Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the HP3 Therapist position is responsible for conducting skilled clinical assessments and delivering high-intensity psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff.

The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

ABOUT YOU

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Behavioural Capabilities

- Ability to manage confidential and sensitive information.
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

For Psychology

Mandatory:

- Hold General Registration with the Psychology Board of Australia.
- Minimum of 3 years (ideal 5 years) post qualification.

Desirable:

- Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor.
- Current driver's licence.

For Social Work

Mandatory:

- 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.
- Minimum of 3 years (ideal 5 years) post qualification.

Desirable:

- Current driver's licence.
- Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy

Mandatory:

- Hold registration with the Occupational Therapy Board of Australia.
- Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA).
- Minimum of 3 years (ideal 5 years) post qualification.

Desirable:

- Current driver's licence.
- Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)
- 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](#).
- Reference checks
- Undergo a pre-employment National Police Check.
- Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals,

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata. Extra hours may be available if desired.

Contact Officer: Suzanne Vivian 02 51241750 suzanne.vivian@act.gov.au

Finance and Business Intelligence

Strategic Finance

Senior Finance Officer, Financial Reporting

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 17119 - 026ZH)

Gazetted: 29 November 2022

Closing Date: 6 December 2022

Details: 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:

www.canberrahealthservices.act.gov.au

Canberra Health Services Finance and Business Intelligence Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

We have a dedicated team that covers a diverse range of functions. We are committed to attracting and retaining people with the right skills, knowledge, and behaviours to ensure we can deliver on our vision and mission.

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

Strategic Finance, provide CHS managers and Executive Members with accurate and timely financial analysis, forecasting, annual financial statements and month end balance sheet reporting through quality financial management advice and support.

As the Finance Officer, you will assist in the successful delivery of financial outcomes and compliant financial operations. This will include assisting in the preparation of the month end reporting and annual financial statements as well as stakeholder engagement.

ABOUT YOU

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

Behavioural Capabilities

Proven ability to work as part of a team and contribute to a positive team culture.

Sound interpersonal skills, including the ability to take direction and engage with the team and stakeholders in a professional manner.

Position Requirements/Qualifications:

Highly Desirable:

Tertiary qualifications in accounting and professional membership of CPA / CA or comparable bodies.

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 nine months with the possibility of permanency.

Contact Officer: Luke Bennett 51249681 luke.bennett@act.gov.au

Cancer and Ambulatory Support

14A Haematology inpatients

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22212 - 026TA)

Gazetted: 25 November 2022

Closing Date: 9 December 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

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:

www.canberrahealthservices.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.

14A is a 22 bed Haematology, medical and radiation oncology ward incorporating all patients from diagnosis to end of life care. We have a strong core staff and would like to expand this with committed, compassionate, and dedicated staff that can retain their humour and fun side in a very acute setting. The Clinical Development Nurse

(CDN) needs the ability to assist individual nurses in the assessment of their own learning needs, assimilation of skills and knowledge, and evaluation of outcomes. Must hold the ADAC assessor qualification, be up to date with all ADAC modules and chemotherapy competent. Train the trainer qualifications for assessing BLS, aseptic technique and CVAD's are essential. The Registered Nurse Level 2 provides a coordinated approach to patient's assessment and planning and delivery of care for complex Haematological diagnosis. The Registered Nurse Level 2 will be credentialed in chemotherapy administration and education.

ABOUT YOU

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

Behavioural Capabilities

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

Strong commitment to education, learning and accountability in professional development

Be able to demonstrate advanced critical thinking in high pressure situations

Promote and encourage teamwork and adult learning

Position Requirements/Qualifications:

Mandatory

- Relevant Antineoplastic Drug Administration Course (ADAC) and assessor certificate and Train the trainer qualifications for assessing BLS, aseptic technique and CVAD's are essential.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

Note: This is a temporary part-time position available at (24) hours per week for 12 months with the possibility of extension and/or permanency.

Contact Officer: Susan Langdon (02) 5124 3396 Susan.Langdon@act.gov.au

Cancer and Ambulatory Support

Nursing

Surgical Prostate Cancer Specialist Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 48850 - 026WV)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: 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:

www.canberrahealthservices.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 Walk in Centres, Central Outpatients and Central Health Intake.

The surgical prostate Cancer Specialist Nurse will work as part of the division's Cancer Supportive Care team. The Cancer Specialist Nurse role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of prostate, primarily focussed on the surgical trajectory.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Well-developed negotiation skills

Position Requirements/Qualifications:

Relevant qualifications and a minimum of 3 years' experience working professionally in cancer related services is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for six months. This position is part-time at (30:05) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Erin Wells 0466 322 676 Erin.Wells@act.gov.au

Nursing and Midwifery and Patient Support Services

Nursing and Midwifery

Nurse Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 59694 - 027AH)

Gazetted: 30 November 2022

Closing Date: 14 December 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

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:

www.canberrahealthservices.act.gov.au

The Nursing and Midwifery Workforce Recruitment Unit (NMWRU) strategically coordinates and facilitates all aspects of workforce management for nursing and midwifery staff across CHS. This includes management of all recruitment and onboarding, orientation, and mandatory training requirements, in collaboration with the Workforce Education Unit of the Nursing and Midwifery Resource Office, as well as staff development, career progression and transition to practice programs such as the CHS Registered Nurse and Enrolled Nurse Transition to Practice Program (TTPP). The Nurse Manager of the NMWRU is the principal point of contact for CHS Nursing and Midwifery workforce recruitment and works closely with nurse managers across all divisions to assist with workforce management 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 management and leadership skills

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

Excellent interpersonal and communication skills.

Position Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Recent previous experience in human resource management and rostering.
- Post graduate qualifications in nursing, education, or related field.
- Current driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Chris Mead (02) 5124 3642 Chris.Mead@act.gov.au

Division of Allied Health

Allied Health Clinical Education Unit

Allied Health Education Support Officer (MHJHADS)

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 59069 - 026Q0)

Gazetted: 30 November 2022

Closing Date: 16 December 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

Come and join us at CHS for an exciting opportunity to support the junior workforce in mental health grow their knowledge and skills. You will be supported by a team of interprofessional clinical educators in the delivery of education and support to a junior workforce. We offer great conditions, including professional development funding, clinical supervision, access to internal education programs and flexible working arrangements.

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:

www.canberrahealthservices.act.gov.au

The Office of the Executive Director Allied Health (EDAH), CHS provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

The Allied Health Clinical Education Unit (AHCEU) is part of the EDAH Office and provides education leadership, strategic direction and projects to support clinical education, recruitment, and retention and workforce capacity across CHS.

This position is for a clinician with a strong interest in staff education and supporting student placements, who communicates and collaborates effectively and is accountable for quality outcomes. Key areas of practice include:

- Coordination and support of clinical education across all of the service areas within Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) for new and early career staff.

- Making a significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team.
 - Providing a consultative role across MHJHADS and contribute to their field of professional speciality.
- Under general direction, the Allied Health Education Support Officer (MHJHADS) will assist with the clinical education of allied health staff and students within the MHJHADS division.

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 initiative.

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

The ability to work collaboratively.

Position Requirements / Qualifications

Mandatory

For Occupational Therapy:

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

For Social Work:

- Degree in Social Work,
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW),
- Be registered under the Working with Vulnerable People Act 2011 (ACT)

For Psychology:

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

General:

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

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

Contact Officer: Rowan McIntyre 02 51243058 Rowan.Mcintyre@act.gov.au

Office of the Deputy CEO

Campus Modernisation

Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 59729 - 0274K)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: 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:

www.canberrahealthservices.act.gov.au

Do you have strong organisational skills? Do you enjoy being part of a fast-paced environment? This could be the role for you!

The Canberra Hospital Expansion (CHE) Critical Services Building (CSB) is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

The CSB is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

CHS is responsible for the planning and implementation of the program of Operational Commissioning activities associated with this major infrastructure project. The Operational Commissioning Program is managed by the Campus Modernisation team.

The Administration Officer will assist with office administration, functions and processes associated with the operational commissioning and readiness program for the CSB project.

The role will report to the CHE Program Administrator and will work closely with the broader Campus Modernisation 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

Good organisational, communication and interpersonal skills.

Motivated and willingness to develop new skills.

Ability to prioritise workload to achieve defined outcomes.

Adaptable and

Position Requirements/Qualifications:

Mandatory

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

Note: This is a temporary position available for 2 years.

Contact Officer: Ceinwyn Whittaker 0408231567 ceinwyn.whittaker@act.gov.au

Medicine

Canberra Sexual Health Centre

Sexual Health Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 12612 - 0277H)

Gazetted: 30 November 2022

Closing Date: 14 December 2022

Details: 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:

www.canberrahealthservices.act.gov.au

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

ABOUT YOU

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

Behavioural Capabilities

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

Strong 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

Highly Desirable:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Rendry Del Rosario (02) 5124 3758 rendry.delrosario@act.gov.au

Cancer Ambulatory Support

Walk-in Centres (WiC)

Nurse Practitioner

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 33354, several - 0278V)

Gazetted: 30 November 2022

Closing Date: 21 December 2022

Details: 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:

www.canberrahealthservices.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 is a nurse-led primary health service with Advance Practice Nurses and Nurse Practitioners that provides episodic care for minor injury and illness to the community. Nurse Practitioners provide autonomous care to our clients, using advanced clinical assessment skills and are guided and supported by protocols, medication standing orders and clinical decision making.

Note: Credentialing through the CHS Nursing and Midwifery Clinical Scope of Practice and Credentialing Committee is mandatory prior to employment and the successful candidate/s will be eligible for appointment to a permanent RN 4.2 Nurse Practitioner position/s on evidence of completion of the WiC competency program. Competency is to be met within four weeks and assessed via Objective Structured Clinical Exams (OSCE).

The successful applicant will work collaboratively and report directly to the Assistant Director of Nursing

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 think critically

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

Capacity to work on a 7 day a week, shift-based roster across all ACT Walk in Centres.

Position Requirements/Qualifications:

Mandatory

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

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Extensive clinical experience in primary health care and or, urgent acute care.

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.

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

A merit list will be compiled and may be used for filling any subsequent casual, temporary or permanent vacancies, for Nurse Practitioners 4.2 at the Walk in Centre's, over the next 12 months.

Contact Officer: Cassandra Beaumont 0434 945 109 cassandra.beaumont@act.gov.au

Office of Research and Education

Office of CEO

Director Research Mentorship, Supervision and Education Programs

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59759 - 0276W)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: 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:

www.canberrahealthservices.act.gov.au

Reporting to the Senior Director Research – Strategy and Capability, the Director Research Mentorship, Supervision and Research Education Programs will lead, organise and help execute strategic organisation-wide projects related to research mentorship, supervision and education as part of the CHS Research Strategy 2021-2025 implementation.

It is a new role in a dynamic, evolving environment and requires a high degree of initiative and stakeholder engagement skills. The Director will lead the development of a research mentorship and supervision program for CHS clinicians and ensure CHS clinicians have access to comprehensive research education and training programs and resources. This position will work closely with the academic research lead positions (ie. Academic Clinical Nursing Chairs, Professor of Allied Health, Director Clinical Trials and other medical academic leads) and academic partners to create synergies across the system.

You will provide advice and support to the Executive Director of Research and Academic Partnership and the Senior Director Research – Strategy and Capability to achieve the objectives of the CHS Research Strategy and build research capability in existing CHS staff through implementing access to research mentorship, supervision and education.

ABOUT YOU

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Behavioural Capabilities

- Well-developed project management, leadership and stakeholder engagement skills.
- Effective communication and presentation skills to engage potential mentees, mentors, supervisors as well as senior executives and other relevant stakeholders in the research mentorship and supervision program.
- High degree of initiative, strategic thinking and pragmatic hands-on approach to implement these new initiatives.

Position Requirements/Qualifications:

- Relevant tertiary qualification.
- Previous experience in leading and implementing new initiatives in a healthcare setting.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Highly desirable

- Experience in research or workforce capability building initiatives.
- Postgraduate qualification with research experience will be highly regarded.
- Prior to commencement successful candidates will be required to:
- Undergo a pre-employment National Police Check.

Contact Officer: Imogen Mitchell 0411402892 imogen.mitchell@act.gov.au

Acute Allied Health Services

Allied Health

Social Worker - Team Leader, Surgical

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 25554 - 0278L)

Gazetted: 30 November 2022

Closing Date: 14 December 2022

Details: 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:

www.canberrahealthservices.act.gov.au

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Allied Health Service, Social Work service is a contemporary evidence-based service, providing high quality inpatient and outpatient care at the Canberra Hospital. Acute Allied Health services comprises of distinct allied health teams including nutrition, physiotherapy, occupational therapy, speech pathology and audiology, exercise physiology and social work and aims to provide collaborative care working across other clinical divisions that make up Canberra Health Services, as required.

In this position it is expected you will provide clinical leadership, management of and guidance to the discipline workforce, as well as provide oversight and apply quality improvement processes to the service provided as a discipline and as an integrated allied health service working across multiple clinical Divisions. You will provide regular input into, and form, an integral part of the Acute Allied Health leadership team. You will be required to oversee professional development and supervision, promote and participate in quality improvement and research initiatives, manage credentialing and regulation compliance and contribute to team processes.

Note: This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

ABOUT YOU

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Behavioural Capabilities

Advanced organisational skills with a high degree of drive

Adaptability and flexibility to respond to evolving circumstances and provide responsive services to meet client and organisational needs

Effective communication and interpersonal skills demonstrating leadership

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

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications in social work or equivalent.

A minimum of 6 years' experience working professionally, preferably in a health setting.

Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).

The successful applicant will need to be for on-call, weekend and after-hours work.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Undergo a reference check.

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

This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata.

Please note this is a job share position, backfilling the permanent officers reduced hours.

Contact Officer: Patrice Higgins (02) 51242316 Patrice.Higgins@act.gov.au

Division of Allied Health

Allied Health Clinical Education Unit

Allied Health Clinical Educator, MHJHADS

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 59070 - 026PY)

Gazetted: 30 November 2022

Closing Date: 16 December 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

Come and join us at CHS for an exciting opportunity to support the junior workforce in mental health grow their knowledge and skills. You will be supported by a team of interprofessional clinical educators in the delivery of education and support to a junior workforce. We offer great conditions, including professional development funding, clinical supervision, access to internal education programs and flexible working arrangements.

POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Office of the Executive Director Allied Health (EDAH), CHS provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

The Allied Health Clinical Education Unit (AHCEU) is part of the EDAH Office and provides education leadership, strategic direction and projects to support clinical education, recruitment, and retention and workforce capacity across CHS.

Under general direction, the Allied Health Clinical Educator for Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) will support the recruitment, orientation and education of allied health staff within the MHJHADS division.

ABOUT YOU

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Behavioural Capabilities

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

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

The ability to work collaboratively.

Position Requirements/Qualifications:

Mandatory

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Be eligible for professional membership of Occupational Therapy Australia
- Have a minimum of 5 years' experience post qualification.

For Social Work:

- Degree in Social Work,
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW),
- Be registered under the Working with Vulnerable People Act 2011 (ACT)
- Have a minimum of 5 years' experience post qualification.

For Psychology:

- Be registered or eligible for general registration with Psychology Board of Australia
- Have a minimum of 5 years' experience post qualification.

General:

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Certificate IV in Teaching and Training and/or other postgraduate qualifications in education.
- 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 12 months with the possibility of extension and/or permanency.

Contact Officer: Rowan McIntyre (02) 5124 3058 Rowan.McIntyre@act.gov.au

Medical Services

ACT Pathology

Chief Scientist, Diagnostic Genomics

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 21255 - 0279K)

Gazetted: 28 November 2022

Closing Date: 2 January 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

This is an exciting opportunity for an experienced Senior Scientist/Laboratory Manager to join the team at ACT Pathology. You will be responsible for managing and leading the Diagnostic Genomics laboratory. The position reports to the Director of Laboratory Operations and the Diagnostic Genomics laboratory is under the clinical supervision of the Director of Diagnostic Genomics. The salary range is \$114,928 - \$123,710 with an additional ACT Pathology allowance \$13,402. Financial assistance is available to employees recruited from interstate.

The Diagnostic Genomics Department is a multidisciplinary laboratory performing conventional cytogenetics, SNP microarray, Fluorescence In Situ Hybridisation (FISH) and molecular genetic techniques for the investigation of constitutional and somatic (oncological) abnormalities. The Diagnostic Genomics Laboratory within ACT Pathology provides cytogenomic testing Monday to Friday with some out of hours work 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

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

1. Strong organisational skills with a high degree of drive.
2. Excellent written and oral communication skills and the ability to liaise with a diverse range of clients.
3. Ability to work in a team environment.
4. Adaptability and flexibility to accommodate change and provide responsive services to meet client needs.

Position Requirements/Qualifications:

- Tertiary qualifications in Medical Laboratory Science or other relevant science related field.
- Minimum of three years' experience working at a Senior Scientist Level within a Diagnostic laboratory, MHGSA, FHGSA or RCPA FFSc qualification would be advantageous.
- Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).
- The successful applicant will need to be available for occasional weekend and after-hours work, including participation in a 24/7 on call roster.
- Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Simon Newton (02) 5124 2893 simon.newton@act.gov.au

Office of CEO

Office of Research and Education

Research Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59760, several - 0276V)

Gazetted: 24 November 2022

Closing Date: 13 December 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:

www.canberrahealthservices.act.gov.au

Canberra Health Services has a strong commitment to research, learning and teaching as advances in medical, nursing, allied health and other research contribute directly to improved patient outcomes. The Office of Research and Education (ORE) provides governance and oversight of research, learning and teaching within CHS.

Reporting to the Senior Director – Research Strategy and Capability, the Research Manager will provide research support and strategic research development support to CHS Clinician Researchers and develop strong links with the Research Offices of our academic partners and at the ACT Health Directorate.

It is a new role in a dynamic, evolving environment and requires a high degree of initiative, strategic thinking and stakeholder engagement skills. There are two research managers in the team and both managers will work closely together to establish this new function. This role professionally and operationally reports to Senior Director – Research Strategy and Capability, whilst liaising and collaborating closely with the academic research lead positions (ie. Academic Clinical Nursing Chairs, Professor of Allied Health, Director Clinical Trials, other medical academic leads) and the relevant research offices at the Australian National University, the University of Canberra and ACT Health Directorate to advance CHS research outputs and impact through research navigation and research development support.

ABOUT YOU

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Behavioural Capabilities

1. Well-developed project management, collaboration skills
2. Growth mindset and a willingness to grow with the role.
3. Effective communication skills and the ability to develop and maintain networks across CHS and our academic and research partners.
4. High level interpersonal skills and pragmatic hands-on approach to facilitate research engagement and drive positive research culture.

Position Requirements/Qualifications:

- Relevant postgraduate qualification, with demonstrated experience and proven expertise in research management/development.
- Previous experience in managing projects in a healthcare setting.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Highly desirable

- Sound knowledge of quantitative and qualitative research methodologies applied in translational health research, or a closely related field would be highly regarded.
- Being eligible to apply for honorary academic title with an academic partner and engaged in research highly regarded.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Cancer Ambulatory Support

Walk in Centres

Advanced Practice Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 52542, several - 0277G)

Gazetted: 25 November 2022

Closing Date: 12 December 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

POSITION OVERVIEW

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

Position Requirements/Qualifications:

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

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

Minimum of five years post graduate nursing experience.

Ability to work across all ACT Walk-in Centres, as directed.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

Primary health assessment and treatment experience.

Tertiary level qualification OR Post Graduate course work or study.

The successful applicant must be available for a rotating roster with weekend, Public Holidays and evening work.

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

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

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

As part of the selection process permanent Advanced Practice Nurse position candidates will need to complete a 4-week OSCE training module and pass the relevant Assessments for which Canberra Health Services will supply a temporary paid position to cover you for completion of the training module and assessment. Failure to complete or pass the module and assessments will result in an unsuccessful application and no permanent offer being extended. Please contact the listed Contact Officer for further information regarding this process."

Undergo a pre-employment National Police Check.

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

Contact Officer: Aedon Talsma 0481 455 982 Aedon.Talsma@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Service Co-ordinator

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46794 - 026NY)

Gazetted: 28 November 2022

Closing Date: 12 December 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

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:

www.canberrahealthservices.act.gov.au

The Eating Disorder Clinical Hub is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)

The Eating Disorder Clinical Hub is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The Eating Disorder Clinical Hub also provides education and training, coordination, and system integration to strengthen eating disorders services across the Territory.

Under the direction of the Team Manager of the Eating Disorders Clinical Hub, the Service Co-ordinator will provide clinical leadership, service planning and coordinate timely access to Eating Disorder Services. This role will also ensure that health and community-based services have, and are familiar with, the mechanisms for referral, processes for specialist consultation and escalation of care options, as well as training and supervision. This position will be required to work across the life span, subspecialty, and service setting.

Service Co-ordinators within the unit will be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. The Eating Disorder Clinical Hub team is made up of multi-disciplinary mental health professionals who work within a recovery framework. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

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

- Commitment to achieving positive outcomes for all people and their families and carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Position Requirements/Qualifications:

Mandatory for all disciplines:

Occupational Therapists

- Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification

Psychologists

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Social workers

- 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.

Highly desirable for all disciplines:

- Experience and or knowledge of eating disorders

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

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary part-time position available at (22.05) hours per week for six months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

Contact Officer: Sarah Toohey (02) 5124 6543 Sarah.Toohey@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

Education and Training Services

CIT Yurauna

College Director, CIT Yurauna

Manager Education Level 2 \$157,906, Canberra (PN: 59753)

Gazetted: 25 November 2022

Closing Date: 9 December 2022

Details: The Canberra Institute of Technology is seeking applications for the Yurauna College Director position. In addition to managing Yurauna's educational and operational environments, the successful candidate will lead a welcoming and culturally supportive environment for all Aboriginal and Torres Strait Islander students across CIT. You will work closely with all areas of CIT to help develop and support Aboriginal and Torres Strait Islander students throughout their educational journey.

Crucial to this role is effective stakeholder engagement and community relationships, including the local Aboriginal and Torres Strait Islander community and support services, and a range of ACT Government agencies. This role also has responsibility for leading the transition of staff and students to a new, purpose-built Yurauna at the CIT Bruce campus in 2024.

Eligibility/other requirements:

Notes: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: Please submit the following:

a two-page pitch (11 pt font, please) that explains your ability to perform the role

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

Your pitch should:

show that you have the capabilities to fulfill the "Responsibilities" section of the Position Description, with examples of how you have done this in the past

tell the selection panel how your abilities and experience meet "Professional and Personal Characteristics" section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: JosephineM Andersen (02) 6207 9240 JosephineM.Andersen@cit.edu.au

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

Education and Training Services

CIT Teacher Capability

Vocational Education Leader

Teacher Level 2 \$114,979, Canberra (PN: 34788)

Gazetted: 24 November 2022

Closing Date: 8 December 2022

Details: Are you looking for a challenging and fast-paced role working with teachers across the Canberra Institute of Technology? CIT teacher Capability are looking for an innovative, dynamic, enthusiastic and committed VET teacher to join the team.

CIT Teacher Capability are looking for the right person to fill a fulltime Teacher Level 2 role. This dynamic and client-focussed team value the ability to be flexible and collaborative. The right candidate will be creative, prefer evidence-based decision making and future-focussed. The candidate must possess good digital skills. The team train and assess the TAE qualifications and support and upskill CIT teachers and staff through relevant professional learning opportunities. The successful applicant will provide leadership and support to Colleges, Departments, teachers and Divisions through:

the innovative delivery and assessment of three of the TAE training package qualifications

relevant professional learning aligned to strategic priorities

learner focussed curriculum design and

support in skills capability uplift using

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

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

Eligibility/Other Requirements:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.8

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

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

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

Notes: This is a temporary position available for two years with the possibility of extension up to but not exceeding five years in total.

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 submit current curriculum vitae, contact details for two referees and two-pages responding to the Selection Criteria within the Position Profile attached.

Applications close two weeks after advertising

For more information, please contact Angela Ryan by email angela.ryan@cit.edu.au or on 6207 3223.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Ryan (02) 6207 3223 Angela.Ryan@cit.edu.au

Technology and Design College

Hairdressing and Beauty Therapy Department

Administration Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57668)

Gazetted: 24 November 2022

Closing Date: 8 December 2022

Details: The Administrative Service Officer Four (ASO4) reports to Hairdressing and Beauty Therapy Head of department

The primary focus of the position is reception duties for the Hair and Beauty therapy department:
Co-ordinate student and client service operations within the eight Hair and Beauty Bar salons. Including not limited scheduling clients, using the Shortcuts system, answering phone calls, and handling routine enquiries.
First point-of-contact for all program enquires for Australian School-Based Apprenticeships (ASBAs), apprentices/trainee, international students, and industry employers.
Liaise with staff from across CIT Hair and beauty Therapy department to share up-to-date quality information to ensure a consistent and streamlined approach to student and client-centred services.
Liaise with staff from across all relevant CIT department

Eligibility/other requirements:

Preferable but not limited to experience within the Hairdressing, Barbering, or Beauty Therapy Industry
Knowledge of the student administration operations in an educational institution desirable.
Knowledge of the collection and reconcile of public monies.

Notes: Applications are invited for a full-time permanent role for the above position in the department of Hairdressing and Beauty Therapy.

How to Apply: The online application form requires a written response and a curriculum vitae to be provided as a minimum.

Applications should be submitted via the Apply Now button below

Contact Officer: Teresa LoPilato (02) 6205 3005 Teresa.LoPilato@cit.edu.au

Corporate Services

Facilities Department

Project Coordinator, CIT Facilities

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59940)

Gazetted: 30 November 2022

Closing Date: 6 January 2023

Details: Canberra Institute of Technology (CIT) is seeking applications for the position of Project Coordinator to support the Project Manager coordinate a range of procurement activities along with multiple concurrently delivered building, grounds and plant equipment upgrades and projects. This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including the construction of a state-of-the-art new Woden campus. In addition to your day-to-day project management responsibilities, your contribution to future planning on modernisation projects and preventative maintenance works as well as the effective utilisation of CIT campuses and program delivery will be highly valued.

We are looking for a confident, self-motivated and highly experienced Project Coordinator to support the Project Manager and Campus Managers in coordinating a range of building, grounds and plant equipment upgrade and projects. This position will also prepare a range of reports and briefs as well as contribute to the preparation of procurement documentation.

The successful candidate will demonstrate experience in procurement and project management with high-level communication and negotiation capability. Your experience in preparing a range of procurement documents along with drafting business cases will be highly valued in supporting the Project Manager deliver on a range of activities. Your passion for customer centric practices will be second to none and building capability within your team and the broader Facilities Team to deliver a range of projects will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success in this position will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors.

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

Eligibility/Other Requirements:

Essential: Hold a current drivers' licence.

Highly Desirable: Qualifications in Procurement and Contract Management or extensive experience.

Highly Desirable: Qualification in or extensive experience in Project Management.

Desirable: Qualifications and/or skills/experience in a trade or construction environment.

Desirable: Skills and experience in facilities management.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Colson 0412 931 834 Sean.Colson@cit.edu.au

Corporate Services

Corporate Services

Facilities Department

Administrative Officer. CIT Facilities

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 59808)

Gazetted: 30 November 2022

Closing Date: 6 January 2023

Details: Canberra Institute of Technology (CIT) is seeking applications for the position of Administration Officer, CIT Facilities.

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

We are looking for an enthusiastic individual with attention to detail to support the Leadership Team in establishing and maintaining best practice governance processes. Your passion for improving administrative processes and streamlining workflows that support a positive customer experience will be highly regarded.

While this position will predominately work from the Reid Campus, there will be a requirement to work from the Estate Office at Reid, Fyshwick and Bruce on a regular basis. This will be to support the Facilities Team navigate the file management system and help build basic computer literacy across the team.

The successful candidate will demonstrate experience in customer facing functions and be passionate in applying facilities services that put the customer first. You will demonstrate a strong ability to build professional relationships, communicate effectively with a highly diverse community and be a respected member of the Facilities Team.

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

Eligibility/Other Requirements:

Essential: Hold a current drivers' licence.

Desirable: Holds a Qualification in Government Administration or a strong knowledge of administrative functions.

Desirable: Knowledge of and/or experience in facilities management.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Colson 0412 931 834 Sean.Colson@cit.edu.au

Education and Training Services

Education Services

Education Quality

Education Advisor

Teacher Level 2 (EDS CIT) \$114,979 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement), Canberra (PN: 34778)

Gazetted: 30 November 2022

Closing Date: 7 December 2022

Details: Canberra Institute of Technology (CIT) Education Services is seeking an Education Advisor with skills and experience in the design and development of quality Vocational Education and Training (VET) courses. You will have extensive experience and knowledge of legislative requirements and quality assurance activities within the VET Quality Framework and its application to a large Registered Training Organisations (RTO).

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 Qualifications And/or Registrations/Licencing

All managers at Teacher Level two must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or its successor), and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

All employees at Teacher Level one or Level two 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. Relevant VET industry experience is essential.

DESIRABLE

Bachelor of Education or relevant higher-level qualification

Diploma of Quality Auditing

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: Please submit a max one-page pitch stating how you will contribute to CIT in this key function, with a max four-page curriculum vitae (stating qualifications and the contact details of two referees preferably including your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Shari Madden (02) 6205 4148 Shari.Madden@cit.edu.au

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

Education and Training Services

Student Services

Client Relationship

Client Service Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54008, several)

Gazetted: 28 November 2022

Closing Date: 5 December 2022

Details: Applications are sought for the position of Client Service Coordinator in the Canberra Institute of Technology (CIT) Student Services. The Client Service Coordinator manages the day-to-day operations of CIT Student Services at any of the CIT locations.

This includes:

- first-point-of-contact enquiries.
- all general counter services and issuing student/staff cards.
- enrolments and re-enrolments.
- specialist student services, including referrals to services and information sources.
- and use of student information systems.

Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter.

The suitable candidate will be required to work with limited supervision; will be skilled in building and maintaining positive working relationships with a range of CIT staff; will have the ability to supervise and effectively manage a team, especially supporting and motivating teams to embrace challenges and change; and possess good knowledge of the Vocational Education and Training (VET) sector and the needs of students within the VET environment. Sound knowledge of a student administration system admissions and enrolments and accounts receivable are highly desirable.

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

Eligibility/other requirements:

Tertiary qualifications relevant to the position are highly desirable.

Educational experience, preferably in a Tertiary Education environment is highly desirable.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens).

Driver's licence.

Note: This is a permanent position. The occupant of this position will be required to work 73.5 hours per fortnight which may be on a rotating shift, including Saturdays depending on location.

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 are required to submit a pitch (no longer than three pages) addressing the selection criteria, a current curriculum vitae and two completed referee reports.

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

Contact Officer: Meena Divakaran (02) 6207 3674 Meena.Divakaran@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Group Manager

Temporary Vacancy (From 5 December 2022 for three months)

Chief Minister, Treasury and Economic Development Directorate

Procurement ACT

Position: E667

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List

Date circulated: 24 November 2022

Expressions of interest (EOI) are sought for the position of Executive Group Manager, Procurement ACT for the period commencing 5 December 2022 for three months, with the possibility of extension.

The Executive Group Manager (EGM), Procurement ACT is a critical leadership role in advancing a well-articulated vision and ensuring that all branches and specialist teams within the Division, and across BPIF, are working together to deliver quality procurement services and advice across Government. Through the leadership of Procurement ACT, the EGM is responsible for providing whole of government policy advice and project level support to all directorates and agencies in the conduct of complex goods and services procurement; establishing and managing Whole of Government contracts and the provision of electronic procurement business systems such as Tenders ACT, Vendor Panel and OSQAR. The role also provides specialist advice to the Government Procurement Board informing its deliberations around endorsement of high value, high risk procurement activity across Government.

The role requires a high-level strategic understanding of the whole of government procurement environment, active program management, complex problem solving, and leading priority business plan activities to enhance service delivery and government wide capability.

To apply: Interested applicants should submit a one-page EOI and curriculum vitae addressing their suitability and availability for the role to Russ Campbell, Deputy Under Treasurer via email: Russ.Campbell@act.gov.au by COB Thursday 1 December 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 \$325,947 - \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

Contact Officer: Russ Campbell Russ.Campbell@act.gov.au

Corporate

Workforce and Information Services

Information Management Team

Senior Freedom of Information Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59418, several)

Gazetted: 29 November 2022

Closing Date: 15 December 2022

Details: These roles require two dynamic and passionate people who are committed to achieving results and always looking one-step ahead. You will excel in this team if you are resilient, flexible and able to adapt to changing circumstances while managing multiple priorities and demands.

You will also have well-developed administration skills and ability to liaise with stakeholders to achieve appropriate outcomes. Attention to detail is vital. You will have the ability to interpret, ideally with previous experience in performing Freedom of Information processing and open access however on the job training will be provided. As other relevant experience that is transferable will be well regarded.

CMTEDD offers a supportive, collaborative environment that enables you to work flexibly from home or in modern activity-based offices. Our team is committed to being a valued business partner in information management and governance.

We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. To learn more about the ACTPS and what we offer, please go to [work with us](#).

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: These are temporary positions available immediately until 30 June 2023 with the possibility of permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a 2-page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Hotham (02) 6207 0811 Emma.Hotham@act.gov.au

Revenue Management

Policy and Objections

Assistant Director - Policy and Objections

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 01419)

Gazetted: 29 November 2022

Closing Date: 13 December 2022

Details: The ACT Revenue Office is seeking an enthusiastic and experienced individual for an Assistant Director role to fill a prospective vacancy in our Policy and Objections Team.

Do you have good judgment, well developed interpersonal, time management skills and an eye for detail? If so, there could be the role for you.

The successful applicant will lead on objection cases and appeals for tax matters and participate in research, policy and legislative development. To succeed, you will have the ability to interpret and advise on legislation, undertake critical analysis and exercise flexibility, tact and discretion. The role requires leadership, involving the supervision or mentoring of staff and helping promote the strategic direction of the Revenue Office.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

Tertiary qualification in Law or other relevant discipline is preferred.

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

How to Apply: Please apply with your curriculum vitae and a two-page supporting statement showing your capabilities against the selection criteria, along with contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brett Wilesmith (02) 6205 0202 Brett.Wilesmith@act.gov.au

Economic and Financial Group, Treasury

Economic and Financial Analysis

Economic and Regulatory Policy

Assistant Director, Economic and Regulatory Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 04346)

Gazetted: 29 November 2022

Closing Date: 13 December 2022

Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex economic policy issues head on? This is a fantastic opportunity for you to contribute to achieving great outcomes for the ACT community.

The Economic and Regulatory Policy Unit within Treasury is looking for enthusiastic and committed self-starters to join our team, with an aptitude for undertaking economic analysis and research across a range of complex public policy issues.

We provide advice on the ACT's nation leading climate change initiatives, to assist the ACT to meet its climate change objectives with the least cost, while providing the greatest economic opportunities for the city.

As a member of the team, you will also contribute to the wellbeing of Canberrans through your advice on a range of projects and policy proposals, including climate change initiatives, water, energy and regulatory reforms and competition policy.

As an Assistant Director, you will work effectively with limited supervision in steering thinking on more complex economic and regulatory policy issues within the team and across Directorates.

As a Senior Policy Officer, under the supervision of senior staff, you will provide high level analysis and advice on economic and regulatory policies arising across Government.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

Notes: To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Submit your pitch addressing the Selection Criteria on how you would approach the role (maximum of two pages), a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Lawrence (02) 6205 7234 Ian.Lawrence@act.gov.au

Economic and Financial Analysis

Economic and Regulatory Policy

Senior Policy Officer, Economic and Regulatory Policy

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 38413)

Gazetted: 29 November 2022

Closing Date: 13 December 2022

Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex economic policy issues head on? This is a fantastic opportunity for you to contribute to achieving great outcomes for the ACT community.

The Economic and Regulatory Policy Unit within Treasury is looking for enthusiastic and committed self-starters to join our team, with an aptitude for undertaking economic analysis and research across a range of complex public policy issues.

We provide advice on the ACT's nation leading climate change initiatives, to assist the ACT to meet its climate change objectives with the least cost, while providing the greatest economic opportunities for the city.

As a member of the team, you will also contribute to the wellbeing of Canberrans through your advice on a range of projects and policy proposals, including climate change initiatives, water, energy and regulatory reforms and competition policy.

As an Assistant Director, you will work effectively with limited supervision in steering thinking on more complex economic and regulatory policy issues within the team and across Directorates.

As a Senior Policy Officer, under the supervision of senior staff, you will provide high level analysis and advice on economic and regulatory policies arising across Government.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Submit your pitch addressing the Selection Criteria on how you would approach the role (maximum of two pages), a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Lawrence (02) 6205 7234 Ian.Lawrence@act.gov.au

Policy and Cabinet Division

Territory Records Office

Assistant Director, Capability, Access and Governance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56652)

Gazetted: 25 November 2022

Closing Date: 16 December 2022

Details: The Assistant Director, Capability, Access and Governance plays a lead role in communicating the value of information, records and archives and influencing practice across the ACT Government and the community, to drive a culture of open government and effective information governance.

The Assistant Director is a member of a small team which provides providing high level strategic and operational advice on whole-of-government archives and records management issues. This position is particularly focussed on designing and planning the implementation of business initiatives and projects to help build on existing Government and community awareness of, and capabilities to meet, emerging trends in records, archives and information management, and drive continuous improvement.

We are looking for someone who is a people person, can communicate effectively and strategically lead change. Someone who can work collaboratively, promote and advocate for ideas, facilitate skill-sharing, and both seek and provide support among stakeholders.

If you have a 'can do' attitude and enjoy bringing an innovative approach to your work, are keen to promote the value and importance of efficient and effective information, records and archives management practices, we want to hear from you. If you can capitalise on your experience, knowledge and skills to deliver outcomes that influence and inject good records and information management principles and strategies into ACT Government business, then we would love to hear how you could lead, support and shape the Territory Records Office's initiatives and outputs.

You will be a valued member of the team. You will see direct and immediate impacts of the work you do and will have the chance to make long lasting improvements to the ACT public service.

As part of the central agency, the Chief Minister, Treasury and Economic Development Directorate, you will exemplify the public sector values of respect, integrity, collaboration and innovation.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements

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

Professional / Technical Skills and Knowledge

High-level liaison and communication skills with the capacity to develop corporate and professional networks, and a proven ability to engage and communicate with influence, to a variety of stakeholders at differing levels.

Demonstrated ability to think strategically and exercise effective management skills to plan, coordinate and deliver outcomes to a high standard within agreed timeframes.

Understanding of archives, records and information management practices and issues in a government context with a proven ability to support and enhance information governance, accountability and open government principles.

Behavioural Capabilities

Makes balanced decisions using professional judgement, evaluating ambiguous or incomplete information, factoring risk and organisational context to solve issues and build organisational capability.

Shows resilience in a changing environment, is proactive in creating a culture of improvement and thinks innovatively to achieve quality outputs and share ideas.

Displays leadership ability that demonstrates the Respect, Equity and Diversity (RED) Framework, the ACTPS Values and Signature Behaviours and Code of Conduct, Participative Work Practices and Workplace Health and Safety.

Desirable

Tertiary qualifications in a relevant field.

Compliance Requirements / Qualifications

This position does not require a pre-employment medical.

Driver's licence C Class is not essential

This position does not require a Working with Vulnerable People Check

Notes: A merit pool will be established from this selection process and may be used to fill future temporary or permanent identical vacancies over the next 12 months.

Please note, this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working.

Selection may be based on application and referee reports, interviews may not necessarily be held

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and contact details of two referees (including one from your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Cairnduff (02) 6207 4985 Anita.Cairnduff@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 37553)

Gazetted: 29 November 2022

Closing Date: 15 December 2022

Details: We're looking for someone to join our team as a Project Manager. The Project Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office and reports to the Program Manager.

We pride ourselves on continuous evolution. The driving force behind our improvements and innovations is the presence of skilled and dedicated project managers. Which means we are looking for the right person – be they full time, part time, or interested in job sharing. We're working hybrid at the moment and where possible we will do our best to support what best suits the you and the team.

You will drive delivery of ICT (application or infrastructure) projects for our clients, all across ACT Government Directorates, and build strong relationships with stakeholders at all levels across ACT Government. This is a hands-on role and will involve scoping, validating and delivering project outcomes. You will work with high performing

matrix teams, often with several streams of work, in a professional and collaborative approach to deliver outcomes.

If you can demonstrate your ability to manage a range of (application or infrastructure) projects, using best practice methodologies, we want to hear from you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

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

Notes: This is a temporary position available for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Part-time hours and/or job sharing may be considered, and the full-time salary noted above will be pro-rata.

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

Also supply:

A current curriculum vitae

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: Jacinta Smith (02) 6205 5219 Jacinta.Smith@act.gov.au

Finance and Budget Group

Policy Analyst

Administrative Services Officer Class 5/6 \$84,749 - \$104,509, Canberra (PN: 33413, several)

Gazetted: 29 November 2022

Closing Date: 15 December 2022

Details: Are you looking for an exciting opportunity to work across a wide range of policy issues in the ACT Government?

Do you enjoy working in a dynamic and team orientated environment, applying strategic thinking, communication and critical analysis skills to achieve outcomes?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for permanent and temporary staff to fill Analyst positions. These positions provide a great opportunity to see the inside workings of Government, and to contribute to the development of key policy priorities impacting our community.

Successful applicants will obtain:

Central agency experience, including building your understanding of how the Government's strategic policy priorities are developed and implemented;

A sophisticated understanding of the Machinery of Government, the Budget process and Government decision-making and policy implementation;

Effective stakeholder management and negotiation skills; and

Access to diverse career advancement pathways.

We are looking for people who are good communicators and team players and can work to tight deadlines across competing priorities. We need people who are proficient with Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. Experience using the TM1 application is desirable, but we will help you learn for the right applicants.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Tertiary qualifications in any field combined with strong numeracy skills is highly desirable.

Notes: These positions will be filled at the ASO5 or ASO6 level depending on skills and experience. A merit pool may be formed from this process and used to fill other permanent and temporary vacancies ranging between two weeks and up to 12 months with the possibility of extension and/or permanency. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. These positions are based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining 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: Mimi Dyal (02) 6207 8611 Mimi.Dyal@act.gov.au

Office of International Engagement

Office Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37566)

Gazetted: 25 November 2022

Closing Date: 13 January 2023

Details: If you want to be part of an exciting team working to further expand and diversify the ACT's economy and building the ACT's international reputation, please consider this position. The Office of International Engagement (OIE) is seeking a Senior Administration Officer (ASO6) to manage the day to day operations of the OIE as our Office Manager.

The position will provide executive support to the Commissioner for International Engagement, financial management, manage brief writing and work flows as well as support other international-engagement activities of the OIE as required. If you like working in a small team, think strategically and tactically and have a bias for office management, and you are skilled in building relationships, we would like to hear from you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

Notes: This is a temporary position starting on 13 February 2023 until 13 February 2024.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two-page written response to support your application on how your skills and experience will benefit the Office of International Engagement in delivering its objectives.

Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities. You will be asked to attach a current curriculum vitae and provide details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Gowling (02) 6207 2544 Emma.Gowling@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.

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Plumber

Building Trade \$76,147 - \$80,536, Canberra (PN: 22836)

Gazetted: 29 November 2022

Closing Date: 13 December 2022

Details: Are you a qualified plumber interested in helping to maintain government and community buildings. ACT Property Group are looking to fill plumber roles in its professional trades area providing maintenance services for

ACT Government owned or managed buildings including corrections facilities. You will use your trade expertise to diagnose and fix problems in buildings, recommend improvements and ensure that buildings meet the needs of the ACT Government and building users. This role is based primarily in the field working with supervisors to program and deliver work and reporting on progress and completion of jobs. We want people in the team that are good at their trade, deliver high quality work and provide good customer service.

ACT Property Group offers generous conditions of employment. The Property Operations team works on a 9-day fortnight under an accrued day off arrangement. You will also be supplied with a Tool Kit, uniform and all your Personal Protection Equipment. You will be issued a vehicle to use within business hours and after 3 months of employment you can be considered for Home Garaging (Business use only) along with being added to the On-Call roster. Further information on the requirements and policy relating to the use of government vehicles can be discussed with the contact officer. In addition to your base wage this position also receives a Licence Plumber allowance and the Facilities management composite Allowance for Plumbers as set out in the ACT Public Sector Infrastructure services Enterprise Agreement 2021-2022 (currently \$6201 per annum total). ACT Property Group supports continuous education and training for all staff.

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.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements

This position requires:

Professional/Trade qualifications in the named trade speciality (Certificate IV in Plumbing and Services or greater) and building maintenance experience in a relevant function;

Hold or have the capacity to obtain licenses under *Construction Occupations (Licensing) Act 2004*: Sanitary Plumber, Water Supply Plumber, Advanced Sanitary Drainer, Gasfitter and Certified to test Backflow Prevention Devices

Hold or have the capacity to obtain any relevant Certificates such as TMV, working at heights, confined space, forklift.

Workplace Health and Safety Induction (White Card) or willingness to obtain; [General Construction Induction Card \(White Card\)](#)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

A current driver's licence (car)

Qualification/s in Security, Property/Facilities Management, Project Management, Work Health and Safety are desirable

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

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

Please submit the following:

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

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

Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past.
Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.
A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and
Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Adam Dezman 0409 440 697 Adam.Dezman@act.gov.au

Corporate

CMTEDD CIO Branch

Deputy Chief Information Officer

Senior Officer Grade A \$157,201, Canberra (PN: 40212)

Gazetted: 28 November 2022

Closing Date: 15 December 2022

Details: CMTEDD CIO Branch (CCB) is responsible for driving CMTEDD Digital Strategy and vision outcomes, as well as identifying opportunities for digital transformation and developing program delivery capability across the Directorate. The branch provides oversight and delivery assurance of products and services delivered by providers. Led by the Chief Information Officer (CIO), the branch is responsible for establishing and executing cyber assurance and governance, enhancing service delivery through digital transformation, building data-literacy, increasing digital and ICT project management capability, and supporting systems modernisation.

As the Deputy CIO, CCB you will:

Provide expert, strategic advice and support to CMTEDD CIO and other key stakeholders to ensure the design, development and delivery of high-quality, innovative digital products and services.

Lead the development and implementation of best practice fit-for-purpose standards in design, architecture, and operations of all aspects of customer-centric, service-oriented digital and ICT technology delivery.

Provide oversight and delivery assurance to critical Digital transformation initiatives underway within the Directorate and assist the CIO in maximising value derived from such Digital and ICT initiatives.

Have the ability to establish and maintain effective partnerships, including with senior stakeholders, to foster collaboration, leverage expertise and maximise partnership opportunities.

This position reports to the Chief Information Officer, CMTEDD and may involve supervision of staff.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available from 30 January 2023 up until 03 March 2023. This position is available to ACT Government officers and employees only. Selection may be based on written application and referee reports only.

The position is located in an ABW office. The officer will not have a designated workstation/desk.

How to Apply: Interested candidates should submit a one-page Expression of Interest and current curriculum vitae (including the contact details of two referees) to Shyam Srivastava via email to shyam.srivastava@act.gov.au by

COB Thursday 15 December 2022.

Applications should be sent to the Contact Officer.

Contact Officer: Shyam Srivastava (02) 6207 1533 Shyam.Srivastava@act.gov.au

Treasury

ACT Property Group

Finance and Systems

Finance Assistant

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 23238, several)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: ACTPG Finance Operations have several vacancies for a Finance Assistant role at the ASO3 level. Candidates successful in this recruitment may be placed within either Accounts Payable or Receivable teams, depending on their experience and skillset. We are seeking enthusiastic and highly motivated individuals to join our team. We are looking for someone who can work cooperatively within a team environment, be a strong and clear communicator with time management skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational environment.

This role will be responsible for undertaking a range of processing functions ensuring finance transactions are appropriately actioned through Accounts Payable and Accounts Receivable activities. This role is responsible for completing financial transaction activities to high standard and level of accuracy. The role also provides information and advice to ACT Property Group staff on financial processes and provides support to other team members where required.

Previous experience in a finance operations or processing environment would be highly regarded.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements

All vacancies are available immediately
a current driver's licence (car) is desirable

Qualifications/experience in finance, accounting or other relevant areas is desirable.

Notes: There are several temporary positions available for six months with the possibility of extension up to 12 months and/or permanency.

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

Selection may be based on application and referee reports only.

How to Apply: In order to apply for this challenging but rewarding role please provide a two page written response outlining your suitability for this position and your current curriculum vitae (with Referee contacts).

Applications should be submitted via the Apply Now button below.

Contact Officer: Payal Mehta (02) 6207 6696 Payal.Mehta@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Trades Coordination and Support

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33523)

Gazetted: 30 November 2022

Closing Date: 14 December 2022

Details: This role provides administrative support, coordination and administration to the trades team, ensuring that business requirements, reporting and HR matters are delivered in a timely manner. The role also supports the scheduling and workflow of tasks with the relevant trade area, ensuring that work requests are completed and reported in a timely manner.

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 Government's delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

This position requires:

Workplace Health and Safety Induction (White Card) or willingness to obtain; [General Construction Induction Card \(White Card\)](#)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety
a current driver's licence (car).

Qualification/s in Business, Management, Property/Facilities Management, Government, Project Management, Work Health and Safety, Procurement, Contract Management, or trades are highly desirable

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Digital, Data and Technology Solutions

Design and Strategy

Architecture/Application Portfolio and Configuration Management

Application Portfolio and Configuration Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59789)

Gazetted: 29 November 2022

Closing Date: 6 December 2022

Details: We are looking for a highly organised, self-motivated person who is passionate about achieving outcomes. You will work closely with your colleagues within the Digital, Data and Technology Solutions Design and Strategy branch, as well as directorate stakeholders to assist in implementing Application Portfolio Management and support the ongoing improvement of processes and data quality within the Configuration Management Database. Digital, Data and Technology Solutions (DDTS) provides strategic, technical, tactical, and transactional support for ICT services to ACT Government Directorates. DDTS manages several whole-of-government business systems, as well as having responsibility for critical ICT infrastructure on behalf of the ACT Government.

Digital, Data and Technology Solutions (DDTS) provides a comprehensive range of ICT and allied services to all ACT Government Directorates, ACT Government schools, and the Canberra Institute of Technology. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. DDTS also provides ICT project management, application development, and teams of staff collocated in directorate locations providing contextual advice and guidance as well as business system support services.

Duties of the Application Portfolio and Configuration Officer

Utilising ITIL processes, assist in the maintenance of data as it relates to Application Portfolio Management within a ITSM platform.

Utilising ITIL processes, identify, create, maintain and retire supported Configuration Items and their relationships through ITSM case management tools.

Review and Audit design documentation.

Assist in conducting configuration audits.

Identify, record, store and distribute issues relating to Service Asset and Configuration Management.

Assist in the maintenance of schedules related to Automated Discovery of Configuration Items within a ITSM platform.

What you will do

Review project proposal documentation and detailed designs prior to the population of data into the Configuration Management Database (CMDB).

Assist in the maintenance of CI's and their relationships within the CMDB as it relates to Application Portfolio Management.

Liaise with relevant stakeholders to ensure all Business Application and Configuration Items are correctly represented in the CMDB

Maintain data integrity in proposing changes to the scope and level of detail contained within the Configuration Management Database (CMDB). Including conducting Configuration Items (CI) audits.

Develop and maintain QMS documentation relevant to Application Portfolio and Configuration Management.

This position does not involve direct supervision of staff.

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 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please provide a maximum of a two-page Expression of Interest addressing the Selection Criteria. In the written pitch, it is encouraged that you use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response.

Please also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Nicola Berry (02) 6205 4597 Nicola.Berry@act.gov.au

Access Canberra

Strategy and Planning

Major Procurement and Projects

Procurement and Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59774)

Gazetted: 24 November 2022

Closing Date: 8 December 2022

Details: Access Canberra is looking for a Procurement and Projects Officer to join the Major Procurement and Project team. In this role you will contribute towards delivering complex projects and procurement that operationalise strategic goals of the organisation from ideation to implementation. The work will be varied. Collaboration, communication, and organisational skills are a must.

If this role sounds interesting to you, please follow the 'How to Apply' directions below.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

How to Apply: Please review the Position Description and submit your curriculum vitae and a two-page pitch providing examples that demonstrate your skills, knowledge and behavioural capabilities and experience to perform the duties and responsibilities of the role; and why that makes you the best person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shruti Navathe (02) 6207 7077 Shruti.Navathe@act.gov.au

Treasury

ACT Property Group

ACT Property Group – Finance and Systems

Finance Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 12304, Several)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: We are looking for enthusiastic and highly motivated individuals to join our team as we continue to drive our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders. This is a Supervisory role within the operational finance team. This role is responsible for ensuring that financial transactions of the organisation are completed to a high standard and in a timely manner, including accounts payable and accounts receivable operations. The role also provides information and advice to other staff on the financial transactions and processes of the business and collaborates with other team members by ensuring the integrity of data entered into the property management system.

This is a diverse and challenging hands-on role and would be ideal for a suitably skilled and experienced leader with very good communication skills, with exceptional time management skills, ability to work with others to lead and model an innovative and positive team culture.

Previous experience in a finance operations or processing environment would be highly regarded.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

The following qualifications are desirable:

- a current driver's licence (car)
- Qualification/s or extensive experience in accounting/finance.

Notes: There are several temporary positions available immediately for six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In order to apply for this challenging but rewarding role please provide a two-page written response outlining your suitability for this position and your current curriculum vitae with referee contacts.

Applications should be submitted via the Apply Now button below.

Contact Officer: Payal Mehta (02) 6207 6696 Payal.Mehta@act.gov.au

Strategy and Planning

Major Procurement and Projects

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59775)

Gazetted: 24 November 2022

Closing Date: 8 December 2022

Details: We are looking for our Gandalf - Someone who can bring together a fellowship to deliver complex projects that include multiple challenges. The Major Procurement and Project team is looking for an Assistant Director to provide leadership and contribute to delivering complex projects and procurement that operationalise strategic goals of the organisation from ideation to implementation. The work will be varied. Collaboration, communication, and organisational skills are a must.

If this role sounds interesting to you, please follow the 'How to Apply' directions below

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

vacancies over the next 12 months. This position exists in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description and submit your resume and a two-page pitch providing examples that demonstrate your skills, knowledge and behavioural capabilities and experience to perform the duties and responsibilities of the role; and why that makes you the best person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shruti Navathe (02) 6207 7077 Shruti.Navathe@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming Licensing

Team Leader

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 03855, several)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: Do you have the desire and drive to deliver outcomes? Do you enjoy leading a small team and being challenged, then this job is for you! Access Canberra's Licensing and Registrations Branch is seeking a highly motivated Team Leader. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

The Liquor and Gaming Unit processes applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission and is looking for dynamic, flexible solution focused applicants to join the unit in the team leader roles. The successful applicants will lead and create a cooperative team focused on delivering regulatory outcomes whilst creating an environment conducive to innovation and change.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply

demonstrate how your skills, knowledge, behavioural capabilities and experience are suit. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

To be successful in this role you will need to be a self-starter who possesses good organisational skills, be able to manage multiple tasks and display a commitment to providing quality customer service.

You will communicate with all levels of management while leading a multi-disciplinary team. Relevant tertiary qualifications and/or managerial and leadership experience in a complex work environment are highly desirable. Previous experience in a regulatory environment is highly desirable. Knowledge of the gaming and liquor industries is desirable.

Notes: This is a temporary position available for up to 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 may be used to fill future temporary 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. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: Interested candidates are requested to submit a pitch of no more than two pages detailing how you are the right person for this opportunity and providing examples to Led to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Nowlan (02) 6205 2534 Andrew.Nowlan@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Construction Licensing and Governance

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 40582)

Gazetted: 24 November 2022

Closing Date: 8 December 2022

Details: The Construction and Planning Regulation area of Access Canberra is seeking a skilled leader for the role of Director, Construction Licensing and Governance.

If you are passionate about a quality-built environment and keen to lead teams to deliver good outcomes for the community, we would like to hear from you.

In this role you will lead the teams that regulate construction occupations in the ACT through the construction licensing regime. Your portfolio also consists of the regulation of lease compliance and the delivery of work health and safety support to the Construction, Utilities and Environment Protection Branch.

The teams you will lead are made up of skilled regulatory practitioners who take pride in being effective regulators. Your role is to provide direction, support and advice to your teams while driving continuous improvement in regulatory practice.

As a leader in this role, you will provide high level strategic advice to the Senior Director, Construction and Planning and the Construction Occupations Registrar. You will use your outstanding written communication skills and professional judgement to interpret, interrogate and apply legislation to achieve good regulatory outcomes.

If you are a good fit for this exciting regulatory role, we look forward to reading your application.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

Please note, this position works under an activity-based working (ABW) design. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit your current curriculum vitae, the details of two referees and a pitch of no more than two pages demonstrating that you have the Skills, Knowledge and Behaviours to successfully perform this role against the duties and responsibilities listed in the Position Description attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Lhuede (02) 6207 8606 Nick.Lhuede@act.gov.au

Economic Development

Skills Canberra

Skills Policy and Strategy

Assistant Director National Reporting and Data Integration

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 33329)

Gazetted: 25 November 2022

Closing Date: 2 December 2022

Details: Skills Canberra is seeking a dynamic individual to lead the branch's data integration and review systems and processes required to undertake national reporting of vocational education and training activity in an agile reporting environment.

You are comfortable working with complex data sources and systems, and can understand and modify this environment, while producing outputs (data linkages, dashboards, reports) that meet local data needs and/or comply with national standards. You will work under limited direction to determine work priorities and undertake and coordinate the detailed conduct of tasks.

Working in a multi-disciplinary team, you will work across Skills Canberra and engage with registered training providers, including the Canberra Institute of Technology, to clearly communicate standards, expectations, and outputs.

You have excellent research and quantitative analysis and communication skills, which you will use to produce high-quality reports and visualisations for a range of purposes and audiences.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

How to Apply: Please submit an up-to-date curriculum vitae and a pitch of no more than 1,000 words responding to the professional/technical skills and knowledge and the behavioural capabilities.

For more information, please contact André Diez de Auz, Senior Director Skills Policy and Strategy on andre.diezdeaux@act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andre Diez de Auz (02)62057035 Andre.DiezdeAuz@act.gov.au

Revenue Management

Business Systems

Systems Support Officer

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 49730)

Gazetted: 30 November 2022

Closing Date: 13 December 2022

Details: The ACT Revenue Office is looking for an energetic and proactive person to join the Business Systems unit as a Systems Support Officer.

The position of Systems Support Officer is a hands-on role requiring a solid understanding of modern ICT technologies, mature communication skills, a customer service orientation, problem solving skills, and critical thinking ability.

The role is within with a multi-skilled team that is dynamic, flexible, professional, and fun to be with.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a supporting statement of no more than two pages outlining their experience and skills against the capabilities included under the "What You Require" section of the attached Position Description. A curriculum vitae and the contact details of two current referees must also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Tuipeatau (02) 5124 9422 Anthony.Tuipeatau@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

Corporate

Governance

Ministerial and Government Services

Government Services Coordination Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36469)

Gazetted: 24 November 2022

Closing Date: 8 December 2022

Details: The position is located within the Governance Branch responsible for the coordination of Ministerial, Assembly and Cabinet business on behalf of the Community Services Directorate. The team operates in a fast-paced work environment across the Directorate, supports the CSD Executive, is customer focused, and delivers high level support and advice, quality control and coordination.

If you have experience in Government Services, can manage competing priorities in a high-pressure environment, have great client service skills and strive to achieve positive outcomes we would love to hear from you.

The Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

How to Apply: To apply, please submit a two-page statement against the capability headings outlining why you are the person for position along with a curriculum vitae. If you have any questions, please contact Kate Boljkovac on 0477238458, via Teams or email kate.boljkovac@act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Boljkovac 0477238458 Kate.Boljkovac@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Legal Services

Legal Assistant

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 07377)

Gazetted: 30 November 2022

Closing Date: 7 December 2022

Details: The functions of CYPs Legal Services Include:

Representing the Director-General in:

the ACT Children's Court on care and protection and youth justice matters

Supreme, Family Law (FLC), Coroner's and Federal Circuit Courts (FCC)

Case Management Conferences convened by the Registrar

Provides specialist advice, guidance or practical assistance on legal matters

Manages and monitors court matters

Processes federal courts notice of risk

Interstate liaison

The Legal Assistant assists the Legal Services team through a range of supporting activities including the drafting of routine advices, preparation of court documents, co-ordinating arrangements with witness, locating and preparing lists of authorities and the preparation of evidence.

Legal Assistants are required to assist with the delivery of best possible life outcomes for children and young people across a wide range of administrative support functions to ensure our statutory obligations are met.

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

Essential qualifications and experience:

Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems.

Current Driver's Licence.

Desirable qualifications and experience:

Experience in the preparation of court documents and knowledge of the court and tribunal system and relevant procedures is desirable.

ADDITIONAL INFORMATION

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Educational, suitability and professional qualification checks may be carried out prior to employment.

Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: This is a temporary position available immediately until December 2023.

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

How to Apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Armour (02) 6207 4732 cypsrecruitment@act.gov.au

Housing ACT

Infrastructure and Contracts

Portfolio Planning and Alignment

Senior Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49159)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: The Infrastructure and Contracts branch of Housing ACT is looking for a motivated Senior Project Officer to join our dynamic Portfolio Planning and Alignment team.

The Senior Project Officer is responsible for managing various portfolio, programs and project management-based duties to support the implementation of *The ACT Housing Strategy: Growing and Renewing Public Housing*. It supports the Assistant Director, Portfolio Planning and Alignment, in undertaking portfolio analysis and preparation of divestment/redevelopment strategies, and program monitoring and reporting.

The position works closely with various teams throughout Housing ACT to consult and share information, including providing secretariat duties for several cross-branch panels and meetings.

Building and maintaining relationships, both within Government and outside, is an important part of the position's responsibilities. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders. Applying strategic engagement principles when consulting and informing the external stakeholders and the community is a key part of this role.

The Portfolio Planning and Alignment team carries a significant workload which can change rapidly, and team members must be able to effectively manage multiple projects. Consequently, it is important that you can identify / prioritise issues and implement practical solutions, including knowing when to escalate. This role requires sound conceptual, analytical, research, and problem-solving skills.

More information can be found in the Position Description.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Written response addressing the selection criteria of no more than two A4 pages, plus a curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Shields (02) 6207 1750 Sarah.Shields@act.gov.au

Housing ACT

Client Services Branch

Tenant Experience, Occupational Therapist

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25191)

Gazetted: 29 November 2022

Closing Date: 13 December 2022

Details: Are you an enthusiastic, qualified Occupational Therapist who loves working with a diverse range of clients and is focused on delivering high quality customer service to vulnerable clients?

If this sounds like you, then Housing ACT has an exciting opportunity for to join our Occupational Therapist team.

The successful applicant will provide Occupational Therapy services within Client Services Branch of Housing ACT.

This may include advising Housing ACT on matters such as home modification needs of individual tenants, the purchase or building of appropriate housing, and the selection and allocation of housing properties for people with chronic health conditions and/or disabilities.

Housing ACT is committed to excellence and the highest ethical standards as we focus on client outcomes, respond to individual needs, and steward the public housing portfolio.

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 as an occupational therapist, including experience in assessment for environmental modifications

Current Driver's Licence

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

How to apply: Applicants are required to address the Selection Criteria in the Position Description (Maximum of 400 words per criteria) and provide a current curriculum vitae along with the names and contact details for two referees. One referee must be a current supervisor/manager.

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: Kylie-Ann Petroni (02) 6207 6297 Kylie-Ann.Petroni@act.gov.au

Housing ACT

Client Services

Tenant Experience and Gateway Services

Senior Client Engagement Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 10007)

Gazetted: 29 November 2022

Closing Date: 30 June 2024

Details: Are you a problem solver? Do you enjoy working in teams of like-minded people? Do you enjoy delivering positive community services to Canberra's most in need?

Senior Client Engagement Officers in the Client Services Branch, Housing ACT are responsible for engaging with clients to ensure effective service at all stages of the Housing process. Responsibilities may include assisting clients through the application, assessment and allocations process and tenancy management, in addition to liaising with clients when tenancies breakdown; and responding to complaints.

Senior Client Engagement Officers may also represent Housing ACT at selected forums and provide support for other business units as required. Well-developed communication skills, cultural awareness, an understanding of the complexities of housing and respect for people are important knowledge and attributes for this position. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

A current drivers licence is required.

Notes: This is a temporary position available immediately until 30 June 2024 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: Please provide a two page (800 word) statement of claims against the selection criteria, a current curriculum vitae and the details of your two most recent referees.

Applications should be submitted via the Apply Now button below.

Housing and Community Services

Client Services Branch

Business Process Reengineering Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 34236)

Gazetted: 30 November 2022

Closing Date: 14 December 2022

Details: Under broad direction, the Business Process Reengineering (BPR) manager will co-lead the Business Process Reengineering activities for Client Service Branch with the Solutions Delivery and Transformation teams in Client Services Branch to improve the customer experience for clients of Housing Assistance and/or deliver efficiencies.

Projects will include coordination of data collection, data analysis and project/contract management to implement new business processes, SOPs and technology.

The Client Services Branch supports the management of over 11,000 public housing tenancies. Advice and support are provided to public housing clients and stakeholders on diverse, and often complex, issues. The Branch is responsible for monitoring property conditions on behalf of the Housing Assistance Division and advising on asset maintenance issues. As the organisation's primary interface with the community, our service delivery is aimed at providing quality client-centred responses to meet the needs of public housing clients.

The Client Services Branch is responsible for coordination of support services and community participation programs, and we seek to ensure long-term housing solutions and sustainable tenancies. Our functions also include the management of neighbourhood disputes, the monitoring of property conditions, and advice on asset maintenance issues. We place emphasis on staff wellbeing, and are committed to providing a safe, productive, and rewarding place of work.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Aigner (02) 6207 6043 Geoff.Aigner@act.gov.au

Housing Assistance

Client Services Branch

Tenant Liaison Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48238)

Gazetted: 30 November 2022

Closing Date: 13 December 2022

Details: The Tenant Liaison Manager assists with the preparation and delivery of timely and accurate information to our clients ensuring high awareness, positive engagement and ongoing information management.

Working collaboratively across the Client Services Branch and Housing Assistance Division, this role will ensure the right information is provided to the right audience, at the right time, and:

bring a client-centric lens to the work, informed by research, insights and evaluation

collaborate with stakeholders to ensure a strong client service ethic, and

be supported by Directorate and Division guidelines, policies and procedures.

The Client Services Branch supports the management of over 11,000 public housing tenancies. Advice and support are provided to public housing clients and stakeholders on diverse, and often complex, issues. The Branch is responsible for monitoring property conditions on behalf of the Housing Assistance Division and advising on asset maintenance issues. As the organisation's primary interface with the community, our service delivery is aimed at providing quality client-centred responses to meet the needs of public housing clients.

The Client Services Branch is responsible for coordination of support services and community participation programs, and we seek to ensure long-term housing solutions and sustainable tenancies. Our functions also include the management of neighbourhood disputes, the monitoring of property conditions, and advice on asset maintenance issues. We place emphasis on staff wellbeing, and are committed to providing a safe, productive, and rewarding place of work.

Eligibility/other requirements:

Relevant tertiary education qualifications in Communications is highly desirable.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

A current driver's license is desirable.

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

Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Aigner (02) 6207 6043 Geoff.Aigner@act.gov.au

Family Safety

Executive Support and Coordination Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54387)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: The Office of the Coordinator-General for Family Safety is seeking a highly capable, enthusiastic and well organised team player to join our team in 2023 for a nine-month opportunity. This position is at the heart of the office, keeping the work flowing smoothly, ensuring we meet deadlines and supporting the Office to produce high quality work. To be successful in this role you will need to be a pro-active, confident and respectful communicator, have a good knowledge of Government processes and systems and be committed to the goals of the Office. A sense of humour and calm approach will be essential and the ability to maintain discretion and confidentiality is a must. In return we offer a friendly, supportive and flexible workplace. If you think we are a match, please apply!

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

Part time applications/job share applications welcome. The full-time salary noted above will be pro-rata for part time positions.

How to Apply:

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nneka Okpala-Webster (02) 6205 4788 Nneka.okpala-Webster@act.gov.au

Corporate Service

Finance and Budget

Budget

Assistant Director, Finance and Budget

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 00459)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: Do you want to know that you are making a difference in the ACT Community? Do you like to see tangible results through your work? Do you want to be part of and lead a supportive team? Then the Finance and Budgets team in the Community Services Directorate is looking for you!

You'll be an experienced, qualified and enthusiastic Management Accountant with great leadership skills who is keen to work with human services functions such as multicultural affairs, public and community housing services, children, youth and family support services to name a few. You will enjoy working in and leading staff through a dynamic and complex environment. You will bring well developed stakeholder management skills. We need you to have experience in external and internal budgeting and managing team members in delivering timely and accurate management and output performance reports. You have the ability to provide comprehensive financial management advice and support including cost analysis, financial modelling and forecasting to deliver budget outcomes.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. Progress towards or membership of a professional accounting body (Eg. CPA/CA).

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

How to Apply: Please submit no more than a two-page pitch addressing the capabilities and Selection Criteria, a curriculum vitae along with contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ricky Zhao (02) 6205 4732 Ricky.Zhao@act.gov.au

Strategic Policy

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17385, Several)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: The Strategic Policy Division works in partnership with its operational counterparts, cross-directorate colleagues, clients, stakeholders, and people with lived experience to deliver integrated strategic policy to set the direction for the directorate's human services responsibilities, including housing, women, seniors, veterans, disability, multicultural, children, youth, and families.

The Assistant Director/s will produce high quality policy advice and analysis on complex strategic policy and human services reform issues and/or projects.

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

Notes: There are several permanent and temporary positions for up to 12-months with the possibility of permanency available. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please prepare a maximum two-page pitch addressing your suitability against the position requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke Yates (02) 6205 0887 Brooke.Yates@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Technical Operations Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 3588)

Gazetted: 28 November 2022

Closing Date: 14 December 2022

Details: This is a new role at the Canberra Theatre Centre (CTC) which will provide logistical support to the technical departments and to provide a coordinated operational schedule for staff and hirers.

If you have experience in a busy performing arts centre or experience with logistics within the entertainment industry, we will welcome your application.

Eligibility/Other Requirements: You will have experience in a rostering or logistical role within in a professional theatre, arts organisation or events context, and relish working in a fast-paced environment encompassing multiple concurrent venue operations.

How to Apply: To apply, please send us a one- two page pitch that addresses the Capabilities in the Position Description, your curriculum vitae, and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeremy Christian 6243 5736 jeremy.christian@act.gov.au

Education

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

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

Service Design and Delivery

Student Engagement

Clinical Practice

Senior Youth Worker

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59646, several)

Gazetted: 25 November 2022

Closing Date: 9 December 2022

Details: The Senior Youth Support Workers will work as a team to support the delivery of an evidence and data driven Youth Support Service to students. The Senior Youth Worker will use their skills and experience support the Youth Support work Service provision and the professional practice of a team of Youth Support Workers.

Senior Youth Workers provide professional learning and professional practice supervision for school-based youth support workers. The Youth Work Coordinator provides professional supervision for the Senior Youth Workers.

The Director/Team Leader oversees the operational needs of the project and the Senior Director (Clinical Practice) oversees the strategic and policy direction of the Service.

The ideal candidate has experience in leading and building teams capable of providing timely, high-quality services.

The successful applicant will have a strong understanding of supports and be familiar with education settings and can impact positively on student outcomes through developing a strong understanding of needs, strengthening communication, building capacity in schools and championing Directorate commitments to continuous improvement.

Eligibility/other requirements:

MANDATORY

Prior to commencing in this role, a current registration issued under the working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804Minimum AQF Cert IV in Youth Work or Diploma in human services with additional training in a youth work role

Possession of a current driver's licence

The Senior Youth Worker role requires that applicants have obtained, at a minimum, an Australian Qualifications Framework Certificate IV in Youth Work or equivalent.

HIGHLY DESIRABLE

A minimum of three years' work experience in youth work or equivalent.

Relevant experience in education or a related area.

A comprehensive knowledge of youth services and programs in the ACT, and established connections with the ACT Youth and Community Sector.

Qualification and experience in delivering professional supervision, or a willingness to undertake appropriate training.

Completion or willingness to undertake training:

Trauma Informed Practice

Cultural Awareness

Youth Mental Health First Aid

Alcohol and Other Drug Harm Minimisation.

Access to a private vehicle with comprehensive insurance

Note: Relocation allowances may be available for suitable candidates in accordance with C18 – Reimbursement of Reasonable Relocation Expenses.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: In four pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position.

It is therefore in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

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

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Kristy Ward 0435 088 897 Kristy.Ward@ed.act.edu.au

School Performance and Improvement

Tuggeranong

Isabella Plains Early Childhood School

Youth Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 59650)

Gazetted: 25 November 2022

Closing Date: 7 December 2022

Details: Isabella Plains Early Childhood School (IPECS) is a place of learning where all young children thrive and belong. IPECS is a birth to eight (year 2) school in Tuggeranong that operates under an integrated service delivery model. We have 182 children enrolled across three preschool groups and five kindergarten to year two groups. We have 14 teaching staff and 13 support staff. We value strong partnerships with families and our Education and Care provider Communities at Work.

We are seeking an energetic and motivated Youth Worker to join our vibrant team. This position requires someone with high levels of initiative and a proven ability to work as part of a team and with minimal supervision. The successful applicant will demonstrate effective communication and the ability to develop trusting relationships with all stakeholders. We are seeking a person who can build and strengthen partnerships with external agencies to connect vulnerable families with services and support children to develop their social and emotional learning skills by providing a range of small group programs and one on one supports.

While this position is a full-time position, applicants seeking part time employment are encouraged to apply.

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

Eligibility/Other Requirements:

MADATORY

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 - [Working with vulnerable people \(WWVP\) registration \(a ct.gov.au\)](#)

HIGHLY DESIRABLE

Certificate IV or Tertiary qualification in Youth Work or a related field.

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This is a temporary position available from 27 January 2023 until 26 January 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please include your response to the selection criteria below (maximum three pages), a copy of your curriculum vitae outlining relevant qualifications and experiences and the names of at least two referees.

SELECTION CRITERIA

RELEVANT KNOWLEDGE

Knowledge and understanding of contemporary issues impacting on children and young people.

Experience in working with young people and their families from an educational perspective including referral and advocacy for clients.

RELEVANT SKILLS AND ABILITIES

Experience in working with and ability to relate to children and young people and knowledge of current issues affecting young people.

Experience working in a collaborative team to develop and implement programs that support students experiencing difficulty connecting to school or engaging in learning.

Ability to develop and deliver social skills, personal development, vocational or transition programs.

Well developed interpersonal, oral and written communication and liaison and negotiation skills and the ability to communicate sensitively and effectively with a range of stakeholders. .

High level administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases and other records management systems.

Commitment and leadership in high quality customer service principals and practice.

Ability to handle confidential and sensitive information in accordance with relevant legislative and policy principles.

Proven organisational skills including the ability to work effectively in busy situations, plan, set priorities, and meet deadlines with minimal supervision.

Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Barker (02) 6142 3777 Simon.Barker@ed.act.edu.au

Business Services Group

Strategic Finance and Procurement

Assistant Director External Budgets and Reporting

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40962)

Gazetted: 29 November 2022

Closing Date: 6 December 2022

Details: The Strategic Finance and Procurement Branch requires a self-motivated, highly capable Assistant Director External Budgets and Reporting, to assist with financial and budgetary management. Working to the Director and Senior Director, External Budgets and Reporting, the role will require you to be familiar with the ACT Government budget process, and to have experience in monthly and annual financial reporting and capital works reporting. The successful applicant will have excellent communication, and technical accounting skills and be able to liaise with a wide range of stakeholders on a broad range of topics. Work in a very busy environment and manage parts of the budget and financial reporting process. The successful applicant will be to find solutions to complex issues and identify ways to improve existing processes.

This is a temporary position and is available for 9 months from April 2023, with the possibility of extension.

This position will be operating from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Staff are currently working primarily from home due to the COVID-19 restrictions. Please discuss any concerns or questions you may have with the Contact Officer.

Eligibility/Other Requirements:

Relevant qualifications in Accounting or similar and/or experience is desirable.

Working knowledge of the Oracle, APAIS and TM1 systems is also desirable.

Notes:

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

Selection may be based on application and referee reports only.

This position works in a workplace designated for Activity Based Working (ABW). ABW is transformational in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

How to Apply: Applicants should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the position description, and details of two referees, one of which should be a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Debra Narayan (02) 6205 5338 Debra.Narayan@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 Performance and Improvement

Tuggeranong School Network

Isabella Plains Early Childhood School

Learning Support Assistant

School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 28711)

Gazetted: 25 November 2022

Closing Date: 7 December 2022

Details: Isabella Plains Early Childhood School (IPECS) is a place of learning where all young children thrive and belong. IPECS is a birth to eight (year two) school in Tuggeranong that operates under an integrated service delivery model. We have 182 children enrolled across three preschool groups and five kindergarten to year two groups. We have 14 teaching staff and 13 support staff. We value strong partnerships with families and our Education and Care provider Communities at Work.

We are seeking an energetic and motivated Learning Support Assistant to join our vibrant team. This position requires someone with high levels of initiative and a proven ability to work as part of a team and with minimal supervision. The successful applicant will demonstrate effective communication and the ability to develop trusting relationships with all stakeholders. We are seeking a person who can provide routine support to teachers and children in classroom activities which may include working with an individual child or small group of children. Other duties may include providing basic physical, emotional and personal hygiene and health care for children, supporting teachers in monitoring and addressing children's wellbeing, and communication with parents/carers regarding routines matters relating to children.

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

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

Highly Desirable

Certificate III or equivalent, e.g. Disability, Early Childhood Education and Care, Education Support, School Support Services

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

Willingness to undertake Health Access at School (HAAS) program training in relation to health care procedures/tasks

Notes: This is a temporary position starting on 27 January 2023 until 26 January 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: To apply for this position, please submit a written response to the below selection criteria (maximum three pages). Please also submit a curriculum vitae and include the names of at least two referees.

Relevant Knowledge

Knowledge of the issues, educational and social needs of students with additional needs and/or intellectual and/or physical disabilities.

Knowledge of the HAAS model policies and procedures.

Relevant Skills And Abilities

Ability to work with and relate to students with additional needs and/or intellectual and/or physical disabilities.

Communication, interpersonal and liaison skills; ability to communicate effectively with staff, students and parents/carers.

Organisational skills including the ability to set priorities and meet deadlines.

Administrative skills including keyboard skills and the ability to operate a variety of computer programs.

Proven capacity to work as part of a team; ability to use own initiative and to work independently when necessary.

Ability to supervise staff, monitor work practices and work flow, develop local procedures and set priorities within a work area (SA3 level only).

Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Barker (02) 6142 3777 Simon.Barker@ed.act.edu.au

School Improvement

Tuggeranong Network

Theodore Primary School

Preschool Assistant

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 51028)

Gazetted: 25 November 2022

Closing Date: 9 December 2022

Details: Theodore Primary School is seeking an energetic and self-motivated preschool assistant to work as a collaborative member of the preschool team. Under supervision of the executive teacher, the successful applicant will provide classroom learning support to classroom teachers and students across all areas of the preschool program, actively contribute to ensuring National Quality Standard (NQS) compliance and provide first aid to students as required. The successful applicant will bring a positive 'can do' attitude to their work and will actively contribute to building positive relationships with the preschool team, students and the broader school community.

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 - [Working with vulnerable people \(WWVP\) registration \(a ct.gov.au\)](http://www.ct.gov.au/wwvp)

Certificate 3 in Education and Care or equivalent

Notes: This is a temporary position available from 27 January 2023 until 27 January 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Hough (02) 6142 3100 Susan.Hough@ed.act.edu.au

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

School Performance and Improvement

South and Weston Network

Chapman Primary School

Chapman Primary - Building Service Officer 3 (BSO3)

Building Service Officer 3 \$73,429 - \$77,593, Canberra (PN: 45492)

Gazetted: 28 November 2022

Closing Date: 5 December 2022

Details: Chapman Primary School is seeking an enthusiastic and highly motivated building service officer to join our team. The successful applicant will undertake the maintenance and security of school buildings, grounds and equipment, keeping the school in a clean and tidy condition with regard to safety and security.

The applicant will be required to coordinate, initiate and implement strategies to achieve improved security outcomes, manage the school's maintenance programs, day-to-day grounds maintenance to enhance the school, relocation of furniture and equipment and undertake administrative tasks as required.

The applicant must show initiative and work independently and within a team. The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness.

Mandatory training and Working with Vulnerable People registration required.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](http://www.act.gov.au/wwvp)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

Mandatory Training in other WHS procedures may be required during employment: example Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate.

Notes: This is a temporary position available from 9 January 2023 until 9 January 2024 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.

Applications should be submitted via the Apply Now button below.

School Performance and Improvement

South Weston

Mount Stromlo High School

Youth Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 46424)

Gazetted: 29 November 2022

Closing Date: 6 December 2022

Details: Mount Stromlo High School is seeking a Dynamic, Supportive and Effective Youth Support Worker to join our Wellbeing Team.

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 - [Working with vulnerable people \(WWVP\) registration \(a ct.gov.au\)](http://www.ct.gov.au/wwvp)

Highly Desirable: Certificate IV or Tertiary qualification in Youth Work or a related field.

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

How to Apply: Applicants should respond to the selection criteria, maximum of 4 pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Aisling Murtagh (02) 61423444 Aisling.Murtagh@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.

Strategic Business Branch

North Gungahlin

Majura Primary School

Executive Teacher

School Leader C \$132,293, Canberra (PN: 17488)

Gazetted: 29 November 2022

Closing Date: 6 December 2022

Details: Majura Primary School is a large and growing P-6 school that operates as a Professional Learning Community (PLC). The school is seeking a highly motivated and enthusiastic Executive Teacher to collaborate as part of our wider leadership team. The successful applicant will:

Work as a member of the executive team to achieve whole-school strategic goals and implement the school annual action plan

Collaborate with the executive team to lead the school as a Professional Learning Community (PLC) to improve student learning growth

Coach and support teachers and other school leaders to develop pedagogical practices that support students' individual needs

Develop teacher capacity in leadership through supporting the implementation of whole school project teams Model, build and sustain respectful relationships with all groups in the school community.

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on

Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Bobos (02) 6142 3140 Liz.Bobos@ed.act.edu.au

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

Business Services

People and Performance

Workplace Relations

Senior Advisor - Workplace Relations

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45200)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: Workplace Relations Senior Advisor will support the Directorate in drafting HR policy, guidelines and advice in support of the implementation and interpretation of relevant Enterprise Agreements.

The Workplace Relations Team sits within People and Performance Branch and is responsible for Enterprise Bargaining and implementing ACT Public Service Enterprise Agreements and commitments, such as the Secure Workforce Conversion Policy for the Education Directorate.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

Eligibility/Other Requirements: Tertiary qualifications in Human Resources or Industrial Relations or demonstrated relevant experience in a similar role would be highly advantageous.

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: Please submit a maximum two page pitch addressing the 'What you Require' located in the Position Description, provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kyah Fulivai (02) 6207 8778 Kyah.Fulivai@act.gov.au

Business Services

People and Performance

People Strategy

HR Advisor - Organisational Development

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38031, several)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: Do you have a passion for Learning and Development or Diversity and Inclusion. The Organisational Development team is looking for enthusiastic and committed members to join our team.

The People Strategy section is seeking two highly motivated HR Advisors to join either the People Capability team (Learning and Development) or Diversity and Inclusion Team supporting a diverse operationally focussed workforce. The successful candidates will support the delivery of various programs that will deliver the Directorate's strategic workforce plan and inclusion employment action plans.

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

Eligibility/ Other Requirements

Experience in supporting workforce development or diversity and inclusion will 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.

How to Apply: Please provide a maximum two page pitch outlining your skills, experience and suitability based on the requirements of the role as set out in the Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Lussick (02) 6205 1258 Michelle.Lussick@act.gov.au

School Improvement

Belconnen Network

Macgregor Primary School

Staffing Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 59705)

Gazetted: 29 November 2022

Closing Date: 9 December 2022

Details: An exciting opportunity exists to join the collaborative team at Macgregor Primary School. The school is located in Belconnen with a current enrolment of 611 students. The staffing officer will be responsible for managing staffing, employee absences and relief staffing. The applicant will organise and engage relief teachers, support staff and learning support assistants whilst creating and implementing various rosters across the school. The applicant will have strong communication skills, high level customer service as well as a demonstrated ability to work in a team environment.

The position provides operational and administrative support to the broader school community including students, teachers and families and works under general direction from the Business Manager, Principal and Deputy Principal across the full range of staffing processes and works closely with the school executive.

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 - [Working with vulnerable people \(WWVP\) registration \(a ct.gov.au\)](http://www.act.gov.au/wwvp)

Highly Desirable

Knowledge of Sentral, SIMS booking system and SSEMS.

Experience in staffing and developing rosters.

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

Note: This is a temporary position available from 23 January 2023 up until 21 July 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a curriculum vitae, a Statement of Claims addressing the position's capabilities and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tanya Price (02) 6142 1600 Tanya.Price@ed.act.edu.au

People and performance

Belconnen Network

Macquarie Primary School

Horticulturalist

General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 59791)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: Do you love gardening? Do you enjoy sharing your love of gardening with others?

Are you self motivated, energetic and well organised? Do you have a keen interest in sustainability?

Macquarie Primary School has a unique opportunity to employ a part-time horticulture enthusiast. The successful applicant will be a garden lover who enjoys sharing their passion with others. They must have excellent people skills and enjoy working with children and members of the community. A good understanding of sustainable gardening practices and permaculture principles is also essential. They will be self-motivated and able to demonstrate commitment to seeing a project through to completion.

Key roles

Work with classes and teachers to implement permaculture principles and sustainability projects, increasing knowledge and understanding of gardening to create a sustainable garden program

Independently implement projects to further develop the Food Forest and MicroForest
Work with the community to increase access and confidence to use the garden.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

Notes: This is a part-time temporary position of 18:20 hours per week available from 23 January 2023 until 22 December 2023. The full-time salary noted above will be paid pro-rata. The opportunity allows for the successful applicant to work during school term and work reduced hours during the school holiday periods.

How to Apply: Applications should include:

A one page supporting statement outlining experience and/or ability demonstrating the "What you Require" located in the Position Description attached.

Contact details of two referees

A current curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Ann Walker (02) 6142 1550 Ann.Walker@ed.act.edu.au

School Improvement

South Weston

Evelyn Scott School

Youth Support Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 53748)

Gazetted: 30 November 2022

Closing Date: 7 December 2022

Details: A unique opportunity exists for an experienced and innovative Youth Worker to join Evelyn Scott School P-10 with a current enrolment of 315 students. Set in the developing suburb of Denman Prospect, the school is steadily growing, and we look forward to opening the high school in 2023. We have a strong commitment to Future Focused learning which prepares our students across all curriculum areas and learning stages with skills and capabilities to thrive in a rapidly changing and interconnected world.

The Youth Support Worker will closely work with the Wellbeing team to develop and deliver social and personal development programs to support students from P-10 with their school connectedness and engagement with learning.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

Highly desirable

Certificate IV or Tertiary qualification in Youth Work or a related field.

Drivers licence and access to vehicle.

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

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

How to Apply: All interested candidates are invited to submit a CV and statement of claims addressing each of the selection criteria. This statement of claims should be no longer than five (5) pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackie Vaughan (02) 6142 3491 Jackie.Vaughan@ed.act.edu.au

Tuggeranong Network

Tuggeranong Network

Lanyon High School

Student Services Executive Teacher - Lanyon High School

School Leader C \$132,293, Canberra (PN: 02257)

Gazetted: 25 November 2022

Closing Date: 9 December 2022

Details: Lanyon High School is committed to supporting student learning outcomes by improving the capacity of all of its staff. We are seeking a flexible and dynamic school leader of Student Services. This role will work collaboratively to set high expectations of behaviour and school culture in conjunction with current research into best practice for student engagement. They need to work cooperatively with the leadership team in order to achieve the goals of the School Improvement Plan in line with the vision of the Principal. They should also be able to support the overall wellbeing of students by upholding the school values of; Student empowerment, Respectful relationships, Pride in the community and Resilience.

Eligibility/ Other Requirements

- A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.
- Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).
- 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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees. Applications should be submitted *by the due date*.

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: Barbara Monsma (02) 6142 1800 Barbara.Monsma@ed.act.edu.au

Office for Schools

Belconnen Network

Evatt Primary School

Community Coordinator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59933)

Gazetted: 29 November 2022

Closing Date: 6 December 2022

Details: An exciting opportunity exists to join the collaborative team at Evatt Primary School.

As a member of the leadership team, the successful applicant will be required to develop, implement, and manage programs and services aligned with the Future of Education Strategy: Strong Communities for Learning.

This is initiated through the Evatt Primary School Strategy: A Community United. The strategy is underpinned by four key pillars:

· Wrap-around health, wellbeing, and community services

Improving school readiness

Adult engagement, volunteering, learning and employment

Community recreation and enrichment

A key component of this will be the management of The Evatt Collective, consisting of a wide range of community service providers, non-education government services, and allied health providers. This aims to bring together education, health, and community services under one roof, to form dynamic, integrated school-based community hubs to improve the health, education and life outcomes for students and their families

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

HIGHLY DESIRABLE

Experience working in an Education setting

Notes: This is a temporary part-time position at (28:18) hours per week for 12 months with the possibility of permanency. The above full-time salary will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a curriculum vitae, a Statement of Claims addressing the Selection Criteria (maximum of two pages), and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamal See (02) 6142 1641 Jamal.See@ed.act.edu.au

Business Services

People and Performance

Recruitment

HR Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 26922)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: The HR Officer will support the Directorate in providing a range of operational recruitment activities in support of the ACT Public Schools and the Education Support Office.

The Recruitment Section sits within People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing, and retaining a skilled and high performing workforce. The Section provides advice and operational support about staff recruitment and deployment, establishment management, resource allocations, recruitment and movement of staff and conditions of service and staff entitlements.

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 solid understanding of the HR context or relevant qualifications/experience in a similar role. Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

Experience and knowledge of Chris21, SAP, SSEMS, UKG Kronos or similar rostering/HR Systems is desirable.

Notes: This is a temporary position available for 12 months with the possibility for 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.

A combination of home-based working remotely and or Hedley Beare Centre for Teaching and Learning, Stirling ACT.

How to Apply: Please provide a written response to the Professional and Technical Skills and Knowledge located in the Position Description and a current curriculum vitae of no more than two pages. Please also include two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bec Nicholls (02) 6207 2616 Bec.Nicholls@act.gov.au

Service Design and Delivery

Student Engagement

Clinical Practice

Assistant Director - Youth Work Coordinator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59647)

Gazetted: 25 November 2022

Closing Date: 9 December 2022

Details: The ideal candidate has the leadership and management skills necessary to champion the strategic direction of youth support work in schools. The successful applicant will have a strong understanding of student support options and be familiar with education settings to impact positively on student outcomes.

The successful applicant will work within a risk management framework, leverage data and evidence basis to lead the delivery of high-quality youth work services. The successful applicant will have the skills to impact positively on student outcomes through developing a strong understanding of needs, strengthening communication, building capacity in schools and championing Directorate commitments to continuous improvement. They will be able to successfully prioritise competing priorities in their day-to-day work and maintain a focus on overall service quality. The successful applicant will have the skills and knowledge necessary to apply equal opportunity principles as well as occupational health and safety procedures.

Eligibility/other requirements:

MANDATORY

The Senior Youth Worker Lead role requires that applicants have obtained, at a minimum, an Australian Qualifications Framework Certificate IV in Youth Work or related area.

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

Possession of a current Australian driver's licence.

HIGHLY DESIRABLE

A minimum of five years work experience in youth work or related area.

Relevant experience in education or a related area.

A comprehensive knowledge of youth services and programs in the ACT, and established connections with the ACT Youth and Community Sector.

Additional relevant qualifications and/or workplace training that build on from a Certificate IV in Youth Work, including a Diploma, or undergraduate studies in a youth work related field.

Qualification and experience in delivering professional supervision, or a willingness to undertake appropriate training.

Current First Aid Certificate or a willingness to undertake appropriate training.

Completion of or willingness to undertake the following training:

Trauma Informed Practice (or equivalent)

Cultural Awareness

Youth Mental Health First Aid

Alcohol and Other Drug Harm Minimisation.

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

Selection may be based on application and referee reports only.

How to apply: In four pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is therefore in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also include a current curriculum vitae and contact details for two referees

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

Contact Officer: Kristy Ward (02) 6205 1310 Kristy.Ward@ed.act.edu.au

School Performance and Improvement

North/Gungahlin

Harrison School

School Leader C, Harrison School

School Leader C \$132,293, Canberra (PN: 39339)

Gazetted: 24 November 2022

Closing Date: 5 December 2022

Details: Harrison School is seeking a dynamic and collaborative person to lead learning and wellbeing as an integral member of our P-10 leadership team to implement the School Improvement Plan and Action Plan.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Benjamin Davies (02) 6142 2200 Benjamin.Davies@ed.act.edu.au

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

School Operations

Belconnen Network

Melba Copland Secondary School

Inclusive Education Year 10-12

School Leader C \$132,293, Canberra (PN: 02645)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: Melba Copland Secondary School is seeking a motivated and determined School Leader C (SLC) who leads through a coaching approach and with a growth mindset. The successful applicant will join a striving Executive Team who builds strong, respectful, and productive relationships with all members of the school community and provides strategic leadership to implement school programs and initiatives. The successful applicant will:

Work as an effective member of the school's leadership team, supporting the Senior Executive to implement the *School Improvement Plan* and achieve whole school priorities and goals.

Lead and manage Inclusive Education at the senior campus (Years 10-12), including the strategic use of resources and the development and effective delivery of curriculum, pedagogy, assessment, and reporting.

Work with the Deputy Principal and High School Inclusive Education SLC, to review and develop the delivery of supports to a diverse range of students through a Multi-tiered System of Support Model (MTSS) and the development of a Year seven-12 Case Management approach.

Through a research and evidence-based framework, with consideration to the recommendations of the *Teachers as Researcher Project* with UC Affiliated Schools, review the use of Learning Support Assistants in classrooms and as Tier two and three supports to improve student outcomes across both campuses

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

Eligibility/other requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

How to Apply: Supporting statement addressing the capabilities listed below and be written with a focus on the job description specified for the position,

Current curriculum vitae

Name and contact details for two referees

School Leader Capabilities

Leading learning and teaching

Developing self and others

Leading improvement, innovation and change

Leading the management of the school

Engaging and working with the community

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Carnovale (02)620 57622 Shannon.Carnovale@ed.act.edu.au

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

School Improvement

Margaret Hendry School

Administrative Support Officer (Director of First Impressions)

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 52197, several)

Gazetted: 24 November 2022

Closing Date: 8 December 2022

Details: Margaret Hendry School is seeking a highly motivated, experienced Administrative Support Officer to provide office support services to the school through centralised processes and procedures.

The successful applicant will provide appropriate advice and support to staff and parents on student related matters with assistance from senior staff. In this position the applicant will need the ability to develop, implement and maintain processes that contribute to the efficient and effective management of the school. The successful applicant will support the Business Manager in day-to-day activities, undertake administrative duties in the front

office, prepare and publish public communications assist in the management of school events, and support the whole-school administrative function.

The successful applicant will possess excellent communications skills, have experience in working within a team of executive staff, and a proven ability work within a busy work environment that has competing demands.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Highly desirable:

Knowledge of school specific software including Sentral.

Knowledge of Microsoft Outlook, Word and Excel.

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

How to Apply: Please submit a statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide a current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide additional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meghana Pachika (02) 6205 3313 Meghana.Pachika@ed.act.edu.au

School Improvement

South/Weston

Evelyn Scott School

Future Focused Learning Executive Coach

School Leader C \$132,293, Canberra (PN: 48883)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: Evelyn Scott School is a contemporary, connected and community school that opened in 2021 and is set to extend into Years 7-10 in 2023.

The ACT Future of Education Strategy guides our learning approach, and we are proud to be a Future Focused Learning School.

We are seeking a highly skilled and dynamic school leader to join our Executive Team. The Future Focused Learning Coach will lead the PLC process across the school in order to embed the contemporary learning model.

A written application addressing the School Leadership Capabilities is required. No more than five pages.

The Contact Officer for this position is Deputy Principal (Junior Campus), Emma Bartlett.

Eligibility/other requirements:

Prior to commencing in this role, a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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

How to apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

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

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

School Improvement

South/Weston

Evelyn Scott School

Evelyn Scott School Classroom Teachers, Year 7-10

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 57322, several)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: Evelyn Scott School is a contemporary, connected and community school that opened in 2021 and is set to extend into Years 7-10 in 2023. The ACT Future of Education Strategy guides our learning approach and we are proud to be a Future Focused Learning School. At Evelyn Scott School, we want our learners to have agency over their learning experiences. Future Focused learning inspires children to ask questions and build their skills as self-directed learners.

We are seeking several teachers with the skills and experience to be able to join our Foundation Team to help set up our brand new Senior Campus. Desirable qualifications include: Design and Technology, STEM and Hospitality.

Eligibility/other requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

How to apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

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: Jackie Vaughan 0422 377 167 Jackie.Vaughan@ed.act.edu.au

School Operations

Belconnen Network

Melba Copland Secondary School

English and HaSS Executive Teacher - Years 7-9

School Leader C \$132,293, Canberra (PN: 13070)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: Melba Copland Secondary School is seeking a motivated and determined school leader who leads through a coaching approach and with a growth mindset. The successful applicant will join a striving Executive Team who builds strong, respectful, and productive relationships with all members of the school community and provides strategic leadership to implement school programs and initiatives. The successful applicant will:

Work as an effective member of the school’s leadership team, supporting the Senior Executive to implement the School Improvement Plan and achieve whole school priorities and goals.

Lead and manage the High School English and HaSS Faculty, including the strategic use of resources and the development and effective delivery of curriculum, pedagogy, assessment, and reporting.

Through a coaching approach build capacity of the team to engage in reflective practices to build self-awareness and critically analyse performance and educational practices for targeted improvement of students’ outcomes and teacher practice.

Lead and manage the implementation of relevant programs and whole school responsibilities including the Affiliated Schools Program.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Carnovale (02)620 57622 Shannon.Carnovale@ed.act.edu.au

School Performance and Improvement

South Canberra/Weston Network

The Woden School

Multiple

School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 50527, several)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: Our vision at The Woden School is to be leaders in authentic personalised learning pathways, ensuring all students are empowered, able and connected through and beyond their schooling. Our mission is that all learners will achieve success in their learning pathways with:

- Access to highly engaging curriculum and effective pedagogies
- Genuine voice and agency in all aspects of their learning
- Deeply embedded student-centred

We are seeking applications for multiple school assistants to work across Years 7-12 assisting students with intellectual and physical disabilities with their personal, physical and educational needs. The successful candidate will be working in a team environment with both teaching staff and administrative staff, have excellent communication skills and possess the ability to work well in a team or independently. The candidate will work closely with the Executive Teacher and classroom teachers, must be proactive, work well under pressure and demonstrate the ability to contribute in an everchanging environment.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Highly desirable:

- Certificate IV in Educational Support or willingness to undertake appropriate training

Desirable:

- First Aid Certificate or willingness to undertake appropriate training
- Certificate III or equivalent e.g. Disability, Education Support, School Support Service

Notes: Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: Applications should include:

- A supporting statement addressing the Selection Criteria listed and be written with a focus on the job description specified for the position,
- Current curriculum vitae
- Name and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Simsen (02)6142 0200 Laura.Simsen@ed.act.edu.au

School Improvement

North Gungahlin

Ngunnawal Primary School

Deputy Principal

School Leader B \$154,033, Canberra (PN: 42073)

Gazetted: 24 November 2022

Closing Date: 8 December 2022

Details: Ngunnawal Primary School is a P-6 school in the Gungahlin area with an enrolment of approximately 750 students. Our vision as we commence a new school improvement cycle in 2023 at Ngunnawal Primary School is to be an inclusive learning community with high expectations for growth and achievement for all students. Our mission is to empower resilient learners who are self-managers and problem solvers through a dynamic educational environment. The school is driven by a deep belief that every student is capable of successful learning. The successful applicant will demonstrate expertise and proven ability to bring together a community of learners – inclusive of students, educators, families, and the wider community. They will be a leader of learning with a passion for supporting staff and students to develop personalised and engaging learning programs.

The successful applicant will:

Demonstrate proven expertise and a passion for building the capability of a school-wide professional learning community with a focus on high level collaboration, evidence informed practice, and teacher led inquiry.

Work strategically with stakeholders to continue to build a culture which prioritises the diverse needs of our students and involves the wider community in collaborating to enhance outcomes.

Provide inspirational leadership in developing high levels of pedagogical knowledge and curriculum delivery, including expert knowledge of evidence-based teaching strategies.

Collaborate with stakeholders to develop systematic strategies for identifying student learning and wellbeing needs and the development of creative school-wide solutions for addressing these needs to ensure all students are engaged and challenged.

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Resume/CV:

Your resume or CV 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: Rebecca Turner (02) 6142 1500 Rebecca.Turner@ed.act.edu.au

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

Business Services

People and Performance

People Strategy

Assistant Director, People Strategy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42212)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: The People Strategy section is seeking a highly motivated and capable Assistant Director to lead the People Capability team for the Education Directorate, supporting a diverse operationally focussed workforce. The successful candidate will lead the delivery of entry level, learning and development, and rewards and recognition programs to align with the Directorate's strategic workforce plans. The successful candidate will also assume the role of the Directorate's learning management system administrator.

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 solid understanding of the HR context or relevant qualifications/experience in a similar role. Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

How to Apply: Please provide a maximum two page pitch outlining your skills, experience and suitability based on the requirements of the role as set out in the position description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Erickson (02) 6205 7229 Kate.Erickson@act.gov.au

School Performance and Improvement

North/Gungahlin

Harrison School

School Leader C Harrison School

School Leader C \$132,293, Canberra (PN: 11978)

Gazetted: 25 November 2022

Closing Date: 5 December 2022

Details: Harrison School is seeking a dynamic and collaborative person to lead learning and wellbeing as an integral member of our P-10 leadership team to implement the School Improvement Plan and Action Plan.

This role requires you to:

Implement an effective, results-oriented PLC model.

Build teacher and LSA capacity through effective coaching, mentoring and instructional leadership.

Maintain strong family partnerships and a positive learning culture

Eligibility/other requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

How to apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the “Apply Now” button below.

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: Benjamin Davies (02) 6142 2200 Benjamin.Davies@ed.act.edu.au

School Performance and Improvement

North/Gungahlin

Harrison School

School Leader C Harrison School

School Leader C \$132,293, Canberra (PN: 28562)

Gazetted: 25 November 2022

Closing Date: 5 December 2022

Details: Harrison School is seeking a dynamic and collaborative person to lead learning and wellbeing as an integral member of our P-10 leadership team to implement the School Improvement Plan and Action Plan.

This role requires you to:

Implement an effective, results-oriented PLC model.

Build teacher and LSA capacity through effective coaching, mentoring and instructional leadership.

Maintain strong family partnerships and a positive learning culture.

Eligibility/other requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI).

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

How to apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the “Apply Now” button below.

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: Benjamin Davies (02) 6142 2200 Benjamin.Davies@ed.act.edu.au

School Operations

South Weston

Forrest Primary School

Forrest Primary School - School Leader C

School Leader C \$132,293, Canberra (PN: 32593)

Gazetted: 29 November 2022

Closing Date: 6 December 2022

Details: We are currently seeking to fill the position of the School Leader C at Forrest Primary School.

This role requires you to have:

Ability to lead the School Improvement Team including systematic collection, analysis, and application of data across a range of student outcomes P-6

Ability to lead teams in PLC processes to improve student outcomes

High level commitment to the PYP

Highly effective communication skills and proven ability to receive and act on feedback

Ability to operate as part of the leadership team, including support to the principal

High level skills in leading the management of the school including aspects such as administrative tasks, resourcing, and budgets

Ability to manage student behaviour in a non-coercive way

Eligibility/other requirements:

Prior to commencing in this role, a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

How to apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the “Apply Now” button below.

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

Executive Group Manager, Environment, Water and Heritage

Temporary Vacancy (19 December 2022 to 13 January 2023)

Environment, Planning and Sustainable Development Directorate

Environment, Water and Emissions Reduction

Position: E757

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List

Date circulated: 28 November 2022

The role reports directly to the Deputy Director-General, Environment, Water and Emissions Reduction.

The Environment, Heritage and Water Division promotes and works actively with community in caring for the ACT's natural environment and develops, reviews and implements legislation, policies and standards to protect the natural and built environment. It plans and manages the ACT's parks, reserves, waterways, unleased public land and plantations, including associated community infrastructure, and protects heritage through the conservation of the ACT's heritage assets to ensure their recognition, registration and conservation.

The Division of the Directorate comprises the following functions:

- ACT Parks and Conservation Service;
- Nature Conservation Policy;
- Conservation Research;

- Biosecurity, rural services and natural resource management;
- Traditional Custodian Engagement;
- Catchment Management and Water;
- Environment Protection Policy; and
- ACT Heritage.

The role requires an energetic person with exceptional leadership and executive management skills to achieve effective business planning, governance, issue management and collaborative partnerships inside and external to Government. Strong strategic stakeholder engagement and negotiation skills are also necessary. Knowledge of the Territory Government and relevant legislative and compliance obligations applicable to the Directorate is also required.

The successful applicant will be required to provide quality robust advice and implementing effective strategies and policies relevant to the Environment, Heritage and Water Division, contributing to and engaging in the development of Directorate-wide and whole-of-government strategies for the benefit of the ACT community.

To apply: Interested candidates should submit a one page Expression of Interest, curriculum vitae and contact details for two referees to Geoffrey Rutledge via email, geoffrey.rutledge@act.gov.au by COB Monday 5 December 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 \$325,947 - \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

Contact Officer: Geoffrey Rutledge (02) 6207 5001 geoffrey.rutledge@act.gov.au

Statutory Planning

Office of the Surveyor-General and Land Information

Business Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 42793)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: The Office of the Surveyor-General and Land Information (OSGLI) a division within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, proactive and suitably qualified person to fill the role of Business Support Officer. The OSGLI is a small team working to deliver a range of regulatory functions for the surveying industry plus the capture and maintenance of spatial data within the ACT. The office is focused on changes in survey data, digitalisation of internal processes and the realisation of ACT digital twin.

The successful candidate must have a positive attitude; skills and experience in an administrative environment; a keen eye for attention to detail; effective communication and writing skills; the ability to multi-task; and work in a small team to deliver services to clients on time and to a high quality. This is an exciting opportunity to contribute to delivering high quality and timely business support services to underpin ACT Government initiatives and programs as part of a diverse, friendly and professional team.

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

Eligibility/Other Requirements:

Effective communication skills demonstrated

Organisational / Logistical skills demonstrated

Service delivery skills desired

Notes: This is a permanent part-time position at (22:03) hours per week. The above full-time salary will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Provide a two-page statement reflecting the skills, knowledge and behaviour identified in the Position Description. Please include a curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Hawkes (02) 6205 0483 Joanne.Hawkes@act.gov.au

Climate Change and Energy

Program Delivery

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50590, Several)

Gazetted: 24 November 2022

Closing Date: 1 December 2022

Details: The Climate Change and Energy Division is looking for several energetic and well-organised Assistant Directors to help deliver a range of targeted programs and services that empower the Canberra community to be sustainable, reduce emissions, and be energy efficient.

The successful applicants will work in partnership with a wide range of internal and external stakeholders to deliver program outputs and outcomes. Duties include effective asset and project planning and delivery, brief and report writing, stakeholder liaison and communication, and high-quality administration such as procurement and contract management support. Engineering, asset and/or project management qualifications or relevant experience would be highly desirable.

The ACT remains a national leader in addressing climate change and promoting sustainability. The Climate Change and Energy Division delivers a comprehensive set of policies, programs, and community engagement activities to reach net zero emissions by 2045. This work is done in collaboration with all sectors including government, non-government, business, community, and households. This is an exciting opportunity to be part of Canberra's climate action and have a direct positive impact for the local community.

Eligibility/other requirements:

Occasional weekend work may be required.

A current ACT or equivalent driver's licence is required.

Notes: There are several temporary positions available immediately under December 2023 with the possibility of permanency and are available in the Program Delivery Branch based on vacancies. A merit pool will be established from this selection process and will be used to fill both full-time temporary and/or permanent vacancies in the Program Delivery Branch over the next 12 months. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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:

Two-page supporting statement addressing Selection Criteria

Curriculum vitae

Contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Roden (02) 6207 4789 Helen.Roden@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.

Environment, Heritage and Water Division

Assistant Director / Planning Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 04387, several)

Gazetted: 29 November 2022

Closing Date: 24 November 2022

Details: The Conservation and Water Planning and Policy Branch comprises four sections focused on Biodiversity Planning and Policy, Biosecurity and Agriculture Policy, Parks Planning and Policy, Environmental (Strategic) Planning, and Water Policy. The branch develops, administers, and oversees implementation of several key environmental and conservation strategies, policies and plans to support the environment and the community. The Branch is responsible for legislation relating to nature conservation, fisheries, biosecurity, biodiversity and water. The Branch also provides policy support for the Directorate's engagement in inter-jurisdictional fora including on biodiversity, biosecurity, environment, water and primary industries. We are recruiting for multiple positions, outlined below. The positions are all opportunities for highly motivated candidates to progress environmental planning and policies for biodiversity conservation and environmental outcomes in the ACT. We will

also create a merit pool from the applications of people who may be suitable for other positions of similar duties at this level within the branch.

The current vacancies include the following roles and responsibilities:

Assistant Director, Biosecurity and Agriculture Policy (PN 04387):

This Assistant Director position will work to the Director Biosecurity and Agriculture Policy to:

Provide high level policy and strategic advice to senior management and the Minister on biosecurity, agriculture and related matters, including preparing and coordinating briefings for AGMIN and Agriculture Senior Officials Committee (AGSOC) meetings.

Coordinate and manage staff in the provision of evidence-based biosecurity and agriculture-related policy advice and legislation, and the development and drafting of ministerial correspondence and other relevant government documentation.

Undertake high level communication, negotiation, representation and liaison with Commonwealth, state and territory governments and other key stakeholders, including representing the ACT as required on the Environment and Invasive Committee, Agriculture Minister's committees and the National Biosecurity Management Consultative Committee.

Provide policy advice to, and perform secretariat functions for, biosecurity and agriculture committees convened by the EPSDD.

Liaise and collaborate with relevant teams (including operational and research teams) across the ACT Government to strengthen the ACT's approach to biosecurity and agriculture to improve on-ground outcomes consistent with policy objectives and associated strategies.

Assistant Director, Parks Planning and Policy (PN 55120):

This position will work to the Director, Parks Planning and Policy to:

Draft statutory management plans for reserves under the *Nature Conservation Act 2014*, and plans, strategies and policies for the management of key conservation issues in reserves, in close collaboration with the ACT Parks and Conservation Service, Conservation Research and Evaluation, and other branches of the Directorate.

Report on the implementation of management plans and prepare reviews of reserve management plans as required under the *Nature Conservation Act 2014*

Conduct community and government agency consultation and liaison.

Prepare high level advice, policies, briefs, submissions, correspondence, presentations, reports and supporting documentation on natural resource management (NRM) and biodiversity conservation issues.

Represent the Conservation Planning and Policy Branch and Parks Planning and Policy Section on inter-agency committees and internal working groups, and establish, develop, and maintain positive relationships with key external stakeholders such as community organisations, the scientific community and interstate conservation agency counterparts.

Biodiversity Data Planning Officer (PN 54933):

This position will work to the Senior Director Conservation and Water Planning and Policy and the Director Biodiversity Planning and Policy to:

Lead a scoping project that assesses capability and capacity requirements of ACT biodiversity data needs and governance arrangements in a context of future national BDR requirements.

Undertake relevant ACT government stakeholder consultation and liaison on geospatial data and other data capability, capacity, needs and governance, including as required on national biodiversity data repository issues.

Potentially undertake procurement to engage consultants to undertake various aspects of the project. Manage reporting and policy input on the project and its implications to the executive and stakeholders.

Deliver a scoping report that outlines a roadmap towards establishment of a biodiversity data repository for the ACT.

Contribute to the work of the branch as required.

Offsets Planning Officer (PN 54239):

This position will work to the Senior Director Conservation and Water Planning and Policy to:

Provide high-level policy and strategic advice on offsets policy development for the ACT.

Review the current ACT Offsets Policy and assess its effectiveness in achieving optimal on-ground outcomes consistent with policy objectives. Develop a strategic framework for strengthening the effectiveness of the ACT's offsets policy.

Assess the efficacy and appropriateness of the ACT's offsets calculator.

Liaise and collaborate with relevant teams across the ACT Government to strengthen the ACT's approach to environmental offsets to improve on-ground outcomes consistent with policy objectives and future offsets planning.

Contribute to the work of the branch as required.

Eligibility/Other Requirements: Your suitability for any of these positions will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities and any other Eligibility/Other requirements listed in the relevant Position Description.

Note:

The Assistant Director, Biosecurity and Agriculture Policy (PN 04387) and Assistant Director, Parks Planning and Policy (PN 55120) roles are **permanent positions** available immediately.

The Biodiversity Data Planning Officer (PN 54933) role is a **temporary position** available immediately until 31 October 2023 with a possibility of extension.

The Offsets Planning Officer (PN 54239) role is a **temporary position** available immediately until 30 June 2023 with a possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria in relation to the primary duties/responsibilities and eligibility/other requirements of the role, and a current curriculum vitae.

The successful applicant may be selected based on their application and referee report/s only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jasmyn Lynch 0426757083 Jasmyn.Lynch@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 Human Rights Commission

Victims of Crime Commissioner

Victim Support

ACT Director, Family Violence Safety Action Program Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58844)

Closing Date: 12 December 2022

Details: The ACT Victims of Crime Commissioner (VOCC) is seeking an outstanding leader with excellent management and communication skills to lead the Family Violence Safety Action Program (FVSAP) within the ACT Human Rights Commission. Established in 2020, the FVSAP is an expansion of the ACT family violence intervention program and seeks to improve the safety of victim survivors by:

- enabling ACT Government, community and justice agencies to implement an integrated risk assessment and response model that collaboratively identifies, assesses and responds to high-risk domestic and family violence (DFV) cases

- providing a forum for the sharing of information that increases the visibility and accountability of DFV perpetrators
- developing coordinated safety action plans

- improving understanding across government and non-government agencies of the dynamics of DFV, victim survivor safety and perpetrator accountability.

Working closely with the VOCC, the Office of the Coordinator General for Family Safety and the Domestic Violence Crisis Service, the Director will:

- Lead and support a multi-disciplinary team to develop and deliver FVSAP activities.

- Invest in strong working relationships with Program stakeholders to facilitate their active participation in the FVSAP, and to inform ongoing monitoring and development of FVSAP processes.

- Chair fortnightly FVSAP meetings with the goal of sharing information, building trust and driving a strong focus on perpetrator accountability

- Deliver FVSAP reporting, including data collection and identification of gaps and trends that highlight the need for training, practice, policy or law reform.

This is a challenging role which requires significant experience providing case coordination to people affected by DFV. In particular, the role requires experience, or demonstrated knowledge of, risk assessment and response frameworks and strategies to improve DFV perpetrator visibility and accountability.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. Eligibility/other requirements:

Professional / Technical Skills and Knowledge

Demonstrated significant experience providing case coordination to people affected by DFV.

Experience or demonstrated knowledge of risk assessment and response frameworks when engaging with DFV perpetrators, including strategies to improve perpetrator visibility and accountability.

Demonstrated ability to interpret and advise on legislation or other material relating to FVSAP operations.

Demonstrated experience in managing data collection and undertaking research, analysis, investigations or reviews to support systemic change.

Compliance Requirements/Qualifications

Strong understanding of the legal and service systems that interact with persons affected by, or using, DFV is highly desirable.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp).

This position requires a National Police Check.

Notes: This is a full-time permanent position available immediately. An order of merit or merit pool will be established from this selection process and may be used to fill future similar vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: See the attached Position Description for further information regarding duties and responsibilities. Interested applicants should prepare a two page pitch addressing the selection criteria with a focus on leadership capabilities and engagement with DFV perpetrators. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margie Rowe (02) 6207 9296 margie.rowe@act.gov.au

Corporate

Office of the Chief Operating Officer

Business Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 05798)

Gazetted: 25 November 2022

Closing Date: 9 December 2022

Details: The Office of the Chief Operating Officer is seeking someone enthusiastic and reliable to fill the role of Business Support Officer.

The Business Support Officer is responsible for providing business support to Corporate and the broader JACS business units. This includes the processing of accounts payable and receivable, travel bookings, administering Cabcharge, assist in the onboarding of new starters, provision of stationery, maintaining asset registers, the Corporate point of contact for the CBS team and managing the mail roster.

Eligibility/Other Requirements:

Demonstrated experience in a business support area and knowledge of APIAS and Oracle is highly desirable.

Notes: This is a temporary position commencing January for nine months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a one-to-two-page response addressing how you are suitable for the role based on the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the position description. Please also provide a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shae Lucey (02) 6205 1688 Shae.Lucey@act.gov.au

**Public Trustee and Guardian
Wills, Estates and Trusts Unit
Executive Officer, GreaterGood**

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43923)

Gazetted: 30 November 2022

Closing Date: 7 December 2022

Details: At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people, and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life. We have an opportunity for a motivated and well organised professional to undertake the role of Executive Officer for the Capital Region Community Foundation, GreaterGood. GreaterGood is a public charitable foundation established by PTG. The Executive Officer role includes, but is not limited to, developing and implementing promotional opportunities for GreaterGood; providing secretariat services to the GreaterGood Board and developing and maintaining professional relationships with relevant stakeholders and developing, through undertaking the administration of estates, a working knowledge of Wills and deceased estate administration in order to understand and promote the making of charitable bequests.

Eligibility/ Other Requirements:

Completion or partial completion of event management and/or marketing qualifications is highly desirable.

This position requires a Working with Vulnerable People Registration.

Notes: This is a temporary position commencing from 3 January 2023 until 24 June 2023. This position is available to ACT Government officers and employees only. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Professional/ Technical Skills and Knowledge and the Behavioural Capabilities, which can be found in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Amanda Haynes 026207 9800 Amanda.Haynes@act.gov.au

**Public Trustee and Guardian
Finance Unit
Senior Investments Officer**

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 18650)

Gazetted: 29 November 2022

Closing Date: 13 December 2022

Details: At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

We have a temporary vacancy available for a motivated and well organised person to fill the role of Senior Investment Officer in the Finance Unit. The Finance Unit provides Corporate Finance, Investment/Funds Management, Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients.

The Senior Investments Officer is responsible for the administration of investments and funds management in relation to PTG's Common Funds. In this role, the successful applicant will administer client funds including investments, risk profiling, funds management, reviews and charitable fund administration, and provide secretariat services for quarterly PTG Investment Board meetings, including prepare reports on the performance of funds, cash flows and related research.

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:

Completion or partial completion of relevant studies or experience and / or financial markets/financial planning course, accounting or other industry recognised qualification at diploma level or above is highly desirable.

This position requires applicants satisfy ACTPS pre-employment checks.

Driver's license Class C is preferred.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Notes: This is a temporary position commencing January 2023 for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, knowledge and capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Callum Hughes (02) 6207 9800 Callum.Hughes@act.gov.au

ACT Corrective Services

Corporate Services

Finance and Business Services

Director, Finance and Reporting

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 36295)

Gazetted: 28 November 2022

Closing Date: 12 December 2022

Details: ACT Corrective Services (ACTCS) is looking for highly motivated, experienced, and suitable individuals to fill the position of Director, Finance and Reporting (SOGB), within Finance and Business Services.

Reporting to the Senior Director, Finance and Business Services, the successful applicant will lead a team to manage, analyse and report on all financial matters, including detainee finance services, for ACTCS. You will also be responsible for the delivery of accurate monthly financial reporting to internal and external stakeholders and providing high quality strategic advice, reports, and written material, as required.

In addition, you will develop the business area by contributing to policy and procedure development; collection and management of information; and budget management, implementing and maintaining systems to manage organisational risk associated with Finance and Reporting business.

Further to this, you will liaise with internal and external stakeholders to investigate business process improvements, implementing appropriate solutions to meet existing and anticipated needs.

To be successful, you will have demonstrated skills in developing and maintaining financial planning policies and financial systems. In addition, you will possess exceptional communication and interpersonal skills necessary to build rapport with a diverse range of stakeholders and demonstrate strong leadership and management qualities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements:

A Bachelor's degree in Commerce or Business Management, financial qualifications and/or 5+ years of progressively responsible experience for a major organisation are highly desirable.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

How to apply: Applicants are required to submit two items:

A one-to-two-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).

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

Contact Officer: Liza Briggs (02) 6205 3190 Liza.Briggs@act.gov.au

**Public Trustee and Guardian
Wills, Estates and Trusts Unit
Estate and Trust Officer**

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 40947, Several)

Gazetted: 30 November 2022

Closing Date: 14 December 2022

Details: At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life. This is a busy unit delivering a range of services including Deceased Estate administration; preparation of Wills and Enduring Powers of Attorney, Trust administration and administration of Confiscated Criminal Assets and facilitate funerals for Unclaimed Bodies. We also help to raise awareness in the community about the importance of having a valid and up-to-date Will and Enduring Power of Attorney.

In this role, the successful applicant will, as part of an estate or trust administration team, administer less complex trusts and deceased estates and will receive training to undertake these functions.

Prior experience in Wills and estate administration is not a prerequisite to the position. Rather, if you can demonstrate a willingness to learn and meet the Behaviour Capabilities, Technical skills and Knowledge components outlined in the Position Description, we encourage you to apply.

Eligibility/other requirements:

The successful candidate may be required to undergo a criminal record check.

Driver's license Class C is preferred.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: There are two temporary positions available commencing January 2023 for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, knowledge and capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brenda Leiper 026207 9800 Brenda.Leiper@act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law

Human Rights and Social Policy

Manager, Human Rights and Social Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44045)

Gazetted: 29 November 2022

Closing Date: 13 December 2022

Details: The Civil Law team in Legislation, Policy and Programs, are seeking applications for a Senior Officer Grade B to work in the Human Rights and Social Policy area. The Human Rights and Social Policy (HRSP) area is responsible for a broad range of social policy including human rights and discrimination legislation, official visitors, births deaths and marriages registration; privacy law, guardianship and preventing elder abuse. HRSP is also responsible for scrutinising and assessing all Government Bills for compatibility with the *Human Rights Act 2004* (HRA); liaising with policy officers to address compatibility issues; advising the Attorney-General on compatibility; and delivering human rights training.

The Manager – Human Rights will lead and undertake scrutiny of legislation for compatibility with the HRA and advise on human rights. They will also contribute to leading the delivery of critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They will be responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of civil law. Supervision and leadership of staff will be required in this role. This is an opportunity to join a busy team that makes a significant contribution to the Government's human rights and social policy work, which has a tangible impact on the lives of Canberrans.

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 law, human rights or a related field (relevant to human rights and social policy) or significant study towards gaining qualifications would be highly desirable.

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

How to Apply: Interested applicants should submit a supporting statement (no more than two to three pages) outlining practical experience and examples related to the role with reference to the Professional and Behavioural Capabilities, which can be found in the attached Position Description; 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: Gabrielle McKinnon (02) 6205 3158 Gabrielle.McKinnon@act.gov.au

Major Projects Canberra

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

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

Chief Projects Officer

Executive Level 4.2 \$435,230 - \$452,695 depending on current superannuation arrangements, Canberra (PN: E1105)

Gazetted: 29 November 2022

Closing Date: 9 December 2022

Details: The Chief Projects Officer leads an expert infrastructure delivery team and is responsible for the governance, leadership and management of Major Projects Canberra as the delivery agency including the planning, procurement and delivery of major projects. Reporting to the Head of Service, the Chief Projects Officer is accountable directly to the Treasurer and relevant project Ministers.

Applicants should have leadership and executive management experience, a record in managing large infrastructure projects and project budgets, outstanding communication, liaison, representation and advisory skills, a record of ethical, respectful and skilled management of people, a strong focus on results and experience in maintaining effective working relationships with stakeholders, a personal style that engenders trust and respect and relevant tertiary qualifications.

For more information see: attached position description.

Contract: The successful applicant will be placed on a short-term contract from 24 December 2022 to completion of the permanent recruitment process – (an indicative timeframe is 30 April 2023)

Remuneration: The position attracts a remuneration package ranging from \$435,230 to \$452,695 per annum depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$388,099.

How to Apply: Applicants should submit a maximum one-page Expression of Interest and a Curriculum Vitae to the Contact Officer by: COB Friday, 9 December 2022.

Contact Officer: Kathy Leigh - kathy.leigh@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

Territory and Business Services

Capital Linen Service

Assistant Director Assets and Contracts

Capital Linen Service Band 8 \$114,928 - \$123,710, Canberra (PN: 52659)

Gazetted: 25 November 2022

Closing Date: 2 December 2022

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great working conditions, where you will work to make a difference to the everyday lives of your family, friends and community.

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.

At Capital Linen Service, we recognise the importance of our people and how each role contributes to the success of our vision. Our values play an important role in creating an environment where our people enjoy coming to work and take pride in where they work and what they do.

Our staff survey result indicates a consistent and positive workplace culture with an ambitious desire to always do better.

Our workplaces are inclusive and committed to the principles of respect, equity and diversity and all employees are welcomed and encouraged to contribute regardless of gender, race, cultural or linguistic background, sexual orientation, ability or age.

At Capital Linen we offer flexible and hybrid work arrangements (subject to operational requirements) and free onsite parking.

We offer competitive salaries with industry-standard superannuation contributions and generous leave entitlements. If coming from another state or federal agency we may be able to recognise some, or all of your prior service.

For more information on employment conditions and inclusion in the ACT Public Service, visit jobs.act.gov.au

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:

Business Management, procurement, contract or similar qualifications desirable.

A minimum of three years' experience working in Procurement and Contract roles highly desirable

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

How to Apply: To apply, please provide a pitch of no more than two A4 pages addressing the capabilities criteria.

Professional / Technical Skills and Knowledge

A minimum of three years' experience with the successful delivery of goods and services working in a Territory or Government procurement and contracts role.

Sound experience working with policies and procedures and accepted government processes for basic, simple and complex procurements.

Having excellent written and verbal communication with the ability to clearly articulate and produce documents necessary for procurement processes (e.g. briefs, contracts, evaluation reports, etc.).

Behavioural Capabilities

A good listener and ability to process different sources of information to come up with solutions to problems.

Ability to work autonomously with limited direction and to work through processes without much guidance.

Having a good demeanour and able to work effectively with others on a day-to-day basis.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Jeremenko (02) 6205 7389 Michael.Jeremenko@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Transport Canberra Operations

Bus Operator

Bus Operator - Training \$74,582, Canberra (PN: SDRT01, Several)

Gazetted: 28 November 2022

Closing Date: 15 January 2023

Details: Transport Canberra is looking for new bus operators to join our team to deliver high-quality passenger services across Canberra.

We are seeking people with outstanding customer service skills, strong communication skills, fantastic personal presentation and a great driving record to help deliver around 19 million bus boardings each year. To be a successful bus operator you need to:

Have great map reading and time-keeping skills and be able to follow a regular schedule over specified routes of travel. Be able to operate a public transit vehicle, ensuring safe and comfortable carriage of all customers

Meet Transport Canberra's eligibility and suitability requirements

Demonstrate the Transport Canberra and City Services (TCCS) values of safety, excellence, collaboration, respect, innovation and integrity. Transport Canberra offers great pay and benefits, as well as comprehensive training and licence upgrades. Further information is available in the [Transport Canberra Operations \(ACTION\) Enterprise Agreement 2021 - 2022](#)

Are you an experienced bus driver looking to join Transport Canberra?

Do you hold a minimum MR licence? Hold a current ACT Working With Vulnerable People card and a valid Public Vehicle Driver Authority?

If you answered yes to all of the above and meet all eligibility criteria, your application will be fast tracked through the process.

Successful applicants will be employed on a full-time temporary basis while undergoing 4 weeks of training, following successful completion of the course, you will be offered permanent part-time employment of 20 hours per week. The full-time salary noted above will be pro-rata.

For more information, please see the "Applicant Information Pack"

Eligibility/other requirements:

Current unrestricted drivers' licence

Australian Citizen or Permanent Resident of Australia

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Notes:

Want to know more about the Transport Canberra recruitment process, eligibility and suitability requirements?

Read the *Transport Canberra Bus Operator – Applicant information Pack*

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.

How to Apply:

Complete the online application form.

Attach the following documents to the online form:

In 100-250 explain 'Why do you want to be a Bus Driver for Transport Canberra?'

Curriculum Vitae

The completed '*Bus Operator Acknowledgement*' form

A copy of your Australian driver's licence

A current five-year Australian Driver History Check (from all the relevant Australian state or territory authorities where you have lived) no older than 1 month at the time of application

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application

Completed Nationally Coordinated Criminal History Check consent form and certified copies of the required identification documents (as outlined in the Applicant information pack)

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessika Philp (02) 6207 7537 TCCS.TCRecruitment@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 Business Services

Capital Linen Service

Director, Human Resources

Capital Linen Service Band 9 \$135,355 - \$152,378, Canberra (PN: 27213)

Gazetted: 30 November 2022

Closing Date: 28 December 2022

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great working conditions, where you will work to make a difference to the everyday lives of your family, friends and community.

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.

At Capital Linen Service, we recognise the importance of our people and how each role contributes to the success of our vision. Our values play an important role in creating an environment where our people enjoy coming to work and take pride in where they work and what they do.

Our staff survey result indicates a consistent and positive workplace culture with an ambitious desire to always do better.

Our workplaces are inclusive and committed to the principles of respect, equity and diversity and all employees are welcomed and encouraged to contribute regardless of gender, race, cultural or linguistic background, sexual orientation, ability or age.

At Capital Linen we offer flexible and hybrid work arrangements (subject to operational requirements) and free onsite parking.

We offer competitive salaries with industry-standard superannuation contributions and generous leave entitlements. If coming from another state or federal agency we may be able to recognise some, or all of your prior service.

For more information on employment conditions and inclusion in the ACT Public Service, visit jobs.act.gov.au

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

Driver's licence C Class is essential.

Tertiary qualification in Human Resources Management or a minimum of 5 years experience in the field are highly desirable

Experienced user of Microsoft office programs

This position does not require a pre-employment medical or Working with Vulnerable People Check

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

How to Apply: To apply, please provide a current resume and no more than a two-page (A4) pitch responding to the capabilities form the selection criteria along with the contact details from two referees.

Professional / Technical Skills and Knowledge

Strong industrial relations experience with a proven track record of interpreting legislation that informs and drives workforce strategy with positive organisational outcomes.

Extensive experience leading and delivering engagement, recruitment and learning development initiatives and plans.

Established ability to effectively lead and develop a team to optimise business practice, process, opportunity and improved culture.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicolaas Cilliers (02) 6213 3315 Nicolaas.Cilliers@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery

Project Officer - Procurement

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35985)

Gazetted: 29 November 2022

Closing Date: 6 December 2022

Details: The Procurement and Strategic Assets team partner with Transport Canberra business areas, facilitating a procurement process to enable the purchase of Goods and Services in accordance with the legislated requirements. The Procurement and Strategic Assets facilitate strategic procurement planning through high level monitoring of contract management activities and data collection. The Procurement and Strategic Assets team procure high value, strategic technical assets for Transport Canberra using our combined subject matter knowledge of technical engineering and procurement.

We are looking for an experienced individual to fill the role of Project Officer within our Contracts and Procurement team. Working under the direction of the Project Manager, the Project Officer will assist in the delivery of public transport projects, managing assets and undertaking procurement and contract management activities. The Project Officer will have knowledge of and ensure compliance with legislative frameworks, government decision-making and Transport Canberra City Services (TCCS) policy requirements.

The Project Officer will draw on well-developed organisational and time management skills, experience in providing project, procurement, and general administrative support to assist in delivering projects. The Project Officer will exercise initiative and judgement in performing these duties.

The Project Officer will actively engage with key stakeholders, interpret, and apply relevant legislation, as well as drafting reports and other correspondence related to assigned and team projects.

The successful applicant will have experience in providing project management support, well-developed verbal and written communication skills and be confident working both collaboratively and independently as required.

Eligibility/other requirements:

Project management experience or qualifications are highly desirable.

Demonstrated understanding of legislation, regulations.

An understanding of public transport or similar field is highly desirable.

Notes: This is a temporary position available immediately up until March 2024, with the possibility of extension up to December 2024. This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for details about the role and responsibilities. To apply you will need to submit a two-page pitch outlining how your experience and skills matching the Selection Criteria.

Applicants must also 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: KylieA Smith (02) 6205 4337 KylieA.Smith@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Transport Canberra Operations

Bus Operator

Bus Operator - Training \$74,582, Canberra (PN: C10876, several)

Gazetted: 28 November 2022

Closing Date: 15 January 2023

Details: Transport Canberra is looking for new bus operators to join our team to deliver high-quality passenger services across Canberra.

We are seeking people with outstanding customer service skills, strong communication skills, fantastic personal presentation and a great driving record to help deliver around 19 million bus boardings each year. To be a successful bus operator you need to:

Have great map reading and time-keeping skills and be able to follow a regular schedule over specified routes of travel

Be able to operate a public transit vehicle, ensuring safe and comfortable carriage of all customers

Meet Transport Canberra's eligibility and suitability requirements

Demonstrate the TCCS values of safety, excellence, collaboration, respect, innovation and integrity

Transport Canberra offers great pay and benefits, as well as comprehensive training and licence upgrades. Further information is available in the [Transport Canberra Operations \(ACTION\) Enterprise Agreement 2021 - 2022](#)

Are you an experienced bus driver looking to join Transport Canberra?

Do you hold a minimum MR licence? Hold a current ACT Working With Vulnerable People card and a valid Public Vehicle Driver Authority?

If you answered yes to all of the above and meet all eligibility criteria, your application will be fast tracked through the process.

Successful applicants will be employed on a full-time temporary basis while undergoing 4 weeks of training, following successful completion of the course, you will be offered casual employment.

For more information, please see the "Applicant Information Pack"

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 app

Eligibility/ Other Requirements

Current unrestricted 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 - [Working with vulnerable people \(WWVP\) registration \(a ct.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Valid visa with work rights

Notes: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

Want to know more about the Transport Canberra recruitment process, eligibility and suitability requirements?

Read the *Transport Canberra Bus Operator – Applicant information Pack*

How to Apply: Complete the online application form.

Attach the following documents to the online form:

In 100-250 explain 'Why do you want to be a Bus Driver for Transport Canberra?'

Curriculum vitae

The completed '*Bus Operator Acknowledgement*' form

A copy of your Australian driver's licence

A current five-year Australian Driver History Check (from all the relevant Australian state or territory authorities where you have lived) no older than 1 month at the time of application

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application

Completed Nationally Coordinated Criminal History Check consent form and certified copies of the required identification documents (as outlined in the Applicant information pack)

Copy of Visa documents outlining working rights (if required)

Submit the online application and supporting documents via the APPLY NOW button

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessika Philp (02) 6207 7537 TCCS.TCRecruitment@act.gov.au

Chief Operating Office

CIO Branch

Planning and Delivery

Project Manager (ICT)

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 23012)

Gazetted: 25 November 2022

Closing Date: 9 December 2022

Details: An opportunity exists for an ICT Project Manager to be part of the Planning and Delivery Section within the CIO Branch. We are looking for an enthusiastic person keen to deliver ICT solutions to business problems to improve efficiency while providing an improved experience for both staff and citizens.

Within the CIO Branch, Project Managers lead project and delivery teams, and are responsible for management of one or more medium to large complex operational ICT projects. Project Managers are responsible and accountable for successful planning, management, and delivery of Digital, Information Technology and Data projects across multiple business functions within TCCS. Project Managers are members of the PMO, Programs and Projects Team and will work closely with other team members to ensure successful delivery and transition of projects to business units within TCCS.

As a leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The position will oversee the delivery of all project components and will provide clear direction and support for project deliverables. The position will require a motivated and self-driven individual who is capable of negotiating and working with vendors and other ICT areas to enable project delivery. The position

works with Shared Services IT and various Business Units within TCCS, multiple external vendors and other ACT Directorate stakeholders. To be a successful Project Manager within TCCS you will ideally have experience in delivering complex ICT business projects including development and management of plans, schedules, issues, and risks and maintenance of sound documentation for project success.

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

These capabilities form the criteria required to perform the duties and responsibilities of the position.

Considerable experience in project management, demonstrating strong leadership skills in successful delivery of projects and leading and managing high performance teams across multiple disciplines, technologies, and a sound knowledge of project management methods including Agile, PMBOK and Prince2.

Proven ability to deliver complex business and operational ICT Projects.

Demonstrated expertise in budget planning, risk and issue management, contractor/vendor management and resource management along with a high level of motivation and ability to set and achieve work priorities, including well developed coordination and problem-solving skills.

Highly developed oral and written communication skills and strong interpersonal skills with the ability to negotiate and communicate to influence internal and external stakeholders.

Demonstrated understanding of and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, and workplace health and safety best practise.

Professional / Technical Skills and Knowledge

Formal project and or program management qualifications such as Certificate, Diploma or Advance Diploma, or greater than three years experience delivering large complex Digital, IT and Data projects in business and operational areas (Highly Desirable).

Qualifications and/or accreditation in Information Technology or a related discipline, and at least three years' experience delivering technology related projects in a government setting is highly desirable.

Qualifications and/or accreditation in procurement and contract management, and at least three years' experience delivering procurement and contract management activities in a government setting is highly desirable.

Experience delivering projects in a Salesforce or similar environment is highly desirable.

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

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

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dalle Wright (02) 6207 1991 Dalle.Wright@act.gov.au

Chief Operating Office

CIO Branch

Planning and Delivery

Director Planning and Delivery - Program Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44127)

Gazetted: 25 November 2022

Closing Date: 9 December 2022

Details: An opportunity exists for an ICT Program Manager to be part of the Planning and Delivery Section within the CIO Branch. We are looking for an enthusiastic person keen to deliver ICT solutions to business problems to improve efficiency while providing an improved experience for both staff and citizens.

The Director Planning and Delivery leads the project and program delivery teams and is responsible for managing one or more medium to large complex projects or programs. Responsible and accountable for the successful planning, management, and delivery of Digital, Information Technology and Data projects and programs across multiple business functions within Transport Canberra and City Services. This Director Planning and Delivery is a member of the CIO Leadership Team and will have to work closely with other team members to ensure the successful delivery and transition of projects and programs to the business units within TCCS.

As a leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role supervises, manages and motivates a team and providing support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. They will model commitment to continual learning, encourage ongoing development, and develop and engage the right people to the right roles.

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 successfully perform the duties and responsibilities of this position, you will need to demonstrate:

Extensive experience building, leading and managing multi-disciplined, high-performing teams responsible for delivering complex ICT programs and projects, including PaaS and SaaS solutions, within a Government setting. A thorough understanding of and extensive experience in the application of program and project management principles and practices to planning, organising, coordinating and controlling ICT projects to ensure delivery within agreed timeframes and budgets.

Extensive experience in and a thorough understanding of ACT Government legislative and policy frameworks within which ICT programs and projects are delivered, including, but not limited to, financial management, information security, procurement and purchasing, contract formation and management, intellectual property, dispute resolution and risk management.

Highly developed oral and written communication skills, interpersonal, liaison and negotiation skills, and a demonstrated ability to effectively communicate with a wide range of stakeholders, including customers and industry groups, operational staff, middle, executive and senior executive management, ministerial representatives, contractors, subject matter experts and suppliers to inform and influence project decisions and outcomes.

A sound understanding of and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, and workplace health and safety best practise.

Compliance Requirements / Qualifications

Qualifications and/or accreditation in Information Technology or a related discipline and at least three years experience delivering technology-related projects in a government setting is highly desirable.

Tertiary qualifications and/or accreditation in Project Management and at least three years experience delivering technology-related projects in a government setting is highly desirable.

Qualifications and/or accreditation in procurement and contract management and at least three years experience delivering procurement and contract management activities in a government setting is highly desirable.

Experience delivering projects in a Salesforce or similar environment is highly desirable.

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

How to Apply: Please submit a 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dalle Wright (02) 6207 1991 Dalle.Wright@act.gov.au

Worksafe ACT

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

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

WorkSafe ACT

Specialist Operations, Capability and Communications

Event and Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58029)

Gazetted: 30 November 2022

Closing Date: 7 December 2022

Details: We have an exciting permanent opportunity to fill the role of Event and Communications Officer within our Media and Communications team.

The Event and Communications Officer will have excellent interpersonal skills and a capacity to build and maintain effective relationships with a range of stakeholders. In this role you will be developing and implementing stakeholder engagement strategies and you will manage the program of internal communication and event management.

For further information about the role please refer to the position description.

Why choose us?

Here at WorkSafe ACT we are proud of the work we do. We are committed to improving the physical and psychosocial health and safety of Territory workers.

We achieve our objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation activities. We are responsible for monitoring and enforcing compliance by duty holders in accordance with the WHS Act and Regulation and associated legislation for Dangerous Substances, workers' compensation and Labour Hire Licensing. More information can be found on the WorkSafe ACT website:

<https://www.worksafe.act.gov.au>

If you want to be part of something bigger and are committed to improving health and safety outcomes, please consider submitting an application.

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

Notes: Relocation assistance may be available for interstate applicants. A merit pool may be established to fill identical vacancies at level over the next 12 months. Selection may be based on referee reports and written application only.

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

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to support your claims.

Applicants should also provide a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Sweeney (02) 6207 7447 Liz.Sweeney@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$84,749 - \$89,705

Arun Arora, Section 68(1), 28 November 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Jennifer Green, Section 68 (1), 01 December 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Alain Kamanah, Section 68(1), 28 November 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Diljot Singh, Section 68(1), 28 November 2022

Canberra Health Services

Infrastructure Officer 3 \$115,193 - \$126,450

Aarthi Ayyar-Biddle, Section 68(1), 28 November 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Alannah Chambers, Section 68(1), 21 November 2022

Registered Nurse Level 3.1 \$115,743 - \$120,506

Ratheesh Chandran, Section 68(1), 1 December 2022

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Emily Clough, Section 68(1), 28 November 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Linda Dangol, Section 68(1), 25 November 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Emily Dickson-Watts, Section 68(1), 28 November 2022

Health Professional Level 2 \$70,679 - \$97,028

Tara Doyle, Section 68(1), 24 November 2022

Health Professional Level 4 \$114,928 - \$123,710

Sarah Dunn, Section 68(1), 10 November 2022

Registered Nurse Level 2 \$100,957 - \$107,000

Kieran Hanchard, Section 68(1), 1 December 2022

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)

Luke Krause, Section 68(1), 1 December 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Katalina May, Section 68(1), 18 November 2022

Assistant in Nursing \$55,927 - \$57,820

Ruel Recilla, Section 68(1), 26 November 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Abby Smith, Section 68(1), 15 November 2022

Health Professional Level 2 \$70,679 - \$97,028

Lauren Stiglich, Section 68(1), 24 November 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Thippachanh Vangkhamchanh, Section 68(1), 24 November 2022

Health Professional Level 2 \$70,679 - \$97,028

Anthony Watt, Section 68(1), 23 November 2022

Registered Nurse Level 3.1 \$115,743 - \$120,506

Elizabeth Whitlam, Section 68(1), 1 December 2022

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Roshan Wijeratne, Section 68(1), 1 December 2022

Chief Minister, Treasury and Economic Development

Senior Officer Grade A \$157,201

Vanessa Barnett, Section 68(1), 1 December 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Thabeedha George, Section 68(1), 23 January 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Laura Gillan, Section 68(1), 21 December 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Ginita Gooroochurn, Section 68(1), 28 November 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Xinyue Han, Section 68(1), 23 November 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Ke Hou, Section 68(1), 5 December 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Christian Mpiana, Section 68(1), 5 December 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Gleb Polyakov, Section 68(1), 28 November 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Keletso Tiro, Section 68(1), 7 December 2022

Community Services

Administrative Services Officer Class 5 \$84,749 - \$89,705

Neah Byrne, Section 68(1), 28 November 2022

Senior Officer Grade C \$114,928 - \$123,710

Samantha Navfield, Section 68(1), 25 November 2022

Education

School Assistant 3 \$58,404 - \$62,857

Penelope George, Section 68(1), 28 November 2022

Senior Officer Grade A \$157,201

Melis Prendergast, Section 68(1), 28 November 2022

Environment, Planning and Sustainable Development

Senior Officer Grade C \$114,928 - \$123,710

Junming Wei, Section 68(1), 28 November 2022

Justice and Community Safety

Senior Officer Grade B \$135,355 - \$152,377

Neeti Chauhan, Section 68(1), 28 November 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Rhiannon Mangos, Section 68(1), 1 December 2022

Senior Officer Grade A \$157,201

Simon Powell, Section 68(1), 28 November 2022

Transport Canberra and City Services

General Service Officer Level 4 \$56,524 - \$58,825

Mathew Govan, Section 68(1), 3 January 2023

TRANSFERS

Canberra Health Services

Richard Dent

From: Radiation Therapist Level 3.1 \$115,743

Canberra Health Services

To: Registered Midwife Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 48125) (Gazetted 14 September 2022)

Xiao Meng Guo

From: Allied Health Assistant 2 (Qualified) \$69,915

Canberra Health Services

To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Canberra Health Services, Canberra (PN. 32938) (Gazetted)

Xiaomeng Guo

From: Allied Health Assistant 2 (Qualified) \$69,915

Canberra Health Services

To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Canberra Health Services, Canberra (PN. 32938) (Gazetted)

Jaspreet Singh

From: Allied Health Assistant 3 69915

Canberra Health Services

To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Canberra Health Services, Canberra (PN. 40167) (Gazetted 11 October 2022)

Justice and Community Safety

Rachel Maxwell

From: Administrative Services Officer Class 6 104509

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 35915) (Gazetted 20 September 2022)

Worksafe ACT

Alice Pocock

From: \$72,698 - \$97,112

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Worksafe ACT, Canberra (PN. 59028) (Gazetted 23 November 2022)

PROMOTIONS

ACT Audit Office

Financial Audit

Jaynesh Parbhu

From: Audit Manager \$118,489 - \$127,757

ACT Audit Office

To: †Senior Audit Manager \$135,524 - \$157,201

ACT Audit Office, Canberra (PN. 43819) (Gazetted 18 October 2022)

ACT Health

Policy Partnerships and Programs

Policy, Partnerships and Programs Executive

Aboriginal and Torres Strait Islander Health Partnerships Team

Yehuwdiy Dillon

From: Senior Officer Grade B \$135,355 - \$152,377

ACT Health

To: †Senior Officer Grade A \$157,201

ACT Health, Canberra (PN. 44577) (Gazetted 16 September 2022)

ACT Long Service Leave Authority

Client Services Team

Gaurav Kumar

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

ACT Long Service Leave Authority, Canberra (PN. 59001) (Gazetted 26 September 2022)

Canberra Health Services

Jasmin Boscheinen

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22266) (Gazetted 29 August 2022)

Matthew Clear

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 23741) (Gazetted 2 November 2022)

Samantha Frost

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 23527) (Gazetted 29 August 2022)

CHS Chief Operating Officer Clinical Services

Jenna Heffernan

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 44711) (Gazetted)

Clinical Services

Woman, Youth and Children

Rikki Jones

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 38813) (Gazetted 28 July 2022)

James Lee

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 59974) (Gazetted 22 March 2022)

Clinical Services

Woman, Youth and Children

Amy Miller

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 38814) (Gazetted 28 July 2022)

CHS Chief Operating Officer Clinical Services

Rebekah Ogilvie

From: Registered Nurse Level 5.2 \$140,121

Canberra Health Services

To: †Registered Nurse Level 5.5 \$178,535

Canberra Health Services, Canberra (PN. 59064) (Gazetted)

University of Canberra Hospital

Occupational Therapy Day and Outpatients

Ellie Thomas

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 29120) (Gazetted 7 December 2021)

Jamie West

From: Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)

Canberra Health Services

To: Sterilising Services Technical Officer Level 2 \$67,760 - \$77,593

Canberra Health Services, Canberra (PN. 29382) (Gazetted 18 April 2022)

Canberra Institute of Technology

Education and training Services Division
CIT College of Technology and Design
CIT Centre Cyber Security
Andrew Colquhoun

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Health Services

To: †Manager Education Level 1 \$133,267

Canberra Institute of Technology, Canberra (PN. 51869) (Gazetted 4 October 2022)

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.

Health, Community and Science

Human Services

Briana Knight

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

ACT Health

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Institute of Technology, Canberra (PN. 55046) (Gazetted 28 October 2022)

College of Technology and Design

CIT Department of Information Communication and Technology

Monique Roeton

From: Teacher Level 2 \$114,979

Canberra Health Services

To: †Manager Education Level 1 \$133,267

Canberra Institute of Technology, Canberra (PN. 51084) (Gazetted 7 October 2022)

Education and Training Services

CIT Business and Leadership College

CIT Business

Andreas Van der Kouw

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: †Teacher Level 2 \$114,979

Canberra Institute of Technology, Canberra (PN. 34886) (Gazetted 13 September 2022)

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.

Chief Minister, Treasury and Economic Development

Revenue Management

Compliance

Simone Black

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 11463) (Gazetted 15 November 2022)

Strategic Finance

Nandini Khandala

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 36521) (Gazetted 8 December 2021)

**Digital, Data and Technology Solutions
Customer Engagement Services Branch
ICT Service Desk/Service Management
Felicity Knott**

From: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 14340) (Gazetted 13 September 2022)

**Access Canberra
Construction, Utilities and Environment Protection
Utilities Technical Regulation
Rachel Poels**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 46792) (Gazetted 27 October 2022)

City Renewal Authority

**Business Operations Office
Centre for Leadership and Innovation
Debbie Butt**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

City Renewal Authority, Canberra (PN. 35904) (Gazetted 7 September 2022)

Education

**School Performance and Improvement
North and Gungahlin Network
Amaroo School
Amanda Molloy**

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 30434) (Gazetted 23 May 2022)

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.

Justice and Community Safety

**ACT Corrective Services
Corporate Services
Helen Brown**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 47805) (Gazetted 7 July 2022)

ACT Corrective Services

Custodial Operations

Grace Portelli

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 14764) (Gazetted 6 May 2022)

Emergency Services Agency

ACT Ambulance Service

Transformation and Capability Development

Joel Powell

From: Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties

Justice and Community Safety

To: †Ambulance Manager Level 2 \$141,918 - \$149,471

Justice and Community Safety, Canberra (PN. 50753) (Gazetted 15 June 2022)

ACT Emergency Services Agency

Commissioner's Office

Public Information and Engagement

Jordan Wallace

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 50936) (Gazetted 30 September 2022)

Suburban Land Agency

Suburban Land Agency

Program Solutions

Community Development and Engagement

Vivek Anand

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Worksafe ACT

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Suburban Land Agency, Canberra (PN. 58914) (Gazetted 30 September 2022)

Transport Canberra and City Services

Transport Canberra and Business Services

Transport Operations

Human Resources and Safety

Amanda Lyrstakis

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 31926) (Gazetted 10 October 2022)

City Services

Roads ACT

Business Support

Samantha O'Ryan

From: Senior Officer Grade C \$114,928 - \$123,710

Major Projects Canberra

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Transport Canberra and City Services, Canberra (PN. 58923) (Gazetted 15 September 2022)

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.