



ACT Government Gazette

Gazetted Notices for the week beginning 08 December 2022

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Health Systems, Policy and Research

Office of Professional Leadership and Education

Clinical Placement Office

Nursing and Midwifery Clinical Placement Officer

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 58842)

Gazetted: 14 December 2022

Closing Date: 21 December 2022

Details: The Nursing and Midwifery Clinical Placement Officer is responsible for:
managing Nursing and Midwifery placement requests
monitoring student compliance with placement requirements
consulting with key stakeholders

supporting clinical placement sites, Education Provider's and clinical facilitators

reporting on Nursing and Midwifery placement activities>

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

Tertiary qualifications in Nursing / Midwifery. Eligibility for membership of the appropriate professional body, or unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

Notes: This is a part-time position of 22.8 hours per week. The salary noted above will be paid pro-rata. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants are required to submit a written application (maximum two pages) addressing the Professional / Technical Skills and Knowledge criteria and behavioural capabilities as well as a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naomi Mahon 02 5124 5127 Naomi.C.Mahon@act.gov.au

Health Systems, Policy and Research

Office of the Chief Medical Officer and Chief Psychiatrist

Clinical System Governance Unit

Assistant Director, Clinical System Governance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57574)

Gazetted: 13 December 2022

Closing Date: 27 December 2022

Details: An exciting opportunity has become available for a candidate with experience in and a passion for monitoring, reviewing and improving the governance of quality and safety of health care across the jurisdiction. In addition to a specific focus on supporting implementation of clinical system governance and the ACT Health Quality Strategy 2018-2028, you will have the opportunity to be involved in clinical quality improvement initiatives,

evolving clinical networks, review and evaluation of the ACT health system from a quality and safety perspective and support wider clinical policy matters within the Office of the Chief Medical Officer.

You will be part of a friendly team with specific expertise in clinical system governance, quality improvement and a passion for, and enthusiasm to, improve the safety and quality of healthcare. You will add value to this team by bringing a strong understanding of, and expertise in, clinical governance, quality improvement and patient safety. Our internal team structure is decentralised, and you will be well supported within our team to expand your professional experience and enjoy the challenges of working across the whole ACT health system to improve clinical outcomes and the consumer experience. You must feel comfortable working within such a structure. Innovation and new conceptual thinking are well regarded and encouraged.

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

Eligibility/ Other Requirements

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

Proven ability to manage and implement clinical system governance arrangements and good knowledge base and technical expertise in clinical quality improvement.

Notes: A merit pool may be established from this selection process and may be used to fill future vacancies within the unit over the next 12 months.

How to Apply: Please carefully review 'what you will do' and 'what you require' in the Position Description and submit your curriculum vitae. In your curriculum vitae we will be specifically looking for the depth of your skills, knowledge, expertise, and experience to be able to meet the team's expectations.

If you are interested in this position, we are confident that your credentials (as outlined in your curriculum vitae) will say it all, however we would be grateful if you could please also submit a pitch of no more than two pages that provides clear evidence of how you meet each of the Selection Criteria and why you would be an extraordinary role fit with this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emmalee Hamilton (02) 5124 9608 Emmalee.Hamilton@act.gov.au

Population Health

COVID-19 Response Branch

Epidemiology and Reporting

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53690)

Gazetted: 13 December 2022

Closing Date: 20 December 2022

Details: The COVID-19 Response Branch is seeking applications for the role of Assistant Director for the Epidemiology and Reporting team and the wider Public Health operations section. The Epidemiology and Reporting team has been critical to ACT Health's COVID-19 response, providing analyses to support government-wide decision making, supporting the CHO in her briefings to government and the public, supporting the issuing/retraction of public health directions, supporting public health policy and response, supporting operational decisions, using genomic surveillance for outbreak investigations and monitoring variants of concern, ACT-specific COVID-19 case projections and modelling and public reporting, and COVID-19 vaccine data reporting and analyses. The position is for three months, with the possibility of extension up to six months, available from 3 January 2023. The ideal candidate will have demonstrated experience leading a technical team to deliver products or projects with competing deadlines within tight timeframes. They will also have experience in using large datasets, preferable public health datasets, to produce reports for a range of audiences. Additionally, the position requires high level oral and written communication skills, organisational skills and the ability to liaise and negotiate effectively with stakeholders, and to respond quickly to business needs and meet tight timeframes. Qualification in qualifications in public health, health systems or databases are 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.

Notes: This is a temporary position available from 3 January 2023 for three months, with the possibility of extension up to six months

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

Selection may be based on application and referee report only.

How to Apply: Interested candidates are requested to provide a brief application of no more than one page addressing the Capabilities listed under 'What You Require' in the Position Description, along with their curriculum vitae and contact details of two referees. Interviews may be conducted.

Applications should be sent directly to the Contact Officer.

Contact Officer: Timothy Sloan-Gardner (02) 5124 6275 Timothy.Sloan-Gardner@act.gov.au

Calvary Public Hospital Bruce

Scheduling Manager - Surgery

Full-time Permanent

Closes: 18 December 2022

Classification: Senior Officer Grade B

Salary: \$135,355 - \$152,377 plus superannuation

Position No: 601092

Directorate: [Calvary Health Care ACT \(Public\)](#)

Advertised (Gazettal date): 08 December 2022

Contact Officer: Marianne Warren on Marianne.Warren@calvary-act.com.au or 6201 6851

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

website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 505073

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

Contact Officer: Marianne Warren Marianne.Warren@calvary-act.com.au

Lead Pharmacist

Full-time Permanent

Closes: 15 January 2023

Classification: Pharmacist Level 4

Salary: \$121,747 - \$131,067 plus superannuation

Position No: LP6795

Directorate: [Calvary Health Care ACT \(Public\)](#)

Advertised (Gazettal date): 12 December 2022

Contact Officer: Emily Diprose on emily.diprose@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: 504959

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

Contact Officer: Emily Diprose emily.diprose@calvary-act.com.au

Clinical Pharmacist – PH 2/3

Full-time Permanent

Closes: 25 December 2022

Classification: Pharmacist Level 2/Pharmacist Level 3

Salary: \$83,837 - \$115,073 plus superannuation

Position No: L1709

Directorate: [Calvary Health Care ACT \(Public\)](#)

Advertised (Gazettal date): 08 December 2022

Contact Officer: Emily Diprose on emily.diprose@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: 505357

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

Contact Officer: Emily Diprose emily.diprose@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**

Medicine

Diabetes Service

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 41735 - 027JU)

Gazetted: 12 December 2022

Closing Date: 28 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 Canberra Health Service (CHS) Diabetes Service is an interprofessional team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. Clients seen include adolescents and adults with diabetes and women with hyperglycaemia in pregnancy (HIP).

This nursing role requires the ability to provide appropriate skilled clinical assessment for clients with diabetes across CHS Health Campuses and provides an excellent foundation in diabetes education

The Registered Nurse will be responsible professionally to the Senior Nurse Lead of the CHS Diabetes Service.

Note: The position is for permanent and will require rotation between multiple sites within the Diabetes Service

ABOUT YOU

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

Behavioural Capabilities

- Highly motivated with strong organisational and time management skills
- Capacity to contribute to a positive, strong and cohesive interprofessional culture
- Adaptability and flexibility to manage changes in demand
- Personal and professional integrity

Position Requirements/Qualifications:

- Relevant qualifications as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA)
- Working towards or commitment to undertake post graduate Australian Diabetes Educators Association (ADEA) accredited Graduate Certificate in Diabetes Education and Management.
- Must hold and maintain a current driver's license.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Kristine Wright (02) 5124 7929 Kristine.wright@act.gov.au

Allied Health Services

Acute Allied Health Services

Allied Health Assistant

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level),
Canberra (PN: 22882 - 027J3)**

Gazetted: 12 December 2022

Closing Date: 26 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 Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services and interventions to a range of clients in an inpatient and outpatient setting. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury. The Department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs.

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

This position will be required to work flexibly across the provided services. The Exercise Physiology Allied Health Assistant may, with guidance have limited supervisory responsibilities for Allied Health Assistant students or guidance of new staff.

Note: A merit list may be established from this recruitment round, which may be used to offer similar permanent, temporary or casual contracts within the next 12 months.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational and interpersonal.

Adaptability and flexibility.

Able to work with others in a team.

Position Requirements/Qualifications:

Certificate IV in Allied Health Assistance or equivalent

Current Driver's Licence desirable

Previous experience in a hospital/clinical setting and/or exercise setting

The successful applicant may 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.

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 Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Contact Officer: Dave Turner Dave Turner 02 5124 3616 dave.turner@act.gov.au

Infrastructure and Health Support Services (IHSS)

Capital Project Delivery

Infrastructure Officer 4 - Senior Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 45390, several - 027HV)

Gazetted: 08 December 2022

Closing Date: 22 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 Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Senior Project Manager role will report to the Project Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra.

The Senior Project Manager will be responsible for managing a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising impacts to clinical services from operating within a live hospital environment. This will include a range of construction projects involving demolition works, construction of new buildings and refurbishments or existing buildings. A key element will be engaging with internal and external stakeholders, and managing stakeholder expectations to deliver agreed project outcomes.

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

strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders.

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

commitment to achieving positive outcomes for clients and the CHS organisation.

Position Requirements/Qualifications:

Mandatory

Relevant profession qualifications in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

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:

General Construction Induction Card (White Card) for working on a construction site.

Undergo a pre-employment National Police Check.

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

Note: There are several temporary positions available for 2 years with the possibility of extension and/or permanency.

Contact Officer: Owen Hughes 02 5124 8732 owen.hughes@act.gov.au

Infrastructure and Health Support Services

Capital Project Delivery

Project Manager, Major Projects

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 57214 - 027HY)

Gazetted: 08 December 2022

Closing Date: 22 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 Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Project Manager role will report to the Senior Project Manager, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra.

The Project Manager will be responsible for managing a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising impacts to clinical services from operating within a live hospital environment. This will include a range of construction projects involving demolition works, construction of new buildings and refurbishments of existing buildings. A key element will be engaging with internal and external stakeholders, and managing stakeholders expectations to deliver agreed project outcomes.

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

strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders.

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

commitment to achieving positive outcomes for clients and the CHS organisation.

Position Requirements/Qualifications:

Mandatory

Relevant professional qualifications in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

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

General Construction Induction Card (White Card) for working on a construction site.

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 two years with the possibility of extension and/or permanency.
Contact Officer: Owen Hughes 02 5124 8732 owen.hughes@act.gov.au

Surgery

Perioperative

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 34063 - 027JW)

Gazetted: 08 December 2022

Closing Date: 22 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 Surgery is responsible for delivering inpatient and outpatients surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and Intensive Care Unit.

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

The Extended Day Surgery Unit (EDSU) is a 14 bed unit caring for pre and post-operative DSU and EDSU patients. The DSU patients require a minimal stay before a same day discharge and the EDSU patients require overnight post-operative care. The DoSA unit provides pre-operative assessment and preparation for patients presenting for surgery on the day of admission. Both units are managed and staffed as the one identity and nursing staff are expected to work in both areas.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

A minimum of two years surgical nursing experience. The position involves working a full rotating roster, including nights and weekends.

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

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.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency.
Contact Officer: Deanne Cole 51243987 deanne.cole@act.gov.au

Acute Allied Health Services

Social Work

Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 59727 - 027KS)

Gazetted: 08 December 2022

Closing Date: 23 January 2023

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

Overview of the work area and position:

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 Services Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients.

This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted to inpatient wards. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

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 skills with a high degree of drive

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

Effective communication and interpersonal skills

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

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications and a minimum of 3 years' experience working professionally in Social Work.

Degree in Social Work (or equivalent).

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

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

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 Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Contact Officer: Patrice Higgins 51242316 Patrice.Higgins@act.gov.au

Rehabilitation Aged and Community Services

rehab, Aged and Community Service Administration

Administrative Service Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 16498 - 027B6)

Gazetted: 09 December 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

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the University of Canberra Hospital.

Working across multiple sites the RACS Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high-quality customer service and patient care.

ABOUT YOU

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

Behavioural Capabilities

Good interpersonal skills and passionate about high quality customer service.

Strong organisational skills with a strong work ethic.

Able to work in a collaborative manner as part of a multi-disciplinary team.

Position Requirements/Qualifications:

- The successful applicant will need to be available for weekend work on Saturday and Sunday from 8:30 to 17:00 at the University of Canberra Hospital – Main reception.
- Hold current drivers 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.

- 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 at (15) hours per week for 11 months.

Contact Officer: Steve Sculac (02) 5124 0226 Steve.Sculac@act.gov.au

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

Home Assessment and Acute Response Team

Health Professional Level 2

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48122 - 027BA)

Gazetted: 09 December 2022

Closing Date: 16 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

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

MHJHADS delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

The Home Assessment and Acute Response Team (HAART) provides community in-reach into inpatient units to facilitate early discharge, and hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening, and weekend shifts, on call arrangements and public holidays.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

ABOUT YOU

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

Behavioural Capabilities

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

- good customer service skills to provide helpful and professional experiences to people who access the service
- administration skills to be able to provide quality work outputs
- organisational skills to be able to manage workload

Position Requirements/Qualifications:

Mandatory Qualifications:

For Occupational Therapy:

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 experience.

For Psychology:

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.

For Social Work:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

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

Other qualifications:

Current Passenger Vehicles Driver's licence without restrictions.

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.

Have a strong understanding of working in an adult community mental health service.

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.

Contact Officer: Sarah Dunn (02) 6207 8741 sarahr.dunn@act.gov.au

Medical Services Group

Medical Imaging

Nuclear Medicine and PET Team Leader

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 19403 - 027IR)

Gazetted: 09 December 2022

Closing Date: 23 December 2022

Details: 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 Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, a GE Hawkeye SPECT/CT and a Siemens single head eCam). The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system.

Refurbishment of the department has begun, with procurement of a brand-new PET/CT, SPECT/CT and Gamma Camera underway. The expansion of the PET/CT service is also including a new automatic injection system and Gallium 68 generator. The service is also expected to expand on current research projects along with the new equipment.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered including paediatric, oncology and cardiac studies. The department has recently expanded the services we offer to include diagnostic CT with/without contrast. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

This position will suit an enthusiastic and experienced Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team. The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, including BMD and Diagnostic CT. The successful applicant will be required to perform all aspects of Nuclear Medicine while always observing departmental protocols and applicable radiation safety within a professional team. The position will involve coordination of more complex procedures as well as ongoing protocol development for new and emerging studies. In addition to the provision of excellent patient care, the position will provide leadership to other staff and students, as well as liaise with members of the multidisciplinary team. Positional responsibilities include effective utilisation of available resources to support Nuclear Medicine and PET in the Medical Imaging Department, the provision of leadership, management, and supervision to junior staff and students to ensure high quality clinical service, and timely patient care. The Medical Imaging Department is a 24/7 service, this role may include shift work, overtime and on-call duties outside normal working hours when required.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a strong work ethic and ability to work within a multi-disciplinary team. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications in Medical Radiation Science (Nuclear Medicine) or equivalent and a minimum of 5 years' experience working professionally in Nuclear Medicine.
- They are also required to be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).
- Post graduate experience as Nuclear Medicine Scientist in BMD, PET/CT and Diagnostic CT.
- Eligible to be registered under the Working for Vulnerable People Act.
- 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

- Experience in a trauma and teaching hospital.
- Experience teaching and/or mentoring Nuclear Medicine staff and students.
- 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.
- 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 Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note:

- An order of merit list may be established to fill future vacancies at level over the next 12 months.
- Appointment to this position may be made based on written application only.

Contact Officer: Michael Samuel 02 51242111 Michael.samuel@act.gov.au

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

Senior Project Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 39882 - 027H9)

Gazetted: 12 December 2022

Closing Date: 26 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) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Located on the Canberra Hospital campus, the Office of the Executive Director of MHJHADS provides strategic support to the Executive Director, undertakes high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office currently consists of a Business Manager, Executive Officer and Executive Assistant.

The Senior Project Officer reports to the Executive Director through the Senior Service and Transformation Director and works closely with other senior leadership teams across CHS.

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

Demonstrated leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment

Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements/Qualifications:

Mandatory

- Relevant project management tertiary or certificate qualification or a minimum of two years' experience working professionally in a project management field.
- 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.

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 Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Katie McKenzie 02 51241577 katie.mckenzie@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 52994 - 027JZ)

Gazetted: 14 December 2022

Closing Date: 30 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

Adult Acute Mental Health Services (AAMHS) is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. AAMHS incorporates the Adult Mental Health Unit (AMHU), Mental Health Short Stay Unit (MHSSU) and 12B Mental Health Unit, AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. MHSSU is a low dependency 6-bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. 12B Mental Health Unit is a low dependency 10-bed acute inpatient unit.

The Clinical Development Nurse (CDN) is responsible for clinical teaching and the development of nursing practice within a therapeutic environment. This position reports to the AAMHS Clinical Nurse Educator (CNE) and will liaise with the clinical nurse consultants, managers, education providers, and other internal and external stakeholders in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the AAMHS.

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

To be successful in this position, you will have a demonstrated track record of working in a multidiscipline team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all applicable regulatory and legislative requirements. It is expected the successful candidate will have the following attributes:

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

- Strong clinical and organisational skills with a high degree of drive.
- Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.
- Be flexible, adaptable, and comfortable with a changing working environment.
- Competent negotiation and influencing skills in dealing with complex situations
- Effective communication skills and ability to develop and maintain networks across the CHS.
- 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 multidisciplinary team and adapt quickly to a challenging and changing environment
- Ability to mentor junior staff in a collaborative and influential manner.

Position Requirements/Qualifications:

- Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA),
- Holds or is working towards post graduate qualifications, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.

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.
- 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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Note: This is a temporary position available for 3 – 6 months with the possibility of extension. Successful candidate maybe selected based on application.

Contact Officer: Shaun Bayliss (02) 5124 5406 Shaun.Bayliss@act.gov.au

Medicine

Gastroenterology and Hepatology (GEHU)

Booking and Scheduling Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 31205 - 027KO)

Gazetted: 12 December 2022

Closing Date: 19 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 Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

- Inpatient care of patients with gastroenterological and diseases;
- Consulting service;
- Endoscopic procedures;
- Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and
- Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides administrative and office support to the Gastroenterology and Hepatology Unit with duties including booking appointments, referral management, screening telephone calls long with general reception duties. This role requires demonstrated ability to ensure high quality customer service standards and a high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS and Clinical Portal.

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

Professional - ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner. Excellent interpersonal skills and experience in establishing and maintaining internal and external working relationships

Dedicated - adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Strong administrative and organizational skills with a high degree of drive

Conscientious – self-directed with a high level of emotional intelligence, attention detail resulting in the provision of accurate service and data.

Position Requirements/Qualifications:

- 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.
- 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)

Desirable:

- Knowledge of Digital Health Record (DHR) is highly desirable but not essential.

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

Contact Officer: Alex Bowman Raath (02) 5124 2195 Alexandra.BowmanRaath@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Adult Community Mental Health Services

Specialist / Senior Specialist – Older Person Psychiatrist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 25535, several - 027L3)

Gazetted: 12 December 2022

Closing Date: 22 January 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Adult Community Mental Health Services are specialist community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. Services include:

Adult Community Recovery Services

Older Person Mental Health Community Services

Mental Health-Intellectual Disability Services

Access Mental Health

MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have specialist experience in General Psychiatry and a Certificate of Advanced Training in Psychiatry of Old Age, or currently working towards completion of the certificate, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

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 of the Clinical Director, you will have specialist experience in Older Person's Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. You will:

Provide direct psychiatric services in a variety of settings, including the provision of ECT services.

Teach and supervise psychiatry trainees and medical students.

Contribute to the clinical oversight of multi-disciplinary teams and in particular:

- Provide expert opinion and consultation on clinical work;
- Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.

Liaise and collaborate with medical practitioner, consumers, carers, voluntary and government and non-government agencies concerned with patients care.

Participation in administration and clinical governance activities and the after-hours roster as required.

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.

Behavioural Capabilities

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

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

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

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

Position Requirements/Qualifications:

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

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

Hold a Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or an equivalent higher specialist qualification, and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory

Has completed or currently undertaking the relevant Certificate of Advanced Training in Psychiatry of Old Age and/or a minimum of two years' experience working professionally in Older Person's Psychiatry.

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.

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

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

Current driver licence is preferred.

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

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

Contact Officer: Dr Azra Sabir 02 5124 0000 Azra.Sabir@act.gov.au

Medicine

Gastroenterology and Hepatology (GEHU)

Office Manager

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17238 - 027KQ)

Gazetted: 13 December 2022

Closing Date: 27 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 Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

- Inpatient care of patients with gastroenterological and diseases;
- Consulting service;
- Endoscopic procedures;
- Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and
- Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides day to day support to the Gastroenterology and Hepatology Unit (GEHU) and its Director.

Duties include, but will not be limited to, diary management, human resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies, administrative and office support including booking appointments, back up to Reception and other duties that are appropriate to this level of classification. The position reports to the Administration Manager, Division of Medicine and Clinical Director, Gastroenterology and Hepatology.

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

Professional - ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner. Excellent interpersonal skills and experience in establishing and maintaining internal and external working relationships

Dedicated - adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Strong administrative and organizational skills with a high degree of drive
Conscientious – self-directed with a high level of emotional intelligence, attention detail resulting in the provision of accurate service and data.

Position Requirements/Qualifications:

- 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.

Desirable:

- Knowledge of Digital Health Record (DHR) is highly desirable but not essential.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Alexandra Bowman Raath (02) 5124 2195 Alexandra.BowmanRaath@act.gov.au

Medicine

Gastroenterology and Hepatology

Administration Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 18645, several - 027KV)

Gazetted: 13 December 2022

Closing Date: 23 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 Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

- Inpatient care of patients with gastroenterological and diseases;
- Consulting service;
- Endoscopic procedures;
- Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and
- Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides administrative support to Division of Medicine Gastroenterology and Hepatology Unit (GEHU) outpatient department. Under general direction of the Office Manager and Administration Manager you will be responsible for providing support to the operations of the outpatient clinic, booking and scheduling of patient appointments, and providing a high level of customer service to the GEHU Department.

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

Professional

Dedicated

Organised

Position Requirements/Qualifications:

- 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.

Note: This is a temporary position available for six months

Contact Officer: Alexandra Bowman Raath (02) 5124 2195 Alexandra.BowmanRaath@act.gov.au

Acute Allied Health Services

Exercise Physiologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21082 - 027KU)

Gazetted: 13 December 2022

Closing Date: 27 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 Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services and interventions to a range of clients in an inpatient and outpatient setting. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury.

This position will be responsible for the delivery of clinical Exercise Physiology services and interventions across the inpatient and outpatient settings. The position will be actively engaged in staff and student supervision, quality improvement, service innovation and research and will work collaboratively with the Exercise Physiology and wider multidisciplinary teams to provide high quality patient-centred care.

This position may be required to work across services and locations.

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:

Exercise Physiology Degree or equivalent qualification from a recognised tertiary institution, with a mandatory minimum of 3 years post-qualification clinical experience

Previous clinical experience working in a hospital setting is desirable

Current accreditation or eligibility for accreditation with Exercise and Sports Science Australia (ESSA)

Current Driver's Licence is desirable

The successful applicant may 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.

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 Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Note: This is a temporary position available for 9 months with the possibility of extension and/or permanency.

Contact Officer: Dave Turner 02 51243616 dave.turner@act.gov.au

Finance and Business Intelligence

Supply Services

Health Services Officer Level 4, Casual

Health Service Officer Level 4 \$57,149 - \$59,336, Canberra (PN: 11711, several - 027HN)

Gazetted: 13 December 2022

Closing Date: 13 December 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

Supply Services are seeking Casual Health Services Officers Level 4 for opportunities at both the Mitchell and Canberra Hospital locations. Candidates will be required to pick, pack, decant and assist with delivery of stock to the Canberra Hospital, Community Health Centres and other health facilities within the ACT. Previous Warehouse experience and a forklift licence are highly desirable. Please provide a current Resume, a Pitch of no more than two pages outlining your knowledge, skills and behaviours that make you suitable for the role and the contact details of two referees. Decision may be based on written application and referee reports only.

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

The position reports to the Senior Store Supervisor of Canberra Health Supply Services.

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

ABOUT YOU

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.

Understanding of supply chain processes within a warehouse environment.

Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory

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

Note: These positions will be filled on a casual basis. The above full-time salary will be pro-rata.

Contact Officer: Rob Swain (02) 5124 3100 rob.swain@act.gov.au

Division Of Medicine

Diabetes

Senior Dietitian

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 52964 - 027L2)

Gazetted: 14 December 2022

Closing Date: 13 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

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

The CHS Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The diabetes nutrition team are an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Educators, Podiatrists, Social Workers, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of diabetes.

Diabetes Nutrition services are offered to Canberra residents across the ACT and southern NSW from within the Canberra Hospital and community health centres. The position requires working within a multidisciplinary team to provide a range of nutrition services including dietary assessment, care planning, counselling and the planning and delivery of education programs to staff and client groups.

The Senior Diabetes Service Dietitian will be responsible operationally to the Director CHS Diabetes Service and professionally to the Nutrition and Dietetics Lead Professional of Canberra Health 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

Highly motivated with strong organisational and time management skills.

Capacity to contribute to a positive, strong and cohesive interprofessional culture.

Adaptability and flexibility to work in a busy environment requiring change and service improvement.

Personal and professional integrity.

Position Requirements/Qualifications:

Mandatory

- Degree or Postgraduate qualifications in Nutrition and Dietetics and a minimum of 5 years post-graduate experience working professionally in nutrition.
- Eligible for membership of the Dietitians Association of Australia and eligible for APD Status.
- The successful applicant may need to be available for weekend and after-hours work if required.
- 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.
- Contact Officer: Caroline Petersons (02) 5124 2214 carolyn.petersons@act.gov.au

Medical Services

Medical Imaging

Medical Imaging Interventional booking nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 59984 - 027HM)

Gazetted: 09 December 2022

Closing Date: 23 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

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

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

Strong analytical and problem-solving skills

Organisational skills with a high degree of motivation

High level communication skills with a focus on providing good customer service to people who access the service

Position Requirements/Qualifications:

- Mandatory eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
Relevant Tertiary Nursing qualifications and a minimum of 3 years' experience working professionally in an acute surgical setting is preferred.
- Relevant Tertiary Nursing qualifications and a minimum of 3 years' experience working professionally in an acute surgical setting is preferred.
- The successful applicant works Monday-Friday excluding public holidays
- 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.
- Reference checks with 2 professional referees
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Donna Gaisford (02) 5124 4333 Donna.Gaisford@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

Finance

Business Support

Business Support Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54730)

Gazetted: 12 December 2022

Closing Date: 2 January 2023

Details: Canberra Institute of Technology (CIT) is looking to engage a suitably qualified and experienced business professional to join the Finance team in delivering key business services for Colleges and Divisions in the provision of Vocational Education and Training (VET) services.

To be successful in the Business Support Manager (BSM) role, candidates must be able to demonstrate a high level of business acumen and technical competency in finance, accounting and business management generally. The position is one of four in the Business Support team where collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes. The ability to communicate clearly and concisely in all forms with internal and external stakeholders is essential to be effective in the role. From the technical perspective, prior experience in a management accounting role is essential alongside demonstrable accrual accounting experience. In addition to undertaking the various financial and management accounting tasks, a key function is to collect, analyse and report on a range of data to be used for internal and external reporting, costing, budgeting, forecasting and to inform internal decision making. Liaison with other areas within and external to the CIT Corporate Services Division is an ongoing requirement of the role. There will be the occasional requirement to provide direct technical and administrative support to other areas in peak times (e.g., for financial reporting). A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

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

Eligibility/Other Requirements:

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

Relevant post-secondary qualifications in accounting, commerce or business is highly desirable.

Membership (or progress towards membership) of a peak accounting body (e.g., CPA, IPA, ICAA) will be highly regarded.

Relevant post-secondary qualifications in accounting, commerce or business is highly desirable.

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 provide a written application of no more than 1000 words addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Tong (02) 6207 3197 Greg.Tong@cit.edu.au

Finance

Business Support

Business Support Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 03237)

Gazetted: 09 December 2022

Closing Date: 16 December 2022

Details: Canberra Institute of Technology (CIT) is looking to engage a suitably qualified and experienced business professional to join the Finance team in delivering key business services for Colleges and Divisions in the provision of vocational education and training (VET) services.

To be successful in the Business Support Manager (BSM) role, candidates must be able to demonstrate a high level of business acumen and technical competency in finance, accounting and business management generally. The position is one of four in the Business Support team where collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes. The ability to communicate clearly and concisely in all forms with internal and external stakeholders is essential to be effective in the role. From the technical perspective, prior experience in a management accounting role is essential alongside demonstrable accrual accounting experience.

In addition to undertaking the various financial and management accounting tasks, a key function is to collect, analyse and report on a range of data to be used for internal and external reporting, costing, budgeting, forecasting and to inform internal decision making. Liaison with other areas within and external to the CIT Corporate Services Division is an ongoing requirement of the role. There will be the occasional requirement to provide direct technical and administrative support to other areas in peak times (e.g., for financial reporting).

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

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

As negotiable, the successful candidate would be engaged from around mid-January 2023. A blend of home based and on site working is available. The primary workplace is at the Reid campus with the occasional requirement to work at either the Fyshwick or Bruce campuses. Free parking is available at the three major campuses.

Eligibility/other requirements:

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

Relevant post-secondary qualifications in accounting, commerce or business is highly desirable.

Membership (or progress towards membership) of a peak accounting body (e.g., CPA, IPA, CA ANZ) will be highly regarded.

Notes: This is a temporary position commencing 9 January 2023 until 8 January 2024. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: Please provide a written application of no more than 1,000 words addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Tong (02) 6207 3197 Greg.Tong@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

Economic Development

Business and Innovation

Finance and Systems

Assistant Director, Key Sectors

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 37495)

Gazetted: 14 December 2022

Closing Date: 28 December 2022

Details: We are looking for a talented, capable and driven individual to play a lead role as we continue to drive our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders.

This position is a leadership role within the Finance team providing expert financial advice and support to the business and business units on reporting, budget, costing and strategic finance matters. The person in this role will provide technical financial advice, analysis, planning and reporting on various financial matters.

This is a diverse and challenging role and would ideally suit a suitably skilled person keen on making a difference.

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:

For this role you not only need to be suitably skilled and motivated the following is highly desirable:

Tertiary qualification in accounting/finance or audit; and

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

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: In order to apply for this 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: Sandy Chen (02) 6207 9057 Sandy.Chen@act.gov.au

Corporate

Workforce and Information Services

Culture, Engagement and Workforce Planning

Assistant Director, Inclusion and Belonging

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41798)

Gazetted: 14 December 2022

Closing Date: 5 January 2023

Details: Yuma/hello! Are you passionate about embedding employee inclusion, diversity and belonging? Are you looking for a workplace that is committed to being the most progressive jurisdiction in Australia for hybrid and flexible working?

As an Assistant Director in the Culture, Engagement and Workforce Planning team you will be committed to the ongoing development of a diverse and inclusive workplace culture. In partnership with Executives, key stakeholders and staff you will be responsible for developing, implementing and monitoring culture, diversity and inclusion initiatives that support Directorate and Whole of Government objectives.

To succeed in the role, you will be an experienced diversity and inclusion practitioner with expertise in embedding positive organisational culture. You will be a strategic thinker who uses your influence to develop and roll out a range of initiatives that contribute to an engaged, inclusive and culturally aware workforce.

Your exceptional communication skills will be essential in liaising with stakeholders and developing material which support our strategic priorities. Your sound judgement and ability to analyse information and recommend solutions to complex problems will enable you to achieve in this position.

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:

Relevant qualifications in a human resources or organisational development is highly regarded while extensive experience in a diversity and inclusion role is essential.

Notes: The duties of this position are able to be arranged to suit flexible start and finish times for full time hours or reasonable part time hours; subject to negotiation prior to commencement. A merit list will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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 that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Bridgid Edwards (02) 6207 6198 Bridgid.Edwards@act.gov.au

Corporate

Corporate Management

Governance, Security and Audit

Risk and Business Continuity Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50360)

Gazetted: 14 December 2022

Closing Date: 6 January 2023

Details: Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister and Treasury and Economic Development Directorate (CMTEDD). It administers the governance framework, corporate policies, audit and compliance assurance programs, as well as drives our strong risk framework including supporting business continuity, emergency management and protective security.

Corporate are seeking an organised and driven Risk and Business Continuity Officer who will be responsible for coordinating risk management and business continuity functions, and supporting the improvement of risk management maturity within the Directorate.

The Risk and Business Continuity Officer works in the Governance, Security and Audit team, which are a dynamic and customer-oriented team of subject matter experts focused on delivering best practice corporate, advice, services, and support in a demanding environment.

The Risk and Business Continuity Officer supports the Director, Security and Risk with the implementation, ongoing maintenance, testing and reporting of risk management, business continuity, crisis management, disaster recovery and emergency management frameworks, policies and plans, and associated activities within CMTEDD.

The role supports risk management activities, including reviewing and updating documents, providing advice, coordinating workshops and supporting reporting requirements.

This is a wonderful opportunity to work in a supportive environment with a great team of people who want to help their staff develop and grow their skill set. We are open to discussing flexible working arrangements.

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 13 January 2023 until 22 December 2023. 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 based in 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 written response/pitch addressing your ability to meet the Criteria outlined in the attached Position Description.

Please also provide your current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fleur Reid (02) 6207 7860 Fleur.Reid@act.gov.au

Corporate

Corporate Management

Winyu Readiness

Winyu Flexible Working Secretariat and Admin Support

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60087)

Gazetted: 14 December 2022

Closing Date: 21 December 2022

Details: Do you have experience in project coordination or secretariat and administration support? Are you a self-starter and a team player?

Who we are

The Corporate Division provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister, Treasury and Economic Development Directorate (CMTEDD). Corporate Management provides support to the Directorate in relation to its governance framework, corporate policies, audit and compliance assurance programs. It drives our strong risk framework including supporting business continuity, emergency management and protective security. Coordination and performance activities including the annual report and commitment reporting. Collaborates to ensure a consistent approach for facilities, fleet and environmental sustainability, and supports Winyu and 220 London Circuit as key facilities.

What you will do

The successful applicant will perform the role of Secretariat for the CMTEDD Winyu Flexible Working Steering Committee and provide administration support for the Winyu Flexible Working Program. The successful applicant will work as part of a team and provide support to the CMTEDD Winyu Flexible Working Program Manager, including coordination of project activities and documentation such as Program Updates, maintaining issue logs, risk registers and schedule stakeholder meetings.

What we require

To be successful in the role you will need to have demonstrated ability to undertake secretariat functions using your strong communication and writing skills. You will need to be able to work both independently and part of a team to coordinate activities across various project streams and stakeholders.

For more information on the key capabilities for the role, please review the attached Position Description.

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 available immediately until 31 August 2024. 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: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Applicants should also provide a current curriculum vitae and details of two referees as part of their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Cannon (02) 6205 2081 Rebecca.Cannon@act.gov.au

Digital Data and Technology Services

CESB

Service Assurance

ICT Purchasing Team Leader

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 16474)

Gazetted: 12 December 2022

Closing Date: 19 December 2022

Details: Service Assurance is seeking an ICT Purchasing Team Leader to oversee the ICT Purchasing Team and facilitate purchasing of ICT goods and services on behalf of the ACT Government. The successful candidate will provide direction, advice, and guidance to team members. Delegate tasks and monitor the quality of work delivered by the team. Monitor and manage requests via SNOW platform.

The Team Leader role Undertakes small to medium-scale procurement activities, Compiles and co-ordinates monthly bill-back invoices for Directorates, Assists in Preparing cost Journals and Accruals, Establishes and maintains business relationships with internal and external stakeholders including ACT Government staff and external suppliers. Process customer enquiries and respond to escalations.

The candidate will be required to have excellent attention to detail with the ability to adapt to competing priorities and stay focused in a fast-paced environment. This role will provide interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community. You will have the opportunity to work with passionate, innovative, and experienced leaders who encourage and support you in developing your interests and expertise.

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 for six months with a possibility of extension up to 12 months.

Selection may be based on application and referee reports only.

How to Apply: Please ensure you include a two-page personal pitch that reflects your skills and capabilities against the 'What you will Do' and the Professional and Behavioural Capabilities in the Position Description. A copy of your current curriculum vitae with contact details for at least two referees is required to be submitted with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Md Saleh Newaz (02) 6207 1650 MdSaleh.Newaz@act.gov.au

Digital Data and Technology Solutions

Customer Engagement Services

ICT ESA

Application Support and Development Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 26726)

Gazetted: 13 December 2022

Closing Date: 20 December 2022

Details: This is an exciting opportunity to work in Digital, Data and Technology Solutions' embedded Emergency Services Agency ICT team.

The role is responsible for the specification, development, testing, enhancement, and maintenance of internally developed software on behalf of the ACT Emergency Services Agency (ESA) and supports the Agency's delivery and reporting requirements.

A typical day will include:

Analyse, design, develop, maintain, enhance and distribute agreed business applications according to industry best practice, ACT Government and Shared Services ICT policies and standards.

Develop business application testing regimes (including formal user acceptance testing capability), training manuals, user manuals and other documentation for developed and supported business applications.

Provide second level incident and problem management services for Vendor supported systems and third level support for developed applications including data analysis and reporting.

Liaise with business units to develop formal application specifications based on documented business needs and user requirements which includes ongoing support and maintenance requirements.

Undertake user application training for ACT Fire and Rescue staff.

Participate in the afterhours on-call support arrangement for ESA ComCen infrastructure/business systems. 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:

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

Travel between sites may be required and a driver's licence (C class) is essential.

This position provides 24/7 On-call services and the successful applicant will be expected to provide 24/7 On-call services for one week in every five weeks or as reasonably requested. These services may be provided remotely and on site across the ACT to resolve ICT issues with ESA's critical systems in ESA facilities and vehicles.

Notes: This is a temporary position available immediately until 30 June 2023 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply:

Two page response to the following questions:

How you meet the technical requirements of the role as described in the position description.

Give an example of when you have solved a problem for a client that required you to liaise and negotiate with other teams.

Responses should consider the requirements as described in the Position Description.

Current curriculum vitae including previous relevant experience, training and qualifications and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Jeffery (02) 6207 7826 Peter.Jeffery@act.gov.au

Economic and Financial Group

Macroeconomics, Modelling and Federal Financial Relations

Federal Financial Relations

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 36320)

Gazetted: 12 December 2022

Closing Date: 26 December 2022

Details: As a Senior Manager with a high degree of independence, manage a team of professionally qualified staff and contribute to the management of the Branch and Economic and Financial Group. Identify and deliver support and training (where required) and ensuring the continued fostering of a culture of continuous business improvement.

You will develop high level strategic advice and undertake and assist in negotiations relating to major funding agreements with the Commonwealth and States. Prepare briefings and cabinet submissions; liaise with ACT Agencies; and represent the Directorate at inter-departmental and intergovernmental meetings. Establish and foster strategic alliances with other jurisdictions and co-ordinate participation at various meetings across the ACT Public Service and the Commonwealth, states and territories. Manage ACT Government dealings with the Commonwealth Grants Commission and oversight the development and maintenance of appropriate databases. 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 or post graduate qualifications in economics or similar field would be an advantage. Prior experience in Commonwealth/State Treasuries, central agencies, or other government departments will be highly regarded.

Notes: This is a temporary position available from 18 January 2023 until 17 January 2024. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a 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: Douglas Miller (02) 6205 4079 Douglas.Miller@act.gov.au

Finance and Budget Group

Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11074)

Gazetted: 12 December 2022

Closing Date: 13 January 2023

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.

Note: 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 sent to the via the Apply Now button below.

Contact Officer: Mimi Dyall (02) 6207 8611 Mimi.Dyall@act.gov.au

ACT Insurance Authority

Insurance

Director, Insurance Projects and Programs

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 55794)

Gazetted: 09 December 2022

Closing Date: 18 December 2022

Details: Do you have experience in project management in private or public sector insurance environments? Do you have excellent research, scoping and design skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive and motivated individual, who has a passion for strategic leadership to join us as the Director, Insurance Projects and Programs for a temporary 6-month period (with the possibility of extension up to 12 months).

Reporting directly to the ACTIA General Manager, the successful candidate will be dedicated to building effective working relationships working with directorates, agencies and other key stakeholders to deliver projects/program that align with ACTIA's strategic objectives and provide strategic advice to senior management and stakeholders in relation to project deliverables to ensure project milestones are met.

ACTIA values diversity and practices inclusiveness in line with the ACT Public Service values. We are looking for a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and a passion to challenge the status quo in a quest for continuous improvement and service delivery.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested applicants are requested to submit an application no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penny Shields (02) 6207 0268 Penny.Shields@act.gov.au

Finance and Budget Group

Various

Analyst

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33413)

Gazetted: 12 December 2022

Closing Date: 13 January 2023

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 highly desirable.

Notes: 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.Dyall@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

Children, Youth and Families

Next Steps Reform and Strategy

Next Steps Reform and Strategy

Project Support Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60068)

Gazetted: 14 December 2022

Closing Date: 30 December 2022

Details: The Project Support Officer reports to the Project Manager – Next Steps and works closely with the broader Planning, Sourcing and Procurement team. This position will be responsible for providing support for the key strategic projects of:

Stage 2 Child Protection, Earlier Support and Out of Home Care Service Packages – commissioning, co-design, sourcing and procurement.

Implementation of the *Next Steps for Our Kids* Strategy 2022 – 2030 including the co-design of first 4 year Action Plan.

Benchmarking of services and costs including demand modelling.

Establishment of a CYPs Service Level Agreement.

These key projects will be managed under a program management framework aligned to the Prince 2's *Managing Successful Programs*.

The ideal candidate has experience in earlier support for families, child protection and / or out of home care services with well-developed stakeholder management and time management skills and thrives in a fast paced environment. The ideal candidate has a reputation for creating a positive work environment, has an enthusiasm for learning and is willing to take on new challenges to support the implementation of the *Next Steps* strategy. In return, the Branch offers a supportive and professional team environment where the candidate can gain or enhance skills in strategic planning and project management, procurement, and the design of human services.

Eligibility/Other Requirements:

Professional/Technical Skills and Knowledge

Experience working in a statutory care environment and / or in the delivery of earlier support, child protection and out of home care services.

Vocational / tertiary qualifications in social work or a related discipline.

Proficiency in Microsoft Office 365, TRIM and a range of business systems.

Highly developed liaison and communication skills (oral and written) including experience in negotiation and influencing others to achieve objectives.

Vocational / tertiary qualifications in social work or a related discipline.

Behavioural Capabilities

Demonstrated experience managing complex relationships with a diverse range of stakeholders.

Strong time management skills and delivery focused approach.

Self-motivated, enthusiastic, goal oriented.

Additional requirements:

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required.

For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months. A Merit List may be established from this selection process and maybe used to fill temporary and permanent 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 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: Kate Ehlers (02) 6207 0353 Kate.Ehlers@act.gov.au

Corporate

Governance

Ministerial and Government Services

Housing Liaison officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 22000)

Gazetted: 14 December 2022

Closing Date: 28 December 2022

Details: As part of the Ministerial and Government Services team in the Community Services Directorate, the Housing Liaison officer provides support to the Minister for Homelessness and Housing Services located in the Legislative Assembly. Under limited direction you will facilitate and support direct communication between the Directorate and the Minister's office, including matters relating to Cabinet and Assembly business. The Housing Liaison officer manages client enquiries from members of the community regarding matters relating to social housing and homelessness, requiring a strong knowledge of social housing operational policy and client matters. If you are customer focussed, strive to deliver high level support and advice, and can manage competing priorities in a high-pressure environment 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.

Notes: This is a temporary position available from 2 February 2023 until 2 February 2024. The position may be filled off application and referee reports only. A Merit Pool may be established from this selection process and used to fill vacancies over the next 12 months.

How to Apply: To apply, please submit a two-page statement against the capability headings outlining why you are the person for position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Boljkovac (02) 6207 5105 Kate.Boljkovac@act.gov.au

Children, Youth and Families

Youth Justice

Bimberi Residential Services

Youth Workers - Bimberi Residential Services (Permanent, temporary and casual)

Youth Worker 1 \$68,685 - \$73,920, Canberra (PN: 47142, several)

Gazetted: 12 December 2022

Closing Date: 15 January 2023

Details: Bimberi Residential Services is recruiting energetic and committed youth workers to join the team.

Youth workers play an important role in supporting and supervising young people at the Bimberi Youth Justice Centre and Bimberi Community Residential Services.

Working in youth justice is about empowering young people to steer their lives in a more positive direction when they return to the community. If you are passionate about changing lives for the better, becoming a youth worker is the ideal place to start.

As youth workers, we empower children and young people to steer their lives in a more positive direction. We act as role models by:

establishing healthy routines and working to a daily structure

redirecting anti-social and challenging behaviour to the positive standards expected by the community

engaging young people in education through ongoing encouragement and mentoring

helping young people to develop positive family and peer relationships

facilitating support from other services such as health and mental health providers, educators, and disability organisations

creating safe and supportive environments.

While care, supervision, safety and support form the foundation of the role, you will also need strong interpersonal and communication skills. We look for people who are:

Passionate about working with young people – you strive to engage and empower them to change their lives for the better.

Dedicated and resilient – you are committed to following procedures, can deal with confronting situations and thrive on challenges.

Proactive – you are constantly thinking of new ways to solve problems and address issues.

If you are mature and open-minded, your life experiences will enable you to connect and communicate with young people from many different backgrounds. Working intensively with young people every day means there's no end to what you can learn and how you can grow in your career.

Youth Workers are required to work shift work and provide direct supervision and support to young people and management of their behaviours. Successful applicants will be provided with seven weeks paid induction training that covers topics including legislative obligations, Human Rights, trauma informed and therapeutic practice, responding to critical situations (including Use of Force) and behaviour management.

Eligibility/Other Requirements:

Current driver's licence

Current Senior First Aid Certificate

ACT Working with Vulnerable People Card. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes:

Permanent, temporary and casual roles may be filled based on operational requirements and the business needs of the organisation.

Selection will be based on application, psychometric assessment, interview, medical/fitness (beep test) assessment and National Police Check.

Prior to commencing Youth Worker induction, you are required to produce evidence of a current Senior First Aid Certificate and ACT Working with Vulnerable People Card.

Youth Worker information session

An information session will be held at Bimberi Youth Justice Centre from 6.00 to 7.00pm:

Tuesday 10 January 2023

You will need to RSVP to reserve your spot by calling the contact officer.

How to Apply: You will be required to submit responses to the Selection Criteria questions below.

Why are you interested in being a Youth Worker?

What skills do you have?

What do you think teamwork means?

What is important to perform the role of Youth Worker?

CSD values are Respect, Integrity, Collaboration and Innovation. What values align with you the most?

Applications are sought from potential candidates that should include;

supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your knowledge, skills and experience, in carrying out the duties outlined in the Position Description.

names and contact details of at least two referees, including your most recent/current supervisor or manager: and a current curriculum vitae must also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Lewthwaite (02) 6207 8801 Kim.Lewthwaite@act.gov.au

Strategic Policy

Commissioning, Policy and Service Design

Industry Development

Senior Director, Industry Development

Senior Officer Grade A \$157,201, Canberra (PN: 31094)

Gazetted: 09 December 2022

Closing Date: 16 December 2022

Details: The Industry Development team is passionate about meeting the needs of the Canberra community through partnership between government and the non-government sector. We work using collaborative methods to enhance sustainability of the non-government sector, manage complexity and amplify our ability to meet community needs.

Our purpose is to drive reform across the Community Services Directorate, ACT Government and nongovernment sector through commissioning. Our efforts over time, will ensure we can better respond to community need; improve integration to support seamless service delivery; reduce pressure on crisis services; improve life outcomes for vulnerable people; and improve sector sustainability and delivery partnerships. We are looking for an experienced Senior Director to lead this team and its important work.

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.

Notes: 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 prepare a maximum two-page pitch addressing your suitability against the selection criteria along with a curriculum vitae.

Applications should be submitted via the apply Now button below.

Contact Officer: Louise Bassett (02) 6205 7743 Louise.Bassett@act.gov.au

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Aboriginal and Torres Strait Islander Elected Body

Secretariat Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 12388)

Gazetted: 09 December 2022

Closing Date: 30 December 2022

Details: The Office for Aboriginal and Torres Strait Islander Affairs (OATSIA) is seeking a motivated Secretariat Support Officer to join our dynamic branch. OATSIA has a range of functions including development of strategic policy, governance and advice to the Minister for Aboriginal and Torres Strait Islander Affairs and provides policy and secretariat support to the Aboriginal and Torres Strait Islander Elected Body (ATSIEB)

The Secretariat Support Officer will provide high level secretariat support to ATSIEB, supporting them to meet their requirements under the *Aboriginal and Torres Strait Islander Elected Body Act 2008*. The position provides administrative support for the interaction between the Minister and the Elected Body.

The position will assist with developing and maintaining operating procedures for the ATSIEB Secretariat and sharing knowledge across the OATSIA network that will contribute to effective coordination, improved team performance and enhanced service outcomes. This position reports directly to the ATSIEB Policy Advisor and Secretariat.

More information can be found in the Position Description.

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

Eligibility/ Other Requirements

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

How to Apply: Applicants should submit a response of no more than two pages against 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: Jessica Turk (02) 6207 2534 Jessica.Turk@act.gov.au

Communities

Community Relations and Funding Support

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 34890)

Gazetted: 09 December 2022

Closing Date: 16 December 2022

Details: Senior Director Relationship and Contract Manager

The Communities Division is seeking an experienced Senior Director to contribute to the development and implementation of work within the Community Relations and Funding Support Team. The position has responsibility for leading staff, developing policy and managing programs and projects. It requires knowledge of the ACT community, a high-level understanding of the current human services policy in a human-services setting (including knowledge of the roles of Relationship management and Contract management).

You will have excellent people management and communication skills, building positive and productive working relationships with our Community Services sector partners to deliver quality and responsive services for clients. The Community Relations and Funding Support (CRFS) team partners with community sector organisations to fund and administer evidence-based early intervention and prevention programs to improve outcomes for disadvantaged and vulnerable children, young people, and families in our community.

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 (CALD), veterans, mature age workers, and lesbian, gay, bisexual, transgender, intersex, and queer people (LGBTIQ+).

Notes: This is a temporary position available immediately until 30 June 2023. Selection may be based on application and referee reports only. The successful candidate will report to the Executive Group Manager, Communities Division.. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a two-page pitch outlining your achievements and why you should be a Senior Director for the Relationship Manager team in the Communities Division. Include your curriculum vitae and contact details of two referees. Your pitch should address the selection criteria listed in the position description.

For more information about the position, visit the [CSD intranet](#).

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate West (02) 6205 4377 Kate.West@act.gov.au

Communities

Women, Youth and Multicultural Affairs

Program Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36576)

Gazetted: 09 December 2022

Closing Date: 16 December 2022

Details: The Communities division is seeking an experienced Program Officer.

The Communities division comprises five branches/teams and works to strengthen community connections and participation opportunities for all Canberrans, including those from culturally diverse backgrounds; people with disability; young people; women; seniors; and veterans. The division facilitates engagement between the community and government, including in the social recovery space, and enhances the capacity of the community sector through a variety of support and development activities.

The successful candidate will join the Office for Women and be responsible for coordination and delivery of the Women's Return to Work Program as well as providing support for other programs in the Office for Women, which includes administrative duties and stakeholder engagement.

The ACT Women's Return to Work Program is an ACT Government initiative that assists women to achieve increased financial independence by helping them prepare for, obtain and maintain employment.

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 \(a ct.gov.au\)](https://www.act.gov.au/wwvp)

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

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager). In your personal pitch, please explain why you are the best person for the job and how you meet all the Skills, Knowledge, and Behavioural Selection Criteria. Specific examples should be provided.

Applications should be sent to the via the Apply Now button below.

Contact Officer: Olivia Afiabo (02) 6205 2249 Olivia.Afiabo@act.gov.au

Children, Youth and Families

Next Steps Reform and Strategy Implementation

Next Steps Reform and Strategy Implementation

Project Manager – Next Steps

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60066)

Gazetted: 09 December 2022

Closing Date: 23 December 2022

Details: The Project Manager – Next Steps reports to the Senior Director and works closely with the broader Planning, Sourcing and Procurement team. This position will be responsible for a range of deliverables relating to the key strategic projects of:

Stage Two Child Protection, Earlier Support and Out of Home Care Service Packages – commissioning, co-design, sourcing and procurement.

Implementation of the *Next Steps for Our Kids* Strategy 2022 – 2030 including the co-design of first four year Action Plan.

Benchmarking of services and costs including demand modelling.

Establishment of a Child Youth Protection Service (CYPS) Service Level Agreement.

These key projects will be managed under a program management framework aligned to the Prince 2's *Managing Successful Programs*.

The ideal candidate has experience in earlier support for families, child protection and / or out of home care services with exceptional stakeholder management, communications and time management skills and thrives in a fast paced environment. The ideal candidate has a reputation for creating a positive work environment including the leadership and management of people, has an enthusiasm for learning and is willing to take on new challenges to support the implementation of the *Next Steps* strategy. In return, the Branch offers a supportive and professional team environment where the candidate can gain or enhance skills in strategic planning and project management, procurement and the design of human services.

Eligibility/other requirements:

Essential qualifications and experience:

Demonstrated experience managing complex relationships with a diverse range of stakeholders.

Proficiency in Microsoft Office 365, TRIM and a range of business systems.

Strong time management skills and delivery focused approach.

Highly developed liaison and communication skills (oral and written) including experience in negotiation and influencing others to achieve objectives.

Self-motivated, enthusiastic, goal-oriented.

Desirable qualifications and experience:

Experience working in a statutory care environment and / or in the delivery of earlier support, child protection and out of home care services.

Vocational / tertiary qualifications in social work or a related discipline.

Experience leading and managing staff.

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)

Notes: This is a temporary position with an immediate start for six months with the possibility of extension up to 12 months. A Merit List may be established from this selection process and maybe used to fill temporary and permanent 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 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: Lisa Brown (02) 6205 1327 Lisa.Brown@act.gov.au

Communities

Women, Youth and Multicultural Affairs

Office for Women

Senior Policy and Program Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53681)

Gazetted: 09 December 2022

Closing Date: 16 December 2022

Details: The Communities division is seeking an experienced Senior Program and Policy Officer.

The Communities division comprises five branches/teams and works to strengthen community connections and participation opportunities for all Canberrans, including those from culturally diverse backgrounds; people with disability; young people; women; seniors; and veterans. The division facilitates engagement between the community and government, including in the social recovery space, and enhances the capacity of the community sector through a variety of support and development activities.

The successful candidate will join the Office for Women and be responsible for the delivery of policy advice and the delivery of programs and projects, including events, one-off initiatives and ongoing partnerships and services.

Note: This is temporary position available from 3 January 2023 up until 30 June 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. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager). In your personal pitch, please explain why you are the best person for the job and how you meet all the Skills, Knowledge, and Behavioural Selection Criteria. Specific examples should be provided.

Applications should be sent to the via the Apply Now button below.

Contact Officer: Olivia Afiabo (02) 6205 2249 Olivia.Afiabo@act.gov.au

Communities

Women, Youth and Multicultural Affairs

Senior Program Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60103)

Gazetted: 09 December 2022

Closing Date: 16 December 2022

Details: The Communities division is seeking an experienced Senior Program Officer.

The Communities division comprises five branches/teams and works to strengthen community connections and participation opportunities for all Canberrans, including those from culturally diverse backgrounds; people with disability; young people; women; seniors; and veterans. The division facilitates engagement between the community and government, including in the social recovery space, and enhances the capacity of the community sector through a variety of support and development activities.

The successful candidate will join the Office for Women and be responsible for coordination and delivery of the Women's Return to Work Program.

The ACT Women's Return to Work Program is an ACT Government initiative that assists women to achieve increased financial independence by helping them prepare for, obtain and maintain employment.

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

Eligibility/Other requirements:

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

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

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager). In your personal pitch, please explain why you are the best person for the job and how you meet all the Skills, Knowledge, and Behavioural Selection Criteria. Specific examples should be provided.

Applications should be sent to the via the Apply Now button below.

Contact Officer: Olivia Afiabo (02) 6205 2249 Olivia.Afiabo@act.gov.au

Corporate Services

Freedom of Information and Legal Coordination

Governance

Freedom of Information Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40932)

Gazetted: 08 December 2022

Closing Date: 22 December 2022

Details: Are you motivated and looking for an exciting opportunity to develop your written and analytical skills, your ability to conduct research, and use of legislated Acts? The Community Services Directorate (CSD) Freedom of Information team are looking for people like you and are ready for you to come on board now.

The CSD Freedom of Information team processes a large number of access applications received under the Freedom of Information Act 2016 (FOI Act) relating to information held by Housing Assistance; Children, Youth and Families; and the broader Community Services Directorate. We are looking for officers who are eager to learn in this friendly and supportive team with flexible workplace arrangements.

This ASO6 temporary opportunity is available now through to 30 June 2023 with the possibility of extension. 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.

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 temporary position available immediately until 30 June 2023.

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 application addressing the selection criteria including articulating your ability to work as part of an exceptional team and meet tight time frames with sensitivity and confidentiality. Knowledge of the FOI Act would be an advantage however any experience with interpreting and application of other legislated Acts will also be highly valued.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaylene McGilvray (02) 6205 3445 Kaylene.McGilvray@act.gov.au

Children, Youth and Families

Child and Youth Protection Services- Practice and Performance

Senior Practitioner, Cultural Services

Child and Youth Protection Professional Level 4 \$123,373 - \$132,376, Canberra (PN: 59420)

Gazetted: 08 December 2022

Closing Date: 24 November 2022

Details: The Cultural Services Team

The Cultural Services Team are focussed on working in partnership with families, the community and CYPs colleagues to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander families. The work is underpinned by best practice and culturally responsive case management. The Team has responsibility for oversight, management, and direction of the day-to-day operations requiring cultural services across CYPs. The Child and Youth Protection Professional Level 4 Senior Practitioner position is responsible for providing expert case practice advice and leadership within the Cultural Services Team and across CYPs. The role will support the Principal Practitioner to undertake project work and support and develop case workers in direct delivery of services and supports to families that are underpinned by self-determination and family-lead decision-making.

Eligibility/Other Requirements:

Demonstrated experience leading teams and delivery of services to supports positive outcomes for Aboriginal and Torres Strait Islander families.

Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience in child protection and/or youth justice.

At least five years practice experience working with children, young people and their carers or families.

Current driver's licence.

Note: A Merit List may be established from this selection process and maybe used to fill temporary and permanent 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 a written response to the Selection Criteria located in the Position Description along with a curriculum vitae. And the contact details of two referees with a thorough knowledge of your work performance. 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: Narelle Rivers (02) 6207 5593 Narelle.Rivers@act.gov.au

Children, Youth and Families

Next Steps Reform and Strategy Implementation

Next Steps Reform and Strategy Implementation

Administration Officer (Data and Support)

Administrative Services Officer Class 4/5 \$76,255 - \$89,705, Canberra (PN: 60069)

Gazetted: 08 December 2022

Closing Date: 22 December 2022

Details: The Administration Officer (Data and Support) positions reports to the Program Coordinator and works closely with the broader Planning, Sourcing and Procurement team. This position is responsible for the maintenance of a range of data sets which will shape and inform individual projects within the planning, sourcing and procurement program. The position is required to consult with a range of areas within the Directorate and across the ACT Government to obtain the necessary data and information. Other responsibilities include the provision of project support services to the team, preparation of correspondence and briefs, and secretariat services as required.

The ideal candidate has exceptional stakeholder management and service delivery skills and thrives in a fast paced environment. The ideal candidate has a reputation for fostering a positive environment, has an enthusiasm for learning and is willing to take on new challenges to support the implementation of the *Next Steps* strategy. In return, the Branch offers a supportive and professional team environment where the candidate can gain or enhance skills in strategic planning and project management, procurement and the design of human services. 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.
- Demonstrated data analysis and management skills.
- Proficiency in Microsoft Office software (Word, Project, PowerPoint, Excel).
- Time management skills and delivery focused approach.
- Developed liaison and communication skills (oral and written).

- Self-motivated, enthusiastic, goal-oriented.

Desirable qualifications and experience:

- Vocational / tertiary qualifications in data management, administration or a related discipline.
- Experience working with a range of programs and business systems including Office 365, TRIM and Objective connect.

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.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months.

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

How to Apply: Please submit 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: Lisa Brown (02) 6205 1327 Lisa.Brown@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

School Improvement

Tuggeranong Network

Wanniassa School

Community Engagement Specialist

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 56654)

Gazetted: 09 December 2022

Closing Date: 16 December 2022

Details: Wanniassa School is seeking a dynamic Community Engagement Specialist to work collaboratively with staff, to build effective partnerships between the school, parents/carers, and the broader community. The Community Engagement Specialist is a key member of the Student Wellbeing team, working across preschool to year 10 to enhance student engagement and develop programs that equip students with the capabilities to learn and live successfully.

Eligibility/other requirements:

Essential

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

Current driver's licence and access to a private vehicle for work purposes.

Tertiary qualifications in an education, social work or other field related to children and young people.

Desirable

Experience working with young people and families.

Recent experience or demonstrated understanding of working in a school setting.

Experience working in fast paced work environments

Experience working in multidisciplinary teams supporting children and young people

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: Applicants must submit a curriculum vitae (three pages maximum), statement of claims (five pages maximum) addressing the selection criteria and two written reference (including one from a current supervisor/manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanna Lambert (02) 6142 1870 Joanna.Lambert@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Suburban Land Agency

Program Solutions

Infrastructure Services

Project Manager

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 55240)

Gazetted: 12 December 2022

Closing Date: 19 December 2022

Details: Suburban Land Agency is primarily responsible for the planning and delivery of Greenfield and urban projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's four year Indicative Land Release Program (ILRP). This includes significant development of Government-owned land for release for residential, commercial, industrial, community and non-urban. The projects are managed from planning and design to delivery on the ground.

We are seeking applications from experienced Project Personnel to join the Infrastructure Services division with demonstrated skills and experience in contract management including AS2124 and GC21 contracts, major projects management and land development, proven ability to direct, co-ordinate and control the design, documentation and implementation of civil engineering construction projects including identifying and managing risks and effective cost control.

The role requires demonstrated experience and knowledge of procurement in the construction industry, including knowledge of ACT Government procurement processes of land development in the ACT, demonstrated ability to negotiate and communicate with stakeholders and internal staff with high level written and oral communication skills and the ability to make sound well informed decisions on related matters.

Further detail on the position can be found in the Position Description

Eligibility/other requirements:

The successful occupant will be required to:

hold a relevant professional qualification or accreditation with a professional body (Engineering, Architecture, Building, Project Management) recognised within Australia, or

have significant (minimum of five years) civil engineering or Infrastructure and/or project management experience.

Notes: This is a temporary position for 12 months with the possibility of permanency. Applicants should submit a supporting statement, addressing the selection criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Farr (02) 6207 6207 Steven.Farr@act.gov.au

Environment

ACT Parks and Conservation Service

Parks and Partnerships

General Service Officer

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 41628, several)

Gazetted: 12 December 2022

Closing Date: 4 January 2023

Details: As a Field Officer with the ACT Parks and Conservation Service you will assist in the protection of biodiversity and implementation of sustainable management practices in ACT's reserves and rural lands consistent with relevant legislation and management plan objectives.

As a member of a team and under limited supervision, carry out tasks relating to land and / or bushfire management including:

operation and maintenance of plant and machinery

fuel management activities across the PCS estate including physical removal and prescribed burning;

general repairs and maintenance of assets ;

fire trail and road maintenance;

tree maintenance, pruning and thinning for arboreal/silvicultural management;

fuel hazard assessment and other information and data collection;

pest, feral animal and weed control; and

cleaning and litter collection.

Enhance the presentation of public areas and the recreational experience of visitors.

Provide a visible presence in public areas and to relay a professional image to the public.

Ensure a high standard of safety with all work practices.

Perform after hours duties and undertake incident management duties, including participation in fire standby, fire suppression, search and rescue operations and fire training.

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)

Be able to meet the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually). *Note that applicants for Fire Management Unit positions are required to successfully complete the arduous level of the national fire fighting task based assessment on an annual basis.*

Be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis

Possess a manual drivers' licence.

Possess a current Advanced First Aid Certificate or capacity to obtain one.

Highly Desirable:

Nationally recognised qualifications to the ACT RFS level of Bushfire fighter (or equivalent)

Truck and/or minor plant licenses, nationally accredited chainsaw qualifications and nationally accredited four-wheel drive qualifications

Note – these positions are classified as a Designated Fire Position under the Collective Agreement. Bushfire related activities, including bushfire suppression, is a mandatory component of the position. Appointment / promotion / transfer to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

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 written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Patterson 0419166254 Joel.Patterson@act.gov.au

Environment

ACT Parks and Conservation Service

Volunteer and Visitor Experience

Commercial Tourism and Events Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 37862)

Gazetted: 09 December 2022

Closing Date: 23 December 2022

Details: ACT Parks and Conservation Service (PCS) manages an extensive suite of natural land tenures in the Australian Capital Territory including national parks, nature reserves, and softwood forests. The region is a mecca for mountain bike riding, outdoor events, horse-riding, remote area hiking and other nature-based activity. The

ACT's natural areas are highly valued and used by the regions 425,000 residents who are proud of their 'Bush Capital'.

Additionally, more than 1.4 million people visit the region each year and this is growing. The ACT is fast shaking its public service image and driving unique opportunities for nature-based tourism.

We are seeking a Commercial Tourism and Events Officer who reports to the Commercial Tourism Manager and is based at Stromlo Depot in Coombs.

Ideally, the Commercial Tourism and Events Officer is a people person that enjoys collaborating with industry to develop, maintain, evaluate, and improve visitor experiences and promote compliance of conservation values within the PCS estate.

Duties include:

Represent Environment Planning Sustainable Development Directorate (EPSDD) and PCS to identify, develop, and maintain positive relationships with key stakeholders, including internal teams, other areas of Government, National Capital Attractions Association, local tourism businesses, event organisers, contractors, service providers, and other industry organisations.

Maintain a portfolio of operators/organisers and act as the PCS coordination point for relevant activities and events.

Support the management of the PCS NatureStays portfolio of properties.

Manage the NatureStays and EPSDD Parks.Tourism email inboxes and other administrative, reporting, or operational tasks as directed

Act in accordance with the relevant legislation, policies, plans of management, standard operating procedures, and assessment criteria for managing sustainable visitor experiences across the PCS estate.

Undertake other visitor and community support, liaison, engagement, and stakeholder management roles as directed, such as public presentations and PCS event attendance.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework; and This position does not involve direct supervision of staff.

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)

Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training;

Be prepared to work some shift work for key events as required;

Be prepared to wear a uniform; and

Possess a manual drivers' licence.

Highly Desirable:

Relevant Tertiary qualifications listed below are desirable but not essential.

Natural or cultural resource management; or

Recreation or tourism management in protected areas; or

Event management;

Notes: This is a temporary position available from 9 January 2023 until 30 April 2025. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the selection criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Sutherland 0432905646 Lauren.Sutherland@act.gov.au

Environment Heritage and Water

Resilient Landscapes

ACT Natural Resource Management

Chairperson – Natural Resource Management Advisory Committee

Generic , Canberra (PN: C12999)

Gazetted: 08 December 2022

Closing Date: 23 December 2022

Details: ACT Natural Resource Management is seeking a highly motivated, proactive, and suitably qualified person to fill the role of Chairperson for the newly established Natural Resource Management Advisory Committee (NRMAC). The committee is an independent representative advisory body made up of community organisations involved in natural resource management. The role of the committee is to advise on strategic investments related to natural resource management within the ACT. This includes investments related to the delivery of the Commonwealth governments National Landcare Program.

To assist in the function of this committee, we are seeking a highly experience independent Chairperson who is passionate about natural resource management and community environmental stewardship in an ACT context. The chairperson will guide the NRMAC in providing strategic advice relating to natural resource management issues that are of community concern.

The position requires an individual who can act as a public spokesperson on behalf of the committee when, and if required. This may include attendance at relevant government events and national committees.

Eligibility/Other requirements:

Mandatory:

Extensive experience in natural resource management or related field in an operational, policy or management area.

Highly Desirable:

Qualifications in environmental science, natural resource management or a related field

Experience participating in high level representative committees.

Experience representing organisations on a national level.

Note: This position will be appointed for a period of up to three years. The Chairperson will receive remuneration in alignment with the Remuneration Tribunal. Meetings will be held quarterly, with additional time required to help prepare for meetings as well as representational duties.

How to Apply:

For further information regarding the position and to apply, please visit the ACT Diversity Register Board [here](#).

Contact Officer: Frank Garofalow (02) 6207 0497 Frank.Garofalow@act.gov.au

Planning and Urban Policy

Strategic Planning and Policy

Director, Strategic Planning and Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15187)

Gazetted: 08 December 2022

Closing Date: 5 January 2023

Details: If you are a strategic thinker, analytical, have an interest in playing a role in how Canberra grows and develops – this might be a role for you.

The Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking a highly motivated, experienced and suitably qualified person to become a new Director, Strategic Planning and Policy.

We have a full work pipeline of Greenfields broadacre future land studies to provide for the sustainable growth of housing and employment land in Canberra; cross-border strategic planning with NSW; strategic infrastructure planning for waste, social and community facilities; and implementing our new proposed outcomes based planning system, just to name a few. Being in Canberra, you will have the added considerations of working closely with the National Capital Authority on many strategic issues for Canberra's role as the National Capital.

The role will require you to work in a multi-disciplinary environment to deliver short, medium and long term strategic planning and policy projects, to facilitate integrated planning and land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government. The ACT Government is highly progressive in regard to sustainable development, innovation in urban design and urban policy, and always keen to consider new ideas that will help shape Canberra into a world-class city and make it a great place to live, work and play. The work will have a lot of variety and you will have responsibility for delivery of your projects to time and budget and management of project teams. We are looking for a person who can work collegially across EPSDD and the ACT Government, work confidently with stakeholders and the community, source and contract manage expert technical inputs from consultants and bring this together in crisp strategic planning and urban policy advice.

We work in a hybrid, flexible arrangement, with any proposals for flexible workplace arrangements able to be considered.

Experience in urban planning, urban policy, or similar is highly desirable; people with skills in project and program management with experience and enthusiasm are also 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:

Highly Desirable

Tertiary qualifications and experience in strategic land use planning, urban and regional planning and policy, social planning, urban economics or other relevant professional area.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months.

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

This position is located in a new workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. But we have a fabulous new building located on the light rail line, that facilitates cooperation and sharing of information and ideas. You won't feel like you are hot desking! The ACT Government offers flexible working arrangements including working from home. The position may be filled at a part-time role for the right candidate.

How to Apply:

Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Di Stewart (02) 6205 4141 Di.Stewart@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 Corrective Services

Offender Reintegration

AMC Induction and Screening Unit

AMC Induction and Screening Unit Team Leader

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50789)

Gazetted: 14 December 2022

Closing Date: 28 December 2022

Details: A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for a highly motivated individual to join the Offender Reintegration unit, as the AMC Induction and Screening Unit Team Leader (SOGC).

The AMC Induction and Screening Unit is responsible for the effective induction, screening and orientation of all new receptions into the AMC, using trauma informed practices. The Unit will ensure all detainees entering the AMC have their immediate welfare needs met and are provided with appropriate and relevant information and support while acknowledging the distress often experienced by people when they enter custody.

The successful candidate will provide leadership to a team of employees and oversee the development and implementation of the induction, screening and orientation processes for detainees when they enter the AMC. In addition, you will manage the allocation of all detainees to employees, on admission to custody and monitor and support detainee progress in accordance with the ACTCS Rehabilitation Framework.

Further to this, you will work in close partnerships with community-based accommodation, education and employment providers, advocacy bodies and drug and alcohol treatment centres, to create optimal opportunity for detainee 'release readiness' through early and effective service and program engagement.

To be successful you will show demonstrated experience in managing and leading teams and possess excellent interpersonal, organisational and communication skills necessary to build rapport and work collaboratively and respectfully with a diverse range of stakeholders.

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

Eligibility/other requirements:

Relevant tertiary qualifications in a related field would be highly desirable.

Eligible persons may be required to undergo a Police Check.

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

Notes: This is a temporary position available immediately for up to six months, with the possibility of extension up to 12 months.

How to Apply: To apply, applicants are required to submit two items: (1) A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lizzie Spulak (02) 6205 5431 Lizzie.Spulak@act.gov.au

ACT Corrective Services

Custodial Operations

Court Transport Unit

Senior Director, Court Transport Unit

Senior Officer Grade A \$157,201, Canberra (PN: 59231)

Gazetted: 13 December 2022

Closing Date: 27 December 2022

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Senior Director, Court Transport Unit (SOGA), within Custodial Operations. The successful applicant will be responsible for the leadership and management of the Court Transport Unit (CTU) team, including managing resources, work planning and developing team capacity to ensure timely delivery of outcomes in relation to a range of objectives.

Further to this, you will develop and implement policies and procedures within functional responsibility and actively contribute to a positive and innovative workplace culture that helps to develop and implement change within the workplace.

To be successful you will demonstrate the ability to lead and manage a complex, dynamic and operationally demanding custodial environment and demonstrate an ability to develop and compose complex workplace documents. In addition, you will possess exceptional communication and interpersonal skills necessary to build rapport and work collaboratively and respectfully with a diverse range of stakeholders.

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

Eligibility/ Other Requirements

Relevant tertiary qualifications and/or equivalent experience are desirable.

The successful candidate will be required to undergo a criminal history check and a pre-employment medical.

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

Current driver's licence.

Notes: This position will work directly with offenders and detainees

How to Apply: Applicants are required to submit the following three items: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Russell (02) 6205 3443 Jason.Russell@act.gov.au

Human Rights Commission

Discrimination, Health Services, Disability and Community Services Commissioner Intake and Review Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 09947)

Gazetted: 14 December 2022

Closing Date: 28 December 2022

Details: The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to:

provide an independent, fair and accessible process for resolving individual complaints;

promote service improvement;

promote the human rights and welfare of people; and

foster understanding of particular legislation.

The ACT Human Rights Commission is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as an Intake and Review Officer. The Intake and Review Officer will manage a caseload of complaints across multiple jurisdictions including discrimination, health services, disability and community services.

The role also involves providing information and advice to members of the public about rights, responsibilities and complaint handling options in the areas of discrimination, health services, disability and community services and children and young people and also involves assisting with the administrative processes with the various registered health practitioner boards and the Australian Health Practitioner Regulation.

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. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

Eligibility/other requirements:

Relevant tertiary qualifications in law or health are highly desirable.

Experience in using Resolve Database 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)

Notes: This is a temporary position available for immediately for 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a 'pitch' of no more than two pages describing how your knowledge, experience and qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the Position Description. Please also provide your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Murley (02) 6205 4102 Alison.Murley@act.gov.au

ACT Corrective Services

Offender Reintegration

Director, Clinical Practice

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 59990)

Gazetted: 13 December 2022

Closing Date: 27 December 2022

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, suitably qualified and experienced candidate to fill the position of Director, Clinical Practice (HP5), within Offender Reintegration Team.

The Director, Clinical Practice, will support clinical best practice, operational governance and defensible decision making across all operational areas of Offender Reintegration, which aims to promote positive outcomes for individuals and the community, and to reduce recidivism.

This successful applicant will shape service provision for people with high and complex needs, working collaboratively with government, the community services sector, and people with lived experience, to make a tangible difference in the Canberra community.

In addition, you will provide expert advice and analysis in respect of complex matters, undertake clinical data collation, evaluation and reporting and contribute to strategic, cross-directorate, operational policy direction and implementation.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong, ethical, collaborative, and highly visible leadership.

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.

Compliance Requirements/Qualifications

Graduate qualification in Social Work, Occupational Therapy, Psychology, or Nursing is mandatory.

Relevant postgraduate qualifications are highly desirable.

Registration, or eligibility for registration with the appropriate professional body (e.g AHPRA, AASW etc.) is mandatory.

Demonstrated experience and/or willingness to work with offenders in custody and the community is essential.

Applicants must have a minimum of five years paid work employment, post qualification, providing clinical services to vulnerable and/or disadvantaged people in a relevant role.

The successful candidate will be required to undergo criminal record and background checks.

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: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae, including the names and contact details of two referees (one of which should be your current Supervisor/Manager); and (3) a copy of your relevant graduate qualification (such as Social Work, Occupational Therapy, Psychology, or Nursing). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jack Powsey (02) 6207 5058 Jack.Powsey@act.gov.au

Office of the Director-General

Executive Assistant to the Deputy Directors-General

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 19719)

Gazetted: 12 December 2022

Closing Date: 2 January 2023

Details: The Executive Assistant provides high-level administrative support to the Deputy Directors-General. The Executive Assistant is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement.

The Executive Assistant is required to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise issues constantly. Additionally, the position liaises across the ACT Government and with various key stakeholders to respond quickly to business needs and meet tight timeframes.

Eligibility/other requirements:

The successful applicant of this position must be able to obtain and hold a Negative Vetting 1 (NV1) national security clearance.

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

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicola Cowan (02) 6207 0501 Nicola.Cowan@act.gov.au

ACT Corrective Services

Corporate Services

Senior Information and Business Systems Administration Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35519)

Gazetted: 09 December 2022

Closing Date: 23 December 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and experienced people to temporarily fill the position of Senior Information and Business Systems Administration Officer (ASO6), within the Information, Security and Business Systems Team (ISBS).

The Senior Information and Business Systems Administration Officer is responsible for maintaining the external website, internal SharePoint site, and all business systems across ACTCS. This includes supporting SharePoint Content Editors and users by providing assistance, advice and information and providing support to the operational business areas, with Information and Business Systems related queries.

In addition, you will work collaboratively with various team members to source information, review documentation and information prepared during various stages of ICT projects and support information and business systems development and improvement, through innovation, planning, testing and implementation. Further to this, you will provide secretariat support to committee and forums coordinated by ISBS, including maintenance of associated intranet access and content.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders. You will have demonstrated experience or background in SharePoint/Internet content management, as well as administrative or project support.

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 demonstrated experience in SharePoint Administration is highly desirable.

Qualifications or demonstrated experience in the use of MS Word and Excel to an advanced level is highly desirable.

The successful candidate may be required to undergo a criminal record check.

Notes: This is a temporary position available up to 30 September 2023.

How to Apply: To apply, applicants are required to submit two items: (1) A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Terry Dai (02) 6207 7515 Terry.Dai@act.gov.au

ACT Corrective Services

Community Corrections

Administrative Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 49900)

Gazetted: 08 December 2022

Closing Date: 22 December 2022

Details:

ACT Corrective Services (ACTCS) is seeking motivated and conscientious people to fill the role of Administrative Assistant (ASO4), within Community Operations.

The successful applicant will work closely with Community Corrections staff and managers, providing administrative and clerical support. In addition, you will co-ordinate a range of financial and administrative support activities efficiently and complete designated tasks fully in accordance with established timelines, legislation, policy, procedures and standards. You will also manage manual and computerised records, accurately and securely, ensuring accessibility and confidentiality are maintained. Further to this, you will liaise with the Courts and interpret complex information in Court documents in order to maintain systems that support workflow and compliance.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent customer service and communication skills.

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

Eligibility/other requirements:

Compliance Requirements/Qualifications

Background police checks will be conducted.

Driver's license is essential.

This position requires a pre-employment medical.

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

How to Apply: To apply, applicants are required to submit three items: (1) a one to two page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae, including the names and contact details of two referees (one of which should be your current Supervisor/Manager); and (3) a copy of their drivers licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Fulton (02) 6207 5558 David.Fulton@act.gov.au

ACT Corrective Services

Corporate Services

Finance and Business Services Unit

Senior Finance Officer, Finance and Reporting

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49353)

Gazetted: 08 December 2022

Closing Date: 22 December 2022

Details: ACT Corrective Services (ACTCS) is seeking an experienced, highly-motivated and conscientious person to permanently fill the position of Senior Finance Officer, Finance and Reporting (ASO6), within the Finance and Business Services Unit.

The successful applicant will be responsible for undertaking a range of accounting and financial activities, including preparation, operation and management of various financial reporting, compliance and business services for ACTCS.

In addition, you will supervise and manage the accounts payable within the Accounts Payable Invoice Automation Solution (APIAS), Oracle Cloud, TM1 reporting and accounts receivables.

Further to this, you will review, and action fortnightly pay reports and analyse business transactions. You will also prepare accrual based financial management reports, prepare financial and non-financial information such as monthly accrual accounting, capital works reports, contract analysis, budget initiative and variance reports, fringe benefit tax expenditure and monthly journals. To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

Relevant tertiary qualifications in accounting are desirable.

The successful candidate may be required to undergo a criminal record check.

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

How to Apply: Applicants are required to submit two items: 1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaylee Li (02) 6205 9014 Shaylee.Li@act.gov.au

Legal Aid Commission

Human Resources Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 1010)

Gazetted: 12 December 2022

Closing Date: 13 December 2022

Details: Legal Aid ACT employs around 130 staff providing legal services to the ACT Community and its surrounds. Legal Aid ACT is seeking a highly experienced Human Resources Manager. The position operates with a high degree of independence, ensuring that the important human resources priorities receive appropriate focus and that the human resource management needs of the Commission and its staff are effectively addressed.

Eligibility/Other Requirements: Tertiary qualifications in relevant field or demonstrated senior HR experience is desirable. Experience in performing or overseeing payroll and recruitment functions of an organisation is desirable.

How to Apply: Applications should include a recent curriculum vitae, address the Selection Criteria and provide two current referees.

Applications should be sent to the via the Apply Now button below.

Contact Officer: Sharyn Giles 6243 3246 sharyn.giles@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

Chief Operating Officer

People and Capability

Organisational Development

Assistant Director, Workforce Inclusion and Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47765)

Gazetted: 14 December 2022

Closing Date: 11 January 2023

Details: We have an exciting opportunity for an experienced and motivated individual to join our team. You will be the lead in implementing whole-of-government frameworks, developing and implementing strategies focusing on culture, partnering with business areas to boost capability and performance, and spearheading engagement across the directorate.

This short-term position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive the ACT Government Employee Survey as TCCS' Survey Champion and design and deliver key projects to build and strengthen organisational capability and further foster a safe, inclusive culture across the Directorate.

About you:

Creativity and innovative thinking is a strength that you possess and utilise.

Collaborating and consulting on projects and activities gives you work fulfillment.

Strong initiative; you are proactive and a go getter.

Strong on execution; you ensure that projects are started and finished within assigned timeframes

Employee experience is important to you; you understand and thrive on providing employees with a supportive and consistent experience

HR Experience and knowledge; you have substantial experience in HR or similar role, and tertiary qualifications in HR, Adult Education, Organisational Development or related discipline are highly regarded.

What we can offer you:

A role with purpose: you will see how you are making a difference in our employees lives everyday.

Benefits and perks: permanent full-time position with an annual salary of \$114,928 - \$123,710 PLUS 10.5% superannuation. We also offer various employee health and wellbeing programs including discounted memberships to over 100 gyms and locations.

Opportunity to grow: we provide up-skilling opportunities, training and networking to ensure you are constantly able to grow within your career.

Balance: you will have a fantastic work life balance and a hybrid working style with a blended Office/Home work profile.

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

Behavioural Capabilities

Effective employee engagement, negotiation and consultation skills are a key enabler in the performance of this role.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Compliance Requirements / Qualifications

Qualifications in Human Resources and / or Organisational Development are highly desirable, or substantial relevant experience.

This position does not require a pre-employment medical or a Working with Vulnerable People Check.

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

How to Apply: Applicants should address the numbered Selection Criteria in a two page 'pitch style' response with a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Natasha Jamieson (02) 6207 4934 Natasha.Jamieson@act.gov.au

City Services

City Presentation

Place Management

Trainee General Service Officer

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: TGSO, several)

Gazetted: 14 December 2022

Closing Date: 5 February 2023

Details: See your work around you!

Are you looking for an opportunity to enter the ACT Public Service?

Do you enjoy working outdoors and contributing to your community in a practical way?

Transport Canberra and City Services (TCCS) is excited to announce a pilot Traineeship program in City Services within its Place Management team.

The Trainee General Services Grade 3/4 positions work as part of a team undertaking maintenance of urban open space areas including mowing, cleaning toilets and shopping centres, litter collection, garden beds maintenance and weed control services. This role is hands on and operationally focused.

Trainees will receive mentorship, on-the-job and accredited training in a variety of areas commencing as a GSO3/4 level 1 and after successfully completing the traineeship becoming a GSO3/4 level 3.

This is an entry-level position so previous experience is not required, however an interest in operational work and a desire to learn will be highly regarded.

Want to know more? We will be running a QandA information session for interested applicants, parents and carers on Thursday 19 January 2023 at our Dickson Office – ground floor, 480 Northbourne Avenue.

TCCS 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

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/healthsafety>.

Safe handling of sharps and infectious waste statement of attainment.

Implement Traffic Control Plans qualification.

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

Competent in mobile software applications.

Compliance Requirements

Driver's licence C Class is essential

This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

This position does not require a Working with Vulnerable People Check.

Notes: There are four positions available starting in April 2023 for 18 months with the possibility of extension and or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants wishing to apply for these roles should address the questions in **Attachment A** and limit responses as per the line limits for each question.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathleen Galvin 0405752855 Kathleen.Galvin@act.gov.au

City Services

City Presentation

Place Management

Trainee General Service Officer (ATSI Identified)

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: TGSOATSI, several)

Gazetted: 14 December 2022

Closing Date: 5 February 2023

Details: See your work around you!

Are you looking for an opportunity to enter the ACT Public Service?

Do you enjoy working outdoors and contributing to your community in a practical way?

Transport Canberra and City Services (TCCS) is excited to announce a pilot Traineeship program in City Services within its Place Management team.

The Trainee General Services Grade 3/4 positions work as part of a team undertaking maintenance of urban open space areas including mowing, cleaning toilets and shopping centres, litter collection, garden beds maintenance and weed control services. This role is hands on and operationally focused.

Trainees will receive mentorship, on-the-job and accredited training in a variety of areas commencing as a GSO3/4 level 1 and after successfully completing the traineeship becoming a GSO3/4 level 3.

This is an entry-level position so previous experience is not required, however an interest in operational work and a desire to learn will be highly regarded.

Want to know more? We will be running a QandA information session for interested applicants, parents and carers on Thursday 19 January 2023 at our Dickson Office – ground floor, 480 Northbourne Avenue.

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.

Qualifications and on-the-job training included in this Traineeship:

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.

Safe handling of sharps and infectious waste statement of attainment.

Implement Traffic Control Plans qualification.

TCCS 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

Professional / Technical Skills and Knowledge

Competent in mobile software applications.

Compliance Requirements

Driver's licence C Class is essential.

This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident

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

Notes: There are two positions temporary positions available for 18 months with the possibility of extension and/or permanency.

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.

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 wishing to apply for these roles should address the questions in **Attachment A** and limit responses as per the line limits for each question. You can find the Selection Criteria in the 'What you require' section of the Position Description. You will also need to 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: Kathleen Galvin 0405752855 Kathleen.Galvin@act.gov.au

City Services

City Presentation

Urban Treescapes

Regional Tree Operations Supervisor

General Service Officer Level 9 \$79,105 - \$89,398, Canberra (PN: 09881, several)

Gazetted: 13 December 2022

Closing Date: 5 January 2023

Details: Are you a leader who can nurture a team and keep Canberra green?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 809,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters. Applications are invited to fill several full-time, temporary vacancies for the role of Regional Tree Operations Supervisor across multiple maintenance depots beginning as soon as possible for up to 12 months with the possibility of permanency.

As a Depot Supervisor within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key factor of this role to ensure positive culture and adherence to workplace health and safety standards.

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. A high degree of expertise in arboriculture is essential.

Please see the position description for further information about the role.

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

Notes: This is a temporary position available immediately for up to 12 months 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 may be used to fill vacancies over the next 12 months.

How to Apply: Applications should include:

A statement of no more than four pages addressing the 'What you require' section in the position description

A current curriculum vitae (resume)

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Lachlan Taylor 0408 789 370 Lachlan.Taylor@act.gov.au

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

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Kennel Hand

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 50398)

Gazetted: 13 December 2022

Closing Date: 3 January 2023

Details: If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the Domestic Animal Services (DAS) facility in Symonston, Kennel Hands are responsible for the day-to-day welfare and health of the animals held within the DAS facility. This will involve cleaning the facility, conducting health checks, feeding, and administering medication, attending to minor wounds and abrasions, exercise and preparing enrichment activities.

As a member of Domestic Animal Services, you will be required to manage multiple issues, and effectively and efficiently prioritising work. You will work collaboratively in a team environment and support senior leaders with the overall management of the facility, including activities relating to the welfare of animals in the care of the service, and the safety of visitors whilst visiting the facility.

You will contribute to the development, achievement and continuous improvement of team objectives and plans to ensure DAS meets community standards and expectations.

Notes: This is a temporary position with an immediate start for six months. Selection may be based on application and referee reports only.

How to Apply: Please provide a response to each of the selection criteria (no more than 350 words per criteria), a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqueline Gardner (02) 620 50080 jacqueline.gardner@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Office Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39545)

Gazetted: 12 December 2022

Closing Date: 2 January 2023

Details: If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the Domestic Animal Services (DAS) facility in Symonston, the Office Manager is responsible for managing and leading administrative support to the facility and is the initial point of contact for members of the public conducting enquiries relating to domestic animals in the Australian Capital Territory.

As a member of DAS, you will be required to manage multiple issues, and effectively and efficiently prioritise work.

You will work collaboratively in a team environment applying knowledge and experience to gather, analyse and interpret information.

You will contribute to the development, achievement and continuous improvement of team objectives and plans to ensure DAS meets community standards and expectations.

Notes: This is a temporary position with an immediate start for three months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a response to each of the selection criteria (no more than 350 words per criteria), a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eva Cawthorne (02) 6207 5181 Eva.Cawthorne@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Senior Ranger

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 09803)

Gazetted: 12 December 2022

Closing Date: 3 January 2023

Details: If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the DAS facility in Symonston, Senior Rangers are responsible for investigating alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, and the enforcement of regulatory actions. The position involves responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas, and animal nuisance complaints. The Senior Ranger is responsible for mentoring and supporting rangers to ensure regulatory and public safety matters are dealt with appropriately. A Senior Ranger is a team leader and will manage and supervise a team of rangers.

As a member of Domestic Animal Services, you will be required to manage multiple issues, and effectively and efficiently prioritising work. You will work collaboratively in a team environment and support senior leaders with the overall management of the facility, including activities relating to the welfare of animals in the care of the service, and the safety of visitors whilst visiting the facility.

You will contribute to the development, achievement and continuous improvement of team objectives and plans to ensure DAS meets community standards and expectations.

Notes: This is a temporary position available immediately for up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a response to each of the Selection Criteria (no more than 350 words per criteria), a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Mooney (02) 6205 0080 Chris.Mooney@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Ranger

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17770)

Gazetted: 12 December 2022

Closing Date: 3 January 2023

Details: If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the DAS facility in Symonston, Rangers are responsible for investigating alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, and the enforcement of regulatory actions. The position involves responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas, and animal nuisance complaints.

As a member of Domestic Animal Services, you will be required to manage multiple issues, and effectively and efficiently prioritising work. You will work collaboratively in a team environment and support senior leaders with the overall management of the facility, including activities relating to the welfare of animals in the care of the service, and the safety of visitors whilst visiting the facility.

You will contribute to the development, achievement and continuous improvement of team objectives and plans to ensure DAS meets community standards and expectations.

Notes: This is a temporary position available immediately for up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a response to each of the selection criteria (no more than 350 words per criteria), a current resume, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Mooney (02) 6205 0080 Chris.Mooney@act.gov.au

APPOINTMENTS

ACT Integrity Commission

Senior Officer Grade B \$135,355 - \$152,377

Allister Higgins, Section 68(1), 14 December 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Lucy Palmer, Section 68(1), 14 December 2022

Senior Information Technology Officer Grade C \$114,928 – 123,710

Emily Inglis, Section 68 (1), 6 December 2022

Canberra Health Services

Infrastructure Officer 3 \$115,193 - \$126,450

James Adamson, Section 68(1), 12 December 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Yan Yan Au-Yeung, Section 68(1), 1 December 2022

Registered Nurse Level 2 \$100,957 - \$107,000

Lee Cheong, Section 68(1), 8 December 2022

Registered Midwife Level 1 \$72,698 - \$97,112

Anne Davey, Section 68(1), 7 December 2022

Enrolled Nurse Level 1 \$65,934 - \$70,443

Mobhina Dhakal, Section 68(1), 15 December 2022

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Abiola Emmanuel, Section 68(1), 8 December 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Michael Fenn, Section 68(1), 12 December 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Shianne Fliedner, Section 68(1), 8 December 2022

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

Donna Hanlon, Section 68(1), 7 December 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Padma Humagain, Section 68(1), 5 December 2022

Health Service Officer Level 4/5 \$57,149 - \$63,169

Louis Kelemen, Section 68(1), 5 December 2022

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Mylon Lacaba, Section 68(1), 8 December 2022

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Tanner Stevens, Section 68(1), 12 December 2022

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

Jessica Sutherland, Section 68(1), 8 December 2022

Canberra Institute of Technology

Senior Officer (Technical) Grade C \$114,928 - \$123,710

Ivan Bailey, Section 68(1), 12 December 2022

Technical Officer Level 3 \$79,105 - \$89,398

Louisa de Smet, Section 68(1), 14 December 2022

Teacher Level 1 \$80,673 - \$107,642

Damien Slingsby, Section 68(1), 13 December 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$68,685 - \$73,920

John Ashauer, Section 68(1), 8 December 2022

Senior Officer Grade A \$157,201

David Collins, Section 68(1), 8 December 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

James Dunn, Section 68(1), 15 December 2022

Senior Officer Grade B \$135,355 - \$152,377

Lee Dyer, Section 68(1), 12 December 2022

Senior Officer Grade B \$135,355 - \$152,377

Dale Easterby, Section 68(1), 7 December 2022

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Alan Jadhav, Section 68(1), 12 December 2022

Technical Officer Level 4 \$91,315 - \$104,509

Asad Khan, Section 68(1), 13 December 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Elizabeth Nangle, Section 68(1), 7 December 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Ashley Taylor, Section 68(1), 7 December 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Neema Vincent, Section 68(1), 8 December 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Yihui Zheng, Section 68(1), 8 December 2022

Community Services

Youth Worker 1 \$68,685 - \$73,920

Daniel Griffiths, Section 68(1), 14 December 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Elizabeth Makin, Section 68(1), 13 December 2022

Education

Information Technology Officer Class 1 \$73,920 - \$84,144

James Cook-saad, Section 68(1), 12 December 2022

School Assistant 2/3 \$51,548 - \$62,857

Jolene Mifsud, Section 68(1), 24 January 2023

General Service Officer Level 8 \$73,429 - \$77,593

Seremaia Vuanivono, Section 68(1), 28 November 2022

Classroom Teacher \$76,575 - \$114,624

Sarah Cotton, Section 68(1), 19 December 2022

Classroom Teacher \$76,575 - \$114,624

Eleanor Wilcher, Section 68(1), 24 November 2022

Classroom Teacher \$76,575 - \$114,624

Sean Gourlay, Section 68(1), 24 November 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Emily-Rose Wilson, Section 68(1), 12 December 2022

Justice and Community Safety

Correctional Officer Class 1 \$69,433 - \$82,797

Terry Ball, Section 68(1), 7 December 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Dairinn Bannister, Section 68(1), 5 December 2022

Senior Officer Grade B \$135,355 - \$152,377

Lyndal Bennett, Section 68(1), 12 December 2022

Senior Officer Grade C \$114,928 - \$123,710

Phillipa Courtney-Bailey, Section 68(1), 9 December 2022

Government Solicitor 1 \$80,822 - \$121,026

Joshua Favaloro, Section 68(1), 12 December 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Kylie Nixon, Section 68(1), 5 December 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Jaspreet Singh, Section 68(1), 7 December 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Daniel Westwood, Section 68(1), 7 December 2022

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Lijuan Yu, Section 68(1), 12 December 2022

Office of the Legislative Assembly

Administrative Services Officer Class 5 \$84,749 - \$89,705

Erin Dinneen, Section 68(1), 31 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Erin Liet, Section 68(1), 15 November 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Amit Sharma, Section 68(1), 28 November 2022

Major Projects Canberra

Infrastructure Officer 2 \$91,428 - \$105,186

Gursahib Bal, Section 68(1), 12 December 2022

Senior Officer Grade C \$114,928 - \$123,710

Danielle Jenkins, Section 68(1), 8 December 2022

Suburban Land Agency

Administrative Services Officer Class 5 \$84,749 - \$89,705

Natasha Liversidge, Section 68(1), 12 December 2022

Transport Canberra and City Services

Bus Operator - Training \$74,582

Joey Alfaro, Section 68(1), 23 December 2022

Bus Operator - Training \$74,582

Krachele Cartwright, Section 68(1), 23 December 2022

Bus Operator - Training \$74,582

Paul Gray, Section 68(1), 10 December 2022

Bus Operator - Training \$74,582

Robert Mammoliti, Section 68(1), 23 December 2022

Bus Operator - Training \$74,582

Gunjeet Singh, Section 68(1), 23 December 2022

TRANSFERS

Canberra Health Services

Sincy Chandy

From: Registered Nurse Level 2 \$107,000
Canberra Institute of Technology
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 55008) (Gazetted)

Libby McLean

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 58318) (Gazetted 20 July 2022)

Vishnu Ram

From: Registered Nurse Level 1 \$72,698
Canberra Health Services
To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 47071) (Gazetted)

Laura Triggs

From: Pharmacist Level 2/3 \$83,837
Canberra Health Services
To: Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)
Canberra Health Services, Canberra (PN. 32147) (Gazetted 17 September 2022)

Nhlanhla Twala

From: Enrolled Nurse Level 1 \$65,934 - \$70,443
Canberra Health Services
To: Enrolled Nurse Level 1 \$65,934 - \$70,443
Canberra Health Services, Canberra (PN. 59979) (Gazetted)

Anu UPRETI DHITAL

From: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services
To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 58736) (Gazetted)

Chief Minister, Treasury and Economic Development

Liza Holmes

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Justice and Community Safety
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 59099) (Gazetted 14 October 2022)

Education

Jodene Fillery

From: School Leader C \$132,293
Education

To: School Leader B \$154,033
Education, Canberra (PN. 04151) (Gazetted 17 October 2022)

PROMOTIONS

ACT Health

Policy Partnerships and Programs

Policy, Partnerships and Programs - Executive

Funding Policy

Kali Aiesi

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509
ACT Health, Canberra (PN. 59045) (Gazetted 17 October 2022)

Health Systems, Policy and Research

Office of the Chief Medical Officer

Quality and Safety Unit

Kayler Fox

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. 57575) (Gazetted 14 April 2022)

Infrastructure Communication and Engagement Division

Communication and Engagement Branch

Strategic Communications

Amy Pedley

From: Senior Officer Grade C \$114,928 - \$123,710
Worksafe ACT

To: †Senior Officer Grade B \$135,355 - \$152,377
ACT Health, Canberra (PN. 52829) (Gazetted 2 September 2022)

ACT Long Service Leave Authority

Client Services Team

Pushpa KC Ranabhat

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. 58999) (Gazetted 26 September 2022)

Canberra Health Services

Karen Burgess

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 22722) (Gazetted)

Lauren Cameron

From: Enrolled Nurse Level 1 \$65,934 - \$70,443
Canberra Health Services
To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 43064) (Gazetted)

Joanne Evans

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. 12706) (Gazetted 30 August 2022)

Skye Evers

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. 22289) (Gazetted 29 August 2022)

Suvechha Ghimire

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: †Registered Nurse Level 3.1 \$115,743 - \$120,506
Canberra Health Services, Canberra (PN. 56909) (Gazetted 18 August 2022)

CHS Mental Health, Justice Health and Alcohol and Drug Services

Anna-Marie Mikulcic

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. 25962) (Gazetted 28 October 2022)

Jodie Paul

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. 27121) (Gazetted 16 September 2021)

Chief Minister, Treasury and Economic Development

Property and Shared Services

ACT Property Group

Breanna Benn

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 35618) (Gazetted 12 October 2022)

Property and Shared Services

ACT Property Group

Corporate Governance

Rebekka Bjarnadottir

From: Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$135,355 - \$152,377
Chief Minister, Treasury and Economic Development, Canberra (PN. 45631) (Gazetted 7 September 2022)

Strategic Finance

Budget Policy and Capital Works

Arif Hussain Hazara

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 57826) (Gazetted 23 June 2022)

Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)

ACT Insurance Authority

Laura Murray

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 36615) (Gazetted 24 January 2022)

Economic Development

artsACT

Arts Programs

Femke Withag

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 45604) (Gazetted 16 September 2022)

Policy and Cabinet

Better Regulation Taskforce

Better Regulation Taskforce

Natasha Wykes

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 59230) (Gazetted 25 October 2022)

Community Services

Child, Youth and Families

Practice and Performance

Relationship Management

Madelaine Casenas

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Community Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services, Canberra (PN. 11437) (Gazetted 8 July 2022)

Education

School Performance and Improvement

North and Gungahlin Network

Black Mountain School

Andria Bencich

From: School Assistant 3 \$58,404 - \$62,857

Education

To: School Assistant 4 \$70,028 - \$75,827
Education, Canberra (PN. 47151) (Gazetted 22 November 2022)

School Performance and Improvement

Belconnen

Kingsford Smith School

Stephanie Boxall

From: Classroom Teacher \$76,575 - \$114,624
Education

To: †School Leader C \$132,293
Education, Canberra (PN. 15915) (Gazetted 16 November 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.

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Michelle Jenkins

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Environment, Planning and Sustainable Development

To: Technical Officer Level 3 \$79,105 - \$89,398
Environment, Planning and Sustainable Development, Canberra (PN. 39095) (Gazetted 31 October 2022)

Environment

ACT Parks and Conservation Service

Urban Reserves

Dylan Saunders

From: General Service Officer Level 5/6 \$59,713 - \$65,718
Environment, Planning and Sustainable Development

To: †General Service Officer Level 7 \$67,760 - \$71,554
Environment, Planning and Sustainable Development, Canberra (PN. 45402) (Gazetted 20 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.

Justice and Community Safety

ACT Courts and Tribunal

Corporate Services and Strategy

Corporate Information Systems

Dominic Bush

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. 33942) (Gazetted 10 November 2022)

ACTCT

ACAT

Alivia Oliver

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705
Justice and Community Safety, Canberra (PN. 57253) (Gazetted 10 October 2022)

ACTCT

ACAT

Madeline Wilson

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 21914) (Gazetted 10 October 2022)

Office of the Legislative Assembly

Parliamentary Support

Committee Support

Sophie Milne

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Office of the Legislative Assembly

To: Senior Officer Grade C \$114,928 - \$123,710

Office of the Legislative Assembly, Canberra (PN259) (Gazette 5 September 2022)

Suburban Land Agency

Program Solutions

Infrastructure Services

Steven Farr

From: Infrastructure Manager/Specialist 1 \$175,124

Major Projects Canberra

To: †Infrastructure Manager/Specialist 2 \$187,632

Suburban Land Agency, Canberra (PN. 13858) (Gazetted 31 October 2022)

Transport Canberra and City Services

City Services

ACT NoWaste

Service Delivery

Malcolm Fowler

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. 39237) (Gazetted 14 October 2022)

City Services

City Presentation

Licensing and Compliance

Kevin Grimble

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

Transport Canberra and City Services, Canberra (PN. 39671) (Gazetted 31 August 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.

CORRIGENDA

Chief Minister and Cabinet

Notice of transfer was declined by candidate after it was gazetted.
Jessica Condi PN 58972

Education

Stenelee Taminaya declined appointment