



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 22 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>

#### **Policy Partnerships and Programs**

#### **Aboriginal and Torres Strait Islander Health Partnerships**

#### **Aboriginal and Torres Strait Islander Health Partnerships**

#### **Director, Aboriginal and Torres Strait Islander Health Partnerships**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 36625, several)**

Gazetted: 22 December 2022

Closing Date: 12 January 2023

Details: We offer a values based culture in which we pride ourselves on inclusion, respect, and integrity. We provide interesting, diverse work in a unique government environment where you can see the impact you have on the Canberra community.

Policy, Partnerships and Programs Division (PPP) provides strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future. PPP delivers strategic health policy advice on issues including primary care, workforce, Aboriginal and Torres Strait Islander health, women, aged care, LGBTIQ+, inter-governmental negotiations, legal and funding matters.

In addition, the Division is responsible for epidemiology, data analytics and reporting, forecasting and modelling, data management and data governance.

The Director, Policy and Partnerships, Aboriginal and Torres Strait Islander Health Partnerships, will lead and coordinate work to support the strategic priorities of the ACT Health Directorate, as well as national and local frameworks. This includes the *National Agreement on Closing the Gap*, *National Aboriginal and Torres Strait Islander Health Workforce Strategic Framework and Implementation Plan 2021–2031*, *National Aboriginal and Torres Strait Islander Health Plan 2013–2023*, and the *ACT Aboriginal and Torres Strait Islander Agreement*. The successful applicant will work closely with senior executive across the Health Directorate, Canberra Health Services and Community stakeholders and partners.

This role will work closely with Aboriginal Community Controlled Organisations and other internal and external stakeholders to progress the key priority reform areas relevant to the health of First Nations peoples.

We are seeking a values based Director who will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

Eligibility/Other Requirements:

Current drivers licence

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

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: 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 in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk. Officers must have the ability to work from home or remotely. Current and former ADF members are encouraged to apply.

**How to Apply:** If you are interested in applying for this position please provide a written statement of no more than two pages addressing the What You Require section of the position description, your curriculum

vitae/resume and contact details of two referees. Preferably referees with a thorough knowledge of your work performance and that one of the referees is your current or immediate past supervisor. Your statement of claims against these capabilities should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the capabilities, as well as the behaviours that underpin them.

Please note that it is not necessary to address the capabilities and behaviours individually.

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

Contact Officer: Yehuwdiy Dillon 0458866937 Yehuwdiy.Dillon@act.gov.au

## **Digital Solutions Division**

### **Technology Operations**

#### **Critical Systems and Infrastructure Hub**

#### **ICT Infrastructure Architect**

#### **Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60170)**

Gazetted: 03 January 2023

Closing Date: 17 January 2023

Details: Are you an ICT Infrastructure Architect that would thrive working in a healthcare environment that's up for a challenge? Do you have a high level of technical knowledge and experience working in ICT infrastructure project teams? Do you want to work with a team responsible for building and maintaining ACT Health's and Canberra Health Service's critical systems and ICT infrastructure? Are you committed to developing your existing skills and experience and apply them in an ever changing and challenging environment and help make a difference supporting staff and the community?

The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our ICT infrastructure program of work. You will work with a team of ICT infrastructure professional to provide successful design and review of ICT infrastructure solutions supporting the operations and service delivery of the ACT Public Health system.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

the implementation and support of the Digital Health Strategy,  
management of technology services and projects,  
the development and implementation of a performance reporting framework,  
statutory and intergovernmental reporting requirements,  
management of the relationship and services delivery by technology vendors including Shared Services ICT,  
development, implementation and maintenance of technology policies and procedures,  
information management and information security, and  
delivery of ICT infrastructure for new and refurbished health facilities.

Eligibility/other Requirements:

Mandatory

Working knowledge of the Australian Cabling Standards and related industry certifications.

Previous experience managing and delivering ICT Core Infrastructure projects within a healthcare setting.

Familiarisation with the Australian ISM and PSPF.

Working knowledge of network architecture, protocols and functionality.

Highly desirable

Archimate 2.1 certification and familiarisation with Archimate 3.

Familiarisation with the Sparx Systems Enterprise Architect tools and modules.

Holds a valid EA methodology certification, for example TOGAF 9.1 Certified.

Personal Attributes

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

High level organisational skills with a proven record of leading a team to achieve outcomes.

Strong management skills including the ability to support change to implement digital initiatives.

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

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

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

Contact Officer: Grant Clark (02) 5124 9028 grant.clark@act.gov.au

**Policy, Partnerships and Programs Division**

**Data Analytics Branch**

**Epidemiology Section**

**Research Officer/Epidemiologist**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60086, several)**

Gazetted: 04 January 2023

Closing Date: 11 January 2023

Details: ACT Health Directorate is seeking an appropriately qualified person with experience working with epidemiological and health-related data to fill the positions of Research Officer/Epidemiologist within the Knowledge Translation and Health Outcomes team of the Epidemiology Section. The Epidemiology Section is responsible for the provision of timely and accurate information on the health of the ACT population to assist in the development and evaluation of policies and interventions to improve health. The work program of the section is determined by national health and territory health priorities and includes maintenance of the ACT Cancer Registry, required by law.

The successful candidate/s will be self-directed with good communication and stakeholder liaison skills and will use their analytic and problem solving abilities to contribute to the work of the team. The role involves a range of duties including collecting, analysing and interpreting health information, and presenting results to a high standard. It also involves liaising with a range of stakeholders, producing epidemiological reports and briefing materials, and handling requests for data and information.

For further information please see the Position Description attached.

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

Eligibility/other Requirements: Tertiary qualifications in Science (Health or Social Science; major in Epidemiology or Biostatistics) or Bachelor of Public Health (major in Epidemiology) is highly desirable. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: These are temporary positions available for 12 months, with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be made on the basis of written applications and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. To apply you will need to submit a response addressing the Selection Criteria of the Position Description. The response should be no more than four pages and show that you have the capabilities required for the role and demonstrate your capacity to perform the duties and responsibilities. You will also need to include a current curriculum vitae including details of work history, professional memberships, qualifications and the contact details of at least two referees.

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

Contact Officer: Louise Freebairn (02) 5124 9487 louise.freebairn@act.gov.au

**Population Health Division**

**Health Protection Service**

**Communicable Disease Control / Immunisation**

**Vaccine Delivery and Data Entry Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 49530, several)**

Gazetted: 04 January 2023

Closing Date: 18 January 2023

**Details:** Vaccine management and delivery officers are primarily responsible for the delivery of vaccines to immunisation providers in the ACT, including GP practices, immunisation clinics and hospitals. Officers are also responsible for entering data on the Vaccine Inventory Management System and answering calls on the Immunisation Information Line.

**Eligibility/Other Requirements:**

Current drivers' licence

Experience in the use of Microsoft Office applications, particularly Excel

Undergo a pre-employment National Police check

**Note:** These are temporary positions available immediately for six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please provide no more than a two-page written response which addresses the Selection Criteria located in the Position Description and provide a current curriculum vitae and names and contact details of two referees.

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

Contact Officer: Sarah Mead (02) 5124 9076 Sarah.Mead@act.gov.au

**ACT Integrity Commission**

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

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

**Legal Team**

**Paralegal**

**Paralegal Grade 3 \$78,591 - \$82,566, Canberra (PN: 60180)**

Gazetted: 03 January 2023

Closing Date: 12 January 2023

**Details:** This is an exciting opportunity for paralegals to join the ACT's anti-corruption and integrity commission, and work in the interesting, challenging and unique inquisitorial jurisdiction.

The ACT Integrity Commission is an independent body and law enforcement agency with powers under the *Integrity Commission Act 2018* to investigate, expose and prevent corruption and foster public confidence in the integrity of government.

Under the *Public Interest Disclosure Act 2012*, the Commission is also responsible for administering and overseeing the Public Interest Disclosures scheme in the ACT.

Working at the Commission is an opportunity to do challenging but rewarding work and make a meaningful contribution to the ACT and the broader community.

The Commission's Legal Team assists the Commission to perform its principal functions and exercise its statutory powers in a lawful, effective, ethical, and accountable manner by providing high-quality, accurate and timely legal services. Commission lawyers work collaboratively with all other members of the Commission, and perform a key role in investigations, including appearing as Counsel Assisting in examinations. The Legal Team also provides advice to the Commission on policy and other organisational matters.

The Commission is looking for two paralegals (one permanent position, and one temporary position with the possibility of permanency) who are:

Courageous and ready for a challenge;

Professional and committed;

Agile, measured and fair; and

Trustworthy, with a sense of duty.

Further information about the Legal Team, the roles, and the position requirements, are set out in the Position Description.

The ACT Integrity Commission 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:**

Certificate IV in Legal Services, currently studying a law degree, or a law graduate.

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the five years immediately before the day of the proposed appointment, been an ACT public servant. Please note, employees of some ACT bodies (eg the ACT DPP and the Legal Aid Commission (ACT)) are not captured by this exclusion. Please contact the Commission if you are unsure about your status.

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV-1) classification.

It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19.

**Notes:** There is one permanent position and one temporary position (with the possibility of permanency). An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:**

Applications must include:

A current curriculum vitae; and

A written response (a pitch) of 750 words or less that:

(a) demonstrates that you have the capabilities outlined in the 'What you require' section of the Position Description, and

(b) outlines why you are the best person for the position.

If you are unable to submit your application online, please contact the Solicitor to the Commission at [info@integrity.act.gov.au](mailto:info@integrity.act.gov.au).

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

Contact Officer: Melissa Heris (02) 6205 9899 [info@integrity.act.gov.au](mailto:info@integrity.act.gov.au)

## **Canberra Health Services**

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

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

### **Medicine**

#### **Endocrinology**

##### **Office Manager / Personal Assistant**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 21546 - 027PY)**

Gazetted: 04 January 2023

Closing Date: 8 February 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](http://www.canberrahealthservices.act.gov.au)

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders, including diabetes. Canberra Health Services Diabetes Service is an interdisciplinary 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. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

This position reports directly to the Unit Directors of the Diabetes and Endocrinology and the Administration Manager for the Division of Medicine.

This position will provide high level administrative and IT support to the Unit Directors and senior leadership team within diabetes and endocrinology. You will also be responsible for supporting divisional data, operational and policy requirements. You will organise and maintain appointment meetings for the Unit Directors, draft and prepare minor correspondence as necessary, arrange meetings, and provide secretariat for meetings, financial and basic HR support to the Unit Directors. This includes preparation of priority patient correspondence. You will assist with minor research and project tasks as required. Initiative, the ability to work under limited supervision and adapt to change is essential.

### **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 – Display professional and integrity while being adaptable and flexible 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:**

**Mandatory**

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

**Highly Desirable**

Leadership/management qualification or working towards a certificate/diploma in office management/business. Two years' experience working in a management role.

**Desirable**

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Stuart Couper (02) 5124 5311 [stuart.couper@act.gov.au](mailto:stuart.couper@act.gov.au)

**ACT Pathology**

**Haematology**

**Senior Scientist Transfusion**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 30570 - 027NQ)**

Gazetted: 03 January 2023

Closing Date: 19 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](http://www.canberrahealthservices.act.gov.au)

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

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

Under broad direction from the Laboratory Manager / Chief Scientist, you will play a key role in providing day to day supervision, instrument trouble shooting and KPI monitoring, investigation of difficult transfusion cases, investigation of complex transfusion testing, quality control monitoring, maintaining manuals and training programs for staff in the Transfusion area of the laboratories at Canberra and Calvary Hospitals.

There is a requirement to work out of hours including on-call, occasional nights, weekends and public holidays.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

High level evaluation and analysis skills.

Strong written and oral communication skills.

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

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

##### **Mandatory**

Relevant tertiary qualification in Medical Science, Pathology and a minimum of five years' experience working professionally in Haematology and transfusion is preferred.

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 Safety and Quality Health Service (NSQHS) indicators align with this role.

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

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

Undergo a pre-employment National Police Check.

Comply with 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 a period of up to six months with the possibility of extension.

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

Contact Officer: Jackie Pratt 51242034 jackie.pratt@act.gov.au

## **Justice Health Services**

### **Administration**

#### **Administration Manager**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59356 - 027F4)**

Gazetted: 03 January 2023

Closing Date: 17 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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Justice Health Services (JHS) is part of the Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). JHS provides high quality primary and forensic mental health care to people involved with, or at risk of



becoming involved with, the criminal justice system. People can access these services through the City Health Centre, ACT Law Courts, Alexander Maconochie Centre (AMC), and Bimberi Youth Justice Centre (BYJC). You will be required to work across various JHS sites providing leadership and management to the JHS administration team. As the JHS Administration Manager, you will report directly to the JHS Operational Director. You will be an active member of the leadership team and will manage the human resources of the JHS administration team. You will ensure the administration team provide high-quality customer service to JHS clients and external stakeholders. This position is required to work across multiple sites including, the AMC, BYJC, and 1 Moore Street. The working hours for this position are 8.00am – 4.21pm. This position is not required to wear a uniform and is subject to the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2021-2022.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

1. Strong organisational skills with a high degree of drive with a commitment to achieving positive outcomes
2. Adaptability and flexibility to accommodate change and provide responsive services to meet service needs
3. Tact and sensitivity to manage confidential and sensitive information

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

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

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

#### **Mandatory**

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

#### **Desirable**

- Previous experience in managing human resources
- Relevant tertiary qualifications or background within a health care system
- Knowledge of Canberra Health Service internal software packages
- Current driver's licence

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

- Be registered under the *Working for Vulnerable People Act 2011*
- Undergo a pre-employment National Police Check.

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

Contact Officer: Gillian Sharp 51241811 [gillian.sharp@act.gov.au](mailto:gillian.sharp@act.gov.au)

### **Infrastructure and Health Support Services**

#### **Facilities Management**

#### **Project Manager Minor Works**

**Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 31356 - 027TF)**

Gazetted: 03 January 2023

Closing Date: 24 January 2023

#### **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](http://www.canberrahealthservices.act.gov.au)

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;  
Sterilising Services;  
Security Services; and  
Fleet Management.

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

FM are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

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

The Minor Works Project Manager reports directly to the Director Minor Works Delivery and Off-Site Facilities and works in a small team of other Project Managers. The position also works in close liaison with other senior staff in the Facilities Management Branch, the broader CHS Directorate, and other ACT Government Directorates.

The Minor Works Project Manager will be responsible for managing several capital infrastructure projects, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various CHS Facilities. Accurate project reporting is vital, with monthly finance and program updates required to ensure that key projects milestones and performance indicators are being met.

The Minor Works Project Manager will be required to engage with a diverse range of stakeholders and manage their expectations to deliver agreed project outcomes. A key component of stakeholder management will be the responsibility for conducting high level interface and coordination between FM, consultants, contractors, other CHS operational support teams and Clinical Service Delivery areas. This will involve communication between various stakeholders, clear documentation of project scope requirements, coordination of multiple project activities, ensuring clinical services are not affected and managing shutdowns or interruptions to infrastructure services required on projects.

When relevant, the position will utilise processes and strategies utilised by IHSS to facilitate quality, integrated and efficient service delivery, and assist in developing new processes and strategies where required.

Supervising Responsibilities

Nil at present, however this may change as the program develops

ABOUT YOU

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Behavioural Capabilities

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality-of-service delivery from Facilities Management.

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

An organised approach to work, managing competing priorities and attention to detail on work undertaken.

Mandatory:

Positions classified as an Infrastructure Officer require the occupant to:

hold a relevant professional qualification 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.

Highly Desirable:

Hold a current drivers' licence.

Experience in the delivery of infrastructure projects within an operating health environment, or other critical environments where maintaining continuity of services is essential

Construction Induction (White Card)

Asbestos Awareness

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

Undergo a pre-employment National Police Check.

**Division of Surgery**

**Surgical Bookings**

**Pre-admission Clinic Nurse**

**Pre-admission Clinic Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 57460 - 027PZ)**

Gazetted: 03 January 2023

Closing Date: 24 January 2023

Details: This is an exciting opportunity for a motivated and team focused nurse with surgical nursing experience and advanced communication/ interpersonal skills. Pre-admission Clinic Nurses work Monday to Friday and do not work weekends or public holidays.

Part time hours of no less than four days/week may be considered.

A merit list from this recruitment will be kept to fill future positions that may become available in the next 12 months.

**POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Pre-admission Clinic is part of the Surgical Bookings team within the Division of Surgery. Nurses in the Pre-admission Clinic assess and prepare patients for many specialty groups that include plastics, orthopaedics, vascular, neurosurgery, gynaecology, general surgery, ophthalmology, oral maxillary facial, thoracic, urology, paediatrics, obstetrics, and otolaryngology. Pre-admission clinic assessments are integral to the patient's peri-operative journey and assist in providing a positive patient experience.

**ABOUT YOU**

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**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:**

Relevant Tertiary Nursing qualifications and a minimum of 3 years' experience working professionally in an acute surgical setting is preferred.

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

The successful applicant works Monday-Friday excluding public holidays

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.

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 commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for six months with the possibility of extension up to 12 months and/or permanency. A merit list from this recruitment will be kept to fill future positions that may become available in the next 12 months.

Contact Officer: Nicole Larkin [nicole.larkin@act.gov.au](mailto:nicole.larkin@act.gov.au)

## **Infrastructure and Health Services**

### **Quality, Compliance, 5S**

#### **Administrative Support**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57347 - 027V2)**

Gazetted: 03 January 2023

Closing Date: 24 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](http://www.canberrahealthservices.act.gov.au)

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Contracts Management is a branch of IHSS, responsible for the management and administration of various support services contracts for Canberra Health Services.

The IHSS Quality, Compliance and 5S team will employ best practice management principles across all CHS facilities and align with CHS strategic priorities and work in partnership with the Contracts Management Team (CMT).

At The University of Canberra Hospital the team will manage compliance, quality and 5S of the outsourced FM contract. Ten distinct service lines are provided under the UCH Contract, delivering a people-centred, safe environment and support services that promote patient recovery and the wellbeing of all facility stakeholders.

At the Canberra Hospital the IHSS Quality, Compliance and 5S team will manage compliance, quality and 5S against cleaning contract, clinical waste streams and linen services to Canberra Hospital and extended CHS sites.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

An organised approach to work, managing competing priorities with a high degree of drive

Adaptability and flexibility to accommodate change

Committed to professional development, setting personal goals and conducting self-reflective evaluations on progress

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

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

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

#### **Mandatory**

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**

A current driver's license.

#### **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: Sarah Majeed 0468 663 411 [sarah.majeed@act.gov.au](mailto:sarah.majeed@act.gov.au)

## **Women, Youth and Children**

### **Clinical Support and Projects**

#### **Special Care Nursery (SCN) Clinical Development Nurse**

#### **Special Care Nursery (SCN) Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 59598, Several - 027WI)**

Gazetted: 04 January 2023

Closing Date: 18 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](http://www.canberrahealthservices.act.gov.au)

The Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year at Centenary Hospital for Women and Children (CHWC), and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with a small team of Clinical Development Nurses (CDN) you will support nursing staff in the Special Care Nursery (SCN) to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education is occurs across morning and evening shifts, seven days a week.

**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 patients' needs,

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

**Position Requirements/Qualifications:**

Completed or working towards completing post-graduate qualifications in Neonatal Nursing, and a minimum of three years' experience working professionally in neonatal nursing.

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.

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.

**Note:** Several permanent full time and temporary (part time hours considered) positions available working as a Clinical Development Nurse in Special Care Nursery.

Contact Officer: Fiona Cameron 0251247737 [fiona.cameron@act.gov.au](mailto:fiona.cameron@act.gov.au)

**Acute Allied Health Service**

**Acute Occupational Therapy**

**Occupational Therapist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 29153 - 027TE)**

Gazetted: 04 January 2023

Closing Date: 18 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](http://www.canberrahealthservices.act.gov.au)

Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

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

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

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

**ABOUT YOU**

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**Behavioural Capabilities**

Organisational skills and drive and an appreciation of the clinical domain.

Recognition of the role of change and the impacts of the responsiveness of services to meet clients' needs.

A demonstrated ability to drive, communicate and direct in a team environment.

The ability to critically appraise your own performance and that of others.

**Position Requirements/Qualifications:**

**Mandatory:**

Tertiary qualifications (or equivalent) in Occupational Therapy,

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

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

Hold a current driver's licence.

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

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

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

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

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

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.  
Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for 12 months with the possibility of extension and/or permanency.  
Contact Officer: Domenico Tripodi 025124 3286 Domenico.Tripodi@act.gov.au

## **Medicine**

### **Canberra Sexual Health Centre**

#### **Office Manager/Personal Assistant**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 30688 - 027Q6)**

Gazetted: 04 January 2023

Closing Date: 8 February 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**

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Canberra Sexual Health Centre is based at the Canberra Hospital. The department provides outpatient clinic-based care for sexual health and HIV patients as well as an innovative outreach program. The department has a strong philosophy of teamwork, evidence-based practice and continuing professional development, which is supported by a weekly in-service program.

This position reports directly to the Unit Director of the Canberra Sexual Health Centre and the Administration Manager for the Division of Medicine.

This position will provide administrative and IT support to the Unit Director and Clinical Nurse Consultant of Canberra Sexual Health Centre. You will also be responsible for supporting divisional data, operational and policy requirements. You will organise and maintain appointment meetings for the Unit Director, draft and prepare minor correspondence as necessary, arrange meetings, and provide secretariat for meetings, financial and basic HR support to the Unit Director. This includes preparation of priority patient correspondence. You will assist with minor research and project tasks as required. Initiative, the ability to work under limited supervision and adapt to change is essential.

#### **ABOUT YOU**

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#### **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 – Display professional and integrity while being adaptable and flexible 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:**

##### **Mandatory**

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

##### **Highly Desirable**

Leadership/management qualification or working towards a certificate/diploma in office management/business.



Two years' experience working in a management role.

**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.

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

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

Contact Officer: Stuart Couper 0251245711 [stuart.couper@act.gov.au](mailto:stuart.couper@act.gov.au)

**Women Youth and Children Community Health Programs**

**Children's Asthma Education Service**

**Asthma Nurse Educator**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29178 - 027WA)**

Gazetted: 04 January 2023

Closing Date: 1 February 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](http://www.canberrahealthservices.act.gov.au)

The Asthma Nurse Educator position sits within the School Services Team. The position is based predominantly out of the City Health Centre however services are delivered at various locations across Canberra.

The service provides children, young people up to 18 years old, families and community groups with evidence based asthma education and support. The service collaborates with GPs, paediatricians, specialists, pharmacists, hospital staff and the ACT Asthma Foundation to provide best practice in asthma management.

This service also provides education on children's asthma management to Health professionals including medical students, junior medical officers, registered nurses and nursing students as well as coordinating Asthma study days at both Calvary and The Canberra Hospital and is a key partner in the ACT Asthma Support Network.

This position is for two days per week with the days available either Tuesday and Wednesday or Wednesday and Thursday.

**ABOUT YOU**

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**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

Ability to step up to challenges and focus on solutions

Confident educator

Strong communication skills

**Position Requirements/Qualifications:**

**Mandatory**

- A minimum of 3 years' experience working professionally as a registered nurse.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

**Desirable**



- Credentialed asthma education qualifications or the commitment to obtain them
- 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)

Note: This is a permanent part-time position at (16) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Ruth Evans (02) 5124 1631 [Ruth.Evans@act.gov.au](mailto:Ruth.Evans@act.gov.au)

### **Chief Financial Officer**

#### **Health Information Services**

#### **Operations Manager**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45691 - 026PI)**

Gazetted: 03 January 2023

Closing Date: 19 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](http://www.canberrahealthservices.act.gov.au)

The Chief Financial Officer (CFO) Branch is led by the Chief Financial Officer (CFO) who reports to the Chief Executive officer of Canberra health Services. The CFO 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 main sub-units within the CFO branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, and Health Information Services. Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to, and release of, personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

The Operations Manager is responsible to the Director Health Information Services and is responsible for managing and overseeing the management of clinical records including scanning and tracking. This involves managing a large team consisting of approximately 30 administration officers across multiple shifts including morning, evening and weekends including all recruitment and human resource responsibilities. The Operations Manager requires an in-depth working knowledge of all procedures related to document imaging and legislation around privacy and health record management.

Management responsibilities include staff selection, rostering, training, performance management, workflow and KPI monitoring and allocation of resources to meet service delivery requirements and compliance with the organisations risk management and clinical and corporate governance

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Strong organisational skills with a high degree of drive.

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

Confident communicator with strong liaison/negotiating skills

Position Requirements/Qualifications:

Tertiary qualification in Health Information Management (or equivalent) is desirable

Eligibility for full membership of the Health Information Management Association of Australia is desirable

Previous experience in leading multiple teams within a health information service

Current Australian driver's licence.

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

**Note:** This is a temporary position available for a period of seven and a half months with the possibility of extension and or permanency.

**Contact Officer:** Chloe Tran 51244315 [Chloe.Tran@act.gov.au](mailto:Chloe.Tran@act.gov.au)

## **Women Youth and Children**

### **Clinical Support and Projects**

#### **Neonatal Intensive Care**

#### **(NICU) Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 59600, several - 027WJ)**

Gazetted: 04 January 2023

Closing Date: 18 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

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](http://www.canberrahealthservices.act.gov.au)

The Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year at Centenary Hospital for Women and Children (CHWC), and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with a small team of Clinical Development Nurses (CDN) you will support nursing staff in Neonatal Intensive Care (NICU) to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education is occurs across morning and evening shifts, seven days a week.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive,

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

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

**Position Requirements/Qualifications:**

Completed or working towards completing post-graduate qualifications in Neonatal Nursing, and a minimum of three years' experience working professionally in neonatal nursing.

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.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Fiona Cameron (02) 5124 7737 [fiona.cameron@act.gov.au](mailto:fiona.cameron@act.gov.au)

**Acute Allied**

**Acute Allied Health Services**

**Clinical Neuropsychologist (Registrar)**

**Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 57755 - 027RY)**

Gazetted: 22 December 2022

Closing Date: 20 January 2023

Details: The Clinical Neuropsychology Registrar program provides a unique opportunity for new graduate psychologists (eligible to undertake the clinical neuropsychology registrar program) to gain knowledge and experience across a variety of work environments, across a range of presentations, with populations over the lifespan and with a range of assessment and intervention opportunities. Neuropsychology Registrar positions are 24-month temporary contracts with Canberra Health Services and provides support to Registrars to meet their supervision requirements.

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**POSITION OVERVIEW**

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

The Canberra Health Services Division of Allied Health Services provides a range 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 Psychology team in Acute Allied Health Services provides evidence-based care to inpatients and outpatients across four divisions of The Canberra Hospital (TCH) and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

**DUTIES:**

Under direction of the Manager of Acute Psychology and under close clinical/professional supervision (noting, clinical supervision will be negotiated with the Acute Psychology Manager), you will:

Provide appropriate skilled neuropsychological assessment and intervention including liaising with carers and other service providers, across a range of clinical areas, to facilitate effective service provision.

Exercise independent judgement on routine matters, working under direct supervision for more novel or complex tasks, with the level of supervision decreasing and accountability increasing commensurate with increasing level of experience.

Actively contribute to the planning, development and evaluation of client programs and services including clinical and administrative data collection, analysis and evaluation to standard.

Participate in supervision, continuing professional development and performance appraisal and development.

Actively contribute to education programs for area of clinical service delivery.

Actively contribute to the organisation as appropriate and the implementation of clinical governance activity, quality improvement projects, research programs, and health promotion in areas relevant to service.

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.

Strong interpersonal and communication skills.

Strong organisational skills with a high degree of drive.

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

##### Mandatory

Postgraduate Psychology qualification - Masters/Doctoral degree in Neuropsychology

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

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.

##### Desirable

Enrolled in (or eligible for enrolment) the Clinical Neuropsychology Registrar Program for Area of Practice

Endorsement in Clinical Neuropsychology with the Psychology Board of Australia.

Previous experience working with a multidisciplinary team in an acute care setting

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

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

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

Undergo a pre-employment National Police Check.

Comply with 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 24 months with possibility of extension and/or permanency.

Contact Officer: Elissa Jacobs 51242045 [Elissa.Jacobs@act.gov.au](mailto:Elissa.Jacobs@act.gov.au)

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

##### **Enhanced Health Services**

##### **Operational Manager, Enhanced Child Health Service**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 28649 - 027TX)**

Gazetted: 03 January 2023

Closing Date: 17 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](http://www.canberrahealthservices.act.gov.au)

This is an exciting opportunity to provide operational leadership to the newly established Enhanced Child Health Service. This position will oversee the delivery of evidenced based, high-quality health services for children and families who are referred for nursing, and allied health assessment and support in relation to complex health needs including trauma relating to child abuse, neglect, family violence and child development and behavioural concerns.

The successful applicant will join the Enhanced Health Services, Senior Leadership multi-disciplinary team and will be provided with mentoring and access to professional development to support them meet the full scope of duties of this role.

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people and families. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team.

The Enhanced Health Services (EHS) include the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

#### Enhanced Child Health Service

The Enhanced Child Health Service (ECHS) consists of three teams: the Counselling Team, the Multidisciplinary Assessment, Intake and Navigation (MAIN) Team and the Training Team. These teams of allied health and nursing clinicians provide support and intervention to children and families who are at risk of poor health and development outcomes. These range from brief, short-term interventions, to extended counselling support and specialist education and training

As Operational Manager you will provide leadership and operational management to multidisciplinary teams within ECHS and actively contribute to the EHS leadership team, reporting to the EHS Manager.

This is a rewarding and exciting position within a vibrant service that is suitable for a dynamic, flexible, and highly skilled Health Professional, with strong leadership and operational experience, who is committed to the delivery of a high quality, trauma informed and holistic 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

Strong clinical, leadership, and interpersonal skills.

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

The ability to work respectfully in partnership with staff and stakeholders.

#### Position Requirements/Qualifications:

Eligibility - Relevant Tertiary qualifications (or equivalent) in a Health Profession. A minimum of 5 years' experience working professionally in health services to women, children, young people, and families is preferred.

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or if from a profession that is not AHPRA regulated, be eligible for membership of relevant professional association

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

Contact Officer: Fiona Holihan 02 5124 2712 [Fiona.Holihan@act.gov.au](mailto:Fiona.Holihan@act.gov.au)

#### Medical Services

##### Pharmacy

##### Partnered Pharmacist Medication Charting (PPMC) Clinical Pharmacist

**Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 28615, several - 027TN)**

Gazetted: 03 January 2023

Closing Date: 7 February 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

Canberra Health Services – Partnered Pharmacist Medication Charting (PPMC) Clinical Pharmacist

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](http://www.canberrahealthservices.act.gov.au)

Canberra Health Services (CHS) is looking for dynamic and progressive pharmacists with clinical hospital pharmacy experience to deliver the CHS Pharmacy PPMC model of care for patients admitted to CHS. This is an exciting opportunity to help shape the future of this extended scope practice for pharmacists within the ACT. The service will initially be delivered within the Division of Medicine units before extending to other divisional areas. The CHS Pharmacy has an approved PPMC training and credentialling framework. You will be provided with the training and support required to complete the credentialling program.

We have an excellent track record of supporting pharmacist career development and to become advanced practitioners.

Full time and part time opportunities are available for these positions. Applicants must be able to work on a rostered basis into the evenings and across 7 days a week with a team of credentialled PPMC pharmacists. .

**Benefits**

Health Professionals employed at CHS enjoy excellent conditions. Our Enterprise Agreement is available at

<https://www.health.act.gov.au/careers/come-and-work-us/enterprise-agreements>

Health Professional benefits over and above remuneration include:

Generous leave provisions including 20 days of annual leave

Up to \$12,000\* in reimbursement of relocation expenses for permanent or long-term appointments with additional provisions for dependants

Access to financial and other supportive resources to enhance professional development

\*Terms and Conditions Apply – refer to enterprise agreement for more details

CHS has an innovative competency-based progression pathway to enable pharmacists to progress through the pharmacist classification structure, in addition to opportunities for open and competitive recruitment. We have a number of pharmacists who have been successfully promoted through this pathway.

**Living and working in Canberra**

Ranked as the world's most liveable city, Canberra offers the ultimate work/life balance with access to world-class facilities, stunning natural surrounds, and great career opportunities. Canberra is the capital city of Australia and is situated inland between the cities of Sydney and Melbourne. It is a picturesque city, conveniently nestled alongside Australia's highest alpine mountains and the South Eastern coastal region of New South Wales. This means that is the perfect city to base yourself so that you may be skiing some of the best alps in Australia within 2 hours or enjoying the pristine beaches of the South Coast within 90 minutes.

A move to Canberra means you have more time to do things you and your family enjoy.

To find out more about living in our wonderful city please visit <https://canberra.com.au/live/>

**ABOUT YOU**

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**Behavioural Capabilities**

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

**Position Requirements/Qualifications:**

**Mandatory**



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

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

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

For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.

The successful applicant must be available for weekend and after-hours work, including on call on a rostered basis, working across hospital sites as necessary.

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: Hameda Lane 02 5124 2203 [Hameda.Lane@act.gov.au](mailto:Hameda.Lane@act.gov.au)

### **Clinical Services**

#### **Cancer and Ambulatory Support**

##### **Service Coordinator**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 22089, 027PB)**

Gazetted: 22 December 2022

Closing Date: 5 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](http://www.canberrahealthservices.act.gov.au)

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

The Service Coordinator is responsible for coordinating the workload and administration staff for a department in the Canberra Region Cancer Centre providing support to people accessing cancer services.

## ABOUT YOU

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### Behavioural Capabilities

Flexible and organised with an ability to thrive in a busy and dynamic environment

Strong time management skills

A commitment to customer service with an ability / previous history of managing and developing staff

### Position Requirements/Qualifications:

Relevant experience of working with administration staff, and experience in the use of the Electronic Medical Records is preferred.

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

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

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

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

Undergo Reference Checks

Undergo a pre-employment National Police Check.

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

Contact Officer: Caroline McIntyre (02) 51248536 [Caroline.McIntyre@act.gov.au](mailto:Caroline.McIntyre@act.gov.au)

## Chief Financial Officer Division

### Supply Services

#### Health Services Officer Level 4/5

**Health Service Officer Level 4/5 \$57,149 - \$63,169, Canberra (PN: 24423, several - 027MV)**

Gazetted: 22 December 2022

Closing Date: 6 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](http://www.canberrahealthservices.act.gov.au)

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

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

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

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

1. Strong organisational skills with a high degree of drive.
2. Understanding of supply chain processes within a warehouse environment.



3. 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.

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

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

Desirable

Relevant work experience.

Forklift licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

**Note:** There are two temporary positions available for six months with possibility of extension and/or permanency.

These roles will work at both the Mitchell and Canberra Hospital locations. Candidates will be required to pick, pack, deliver and decant stock as well as re-stocking, receiving goods and keeping the work areas clean.

Warehouse experience and a forklift licence are highly desirable. Please provide a two two-page pitch outlining your skills, knowledge and experience in alignment with the selection criteria. Please also include a current Resume and the contact details of two referees. Selection may be based on application and referee reports only.

**Contact Officer:** Rob Swain (02) 5124 3100 [Rob.Swain@act.gov.au](mailto:Rob.Swain@act.gov.au)

## Allied Health

### Acute Allied Health Services

#### Clinical Psychologist (Registrar)

**Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 17936 - 027SU)**

Gazetted: 22 December 2022

Closing Date: 23 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

The Clinical Psychology Registrar program provides a unique opportunity for new graduate psychologists (eligible to undertake the clinical psychology registrar program) to gain knowledge and experience across a variety of work environments, across a range of mental health issues, with populations over the lifespan and using a variety of assessments and therapeutic modalities. We are hopeful that following your successful completion of your Clinical Psychology Registrar program you seek to continue a career in public health.

The Clinical Psychology Registrar positions are 24-month temporary contracts with CHS and provides support to Registrars to meet their supervision requirements. These positions are intended to rotate between the Acute Psychology Department (located at the Canberra Hospital (TCH) in Woden) and RACC Psychology Department (located at the University of Canberra Hospital (UCH)). Clinical Psychologists and Neuropsychologists who work in these services see inpatients and outpatients at TCH, UCH and community health centres.

#### 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](http://www.canberrahealthservices.act.gov.au)

The Canberra Health Services Division of Allied Health Services provides a range 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.

An exciting opportunity exists for a Clinical Psychologist (Registrar) to join the friendly and supportive Acute Support Psychology team in the Division of Allied Health. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality clinical psychology assessment and intervention as part of the Allied Health team providing services to a range of services from acute ward settings to specialised services such as the ACT Hospital in the Home service, the Spinal Pain Service and the Pain Management Unit. This position also provides opportunity for long-term therapeutic work with people across the lifespan in outpatient settings. This position will report to the Psychology Manager.

Clinical supervision for the registrar program is provided by the department and will be negotiated with the Psychology Manager.

#### ABOUT YOU

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

#### Behavioural Capabilities

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

- Strong interpersonal and communication skills.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Strong organisational skills with a strong work ethic.
- Able to relate to people of varied backgrounds.

#### Position Requirements/Qualifications:

##### Mandatory:

- Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology
- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA

##### Desirable:

- Enrolled in (or eligible for enrolment) the Clinical Psychology Registrar Program for Area of Practice Endorsement in Clinical Psychology with the Psychology Board of Australia.
- Previous experience working with a multidisciplinary team in an acute care setting.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for 24 months with the possibility of extension and/or permanency.

Contact Officer: Elissa Jacobs (02) 5124 2045 [Elissa.Jacobs@act.gov.au](mailto:Elissa.Jacobs@act.gov.au)

#### Medical Service Group

#### Pathology Services

#### Quality Department

#### Quality Officer

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 33063, 027SV)**

Gazetted: 22 December 2022

Closing Date: 19 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](http://www.canberrahealthservices.act.gov.au)

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

The salary range is \$99,819- \$110,398 with an additional ACT Pathology allowance ranging from \$5,885 - \$9,604 depending on increment level.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive.

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

Ability to work in a team environment.

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

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

Tertiary qualifications (or equivalent) in Medical Laboratory Science or a health-related field

Experience working within Quality Management in Pathology or a health-related field

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

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

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

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

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

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

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

Contact Officer: Simon Newton (02) 51242893 [Simon.Newton@act.gov.au](mailto:Simon.Newton@act.gov.au)

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

#### **Nursing**

##### **Residential Aged Care Liaison Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 04832 - 02755)**

Gazetted: 22 December 2022

Closing Date: 4 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](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

Facilitate continuity of care for the elderly by liaising and developing a network of contacts with relevant Residential Aged Care Facilities across the ACT region. Provide advice on the availability of residential services for aged clients in consultation with Aged Care Service providers.

#### 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 organised and motivated

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

Good leadership skills with the ability to work independently to agreed outcomes.

Excellent interpersonal and communication skills

Position Requirements/Qualifications:

#### Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Formal qualification in Gerontology or working towards the same is highly desirable.
- 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.
- Current drivers license.

#### Desirable

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Felicia Cooper (02) 5124 0236 felicia.cooper@act.gov.au

## People and Culture

### Executive

#### Senior Director, Talent Acquisition

**Senior Officer Grade A \$157,201, Canberra (PN: 60010 - 027JD)**

Gazetted: 22 December 2022

Closing Date: 13 January 2023

Details: We are looking for a strong and capable Talent Acquisition expert to join Canberra Health Services and contribute to the largest healthcare infrastructure project undertaken in the Territory's history. The successful candidate will make an immediate impact to the organisation's workforce area.

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

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

The People and Culture (PandC) Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS. Working closely with CHS Divisions, the PandC portfolio delivers strategically aligned workforce solutions in areas including people, policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment.

The Talent Acquisition and Employee Experience team within the PandC Division is focused on the full lifecycle of recruitment including researching, sourcing, attraction, recruitment, and onboarding of selected workforce resources for CHS. The priorities for this team are driven by strategic and operational needs.

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

The Senior Director will lead the Talent Acquisition team to support the supply of the relevant workforce as required for CHS – including any specific requests within the CSB.

This will include developing and supporting all team members to deliver quality talent acquisition services to future employees and customer service to hiring managers.

#### 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 you will have the following attributes:

Strong leadership and coaching skills, including high emotional intelligence, self-awareness, and capacity to develop collaborative relationships.

Sound judgement, strong analytical skills and the demonstrated ability to think and act strategically.

The ability to seek out and take constructive feedback to grow your professional practice.

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

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

- Relevant qualifications in Human Resources Management and/or demonstrated experience in leading teams in recruitment and/or talent acquisition is highly desirable.
- The successful applicant will ideally have a strong understanding of working in the Healthcare environment.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for 24 months with the possibility of extension and/or permanency.

Contact Officer: Kalena Smitham 0466438133 Kalena.Smitham@act.gov.au

## **Medicine**

### **Dermatology**

#### **Specialist / Senior Specialist - Dermatology**

**Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57468 - 02723)**

Gazetted: 22 December 2022

Closing Date: 6 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: CHS website

The Department of Dermatology manages patients of all ages with a wide range of skin diseases often in association with multiple active co-morbidities. The unit provide inpatient services and outpatient consultation services.

Applicants should have had training and experience in Dermatology with an AMC accredited postgraduate qualification in Dermatology; and current AHPRA Specialist Registration.

The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Australian College of Dermatologists Trainees. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff (including physician trainees). There are significant opportunities to undertake research and quality assurance projects.

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

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

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

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

#### **DUTIES**

Provide competent and efficient clinical management of Dermatology inpatients and provide a clinical consultative service to other CHS disciplines and clinical areas

Conduct Paediatric Dermatology outpatient clinics.

Contribute to teaching programs of the Australian National University Medical School (ANUMS), with particular focus on Dermatology under the broad direction of the Dean of ANUMS and Clinical Director.

Contribute to Dermatology Unit quality assurance, research and postgraduate teaching activities as required.

Attend and contribute to clinical and business meetings and contribute to the clinical governance of Dermatology by undertaking clinical audit activities, clinical pathway development and demonstrating an active commitment to best clinical practice.

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

#### **ABOUT YOU**

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

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

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

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

Fellowship of the Australasian College of Dermatologists (ACD) or equivalent specialist 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.

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

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

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

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

**For Senior Specialist we will also expect that you:**

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Note: This is a part-time permanent position available at 2 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Prof Paul Craft (02) 51248502 paul.craft@act.gov.au

## **Medical Services**

### **Pharmacy**

#### **Lead Pharmacist Cancer Services**

**Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: 28888 - 027SY)**

Gazetted: 22 December 2022

Closing Date: 3 February 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

#### **Canberra Health Services – Lead Pharmacist Cancer Services**

Canberra Health Services (CHS) is looking for a Team Leader Pharmacist for Cancer Services. This role will help shape our services in the future to meet the ever-increasing demand of a rapidly growing population. The Canberra Region Cancer Centre is a world-class health care facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. It provides multidisciplinary care and support services to Canberra and Southern NSW communities, including a

Cancer Wellbeing Centre, known as Your Space, for wellbeing education and support for patients, families and carers.

This is a permanent full time position. If you have what it takes to lead a team of dedicated pharmacists to progress our services, then read on to learn more about what Canberra has to offer.

#### **Benefits**

Health Professionals employed at CHS enjoy excellent conditions. Our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/come-and-work-us/enterprise-agreements>

Health Professional benefits over and above remuneration include:

Generous leave provisions including 20 days of annual leave

Up to \$12,000\* in reimbursement of relocation expenses for permanent or long-term appointments with additional provisions for dependants

Access to financial and other supportive resources to enhance professional development

\*Terms and Conditions Apply – refer to enterprise agreement for more details

#### **Living and working in Canberra**

Ranked as the world's most liveable city, Canberra offers the ultimate work/life balance with access to world-class facilities, stunning natural surrounds, and great career opportunities. Canberra is the capital city of Australia and is situated inland between the cities of Sydney and Melbourne. It is a picturesque city, conveniently nestled alongside Australia's highest alpine mountains and the South Eastern coastal region of New South Wales. This means that is the perfect city to base yourself so that you may be skiing some of the best alps in Australia within 2 hours or enjoying the pristine beaches of the South Coast within 90 minutes.

A move to Canberra means you have more time to do things you and your family enjoy.

To find out more about living in our wonderful city please visit <https://canberra.com.au/live/>

#### **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**

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

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

##### Mandatory

Be registered or eligible for registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (preferably supported by the development of an Advance Pharmacist Practice Portfolio).

Able to demonstrate competency standards at the Consolidation Level of the Advanced Pharmacy Practice Framework for Australia in the area of Cancer Services.

The successful applicant will need to be for weekend and after-hours work, including on call and shift working, working across hospital sites as necessary.

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

The Society of Hospital Pharmacist of Australia (SHPA) membership. Membership of a professional organisation linked to the area of specialty. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Hamed Lane 02 5124 2203 [Hamed.Lane@act.gov.au](mailto:Hamed.Lane@act.gov.au)



## **Women, Youth and Children**

### **Foetal Medicine Unit**

#### **Sonography Manager, Foetal Medicine Unit**

**Medical Imaging Level 5 \$142,141 - \$159,994, Canberra (PN: 57348 - 027WN)**

Gazetted: 04 January 2023

Closing Date: 3 February 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](http://www.canberrahealthservices.act.gov.au) The CHS Foetal Medicine Unit (FMU) provides care for women with complex or high-risk pregnancies who require specialised care for either them or their baby. The interdisciplinary team, which includes medical specialists, sonographers, midwives and administrative staff, work collaboratively to deliver exceptional care to clients in the ACT and surrounding region. The Sonography service currently operates 5 days a week (Monday to Friday), however weekend work may become available as services expand. The CHS FMU is seeking an appropriately qualified, experienced sonographer to provide high level leadership for the Sonography team. The successful applicant must have obstetric and gynaecological imaging experience, strong leadership skills, excellent communication skills with the ability to interact sensitively in a high-risk obstetric environment and the ability to bring about cultural change. This Sonography Manager position is primarily a management role, with an agreed allocation of rostered clinical time. The position holder will report operationally to the Director of the Foetal Medicine Unit and professionally to the Director of Allied Health, WYC, however these reporting lines are subject to change.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive. Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems. Model exemplary professional behaviour and capability in all aspects of work.

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

Relevant qualifications and experience working in obstetric and gynaecological imaging is preferred.

#### **Mandatory:**

- Be registered with the Australian Sonographer Accreditation Registry (ASAR).
- Tertiary qualifications or equivalent in Medical Sonography and eligibility for membership of the appropriate professional organization.
- Be registered under the Working for Vulnerable People Act.
- Certification in the 11-14 week (Nuchal Translucency certification), or completion of the theoretical course in working towards certification.

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

Contact Officer: Julianne Nissen (02) 5124 7368 [Julianne.Nissen@act.gov.au](mailto:Julianne.Nissen@act.gov.au)

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

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

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

#### **Treasury**

#### **Budget, Procurement, Infrastructure and Finance**

#### **Procurement ACT**

#### **Director, Contracts and Category Management**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 37644)**

Gazetted: 22 December 2022

Closing Date: 19 January 2023

Details: The Contracts and Category Management team establishes and maintains whole-of-government arrangements through effective performance based contract management (as both owners and advisors). We are looking to find a procurement professional to fill the position of Director (SOGB), Contracts and Category Management in the Goods and Services Procurement Branch of Procurement ACT. The Director will supervise the arrangements within the Energy, Fleet and Stationery Portfolio, but may be required to work across other portfolios.

The role requires strong leadership skills and technical knowledge combined with demonstrated experience in procurement and contract management.

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.

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

How to Apply:

Taking into consideration the Duties/Responsibilities section of the Position Description, please use the Selection Criteria to guide your response and provide an overview of why you believe you are suitable (maximum 3 pages to include: Team Management and Contribution, Communication, Analysis and Response, Technical and Management).

Describe how your personal attributes will positively and effectively contribute to our team and enhance our relationships with stakeholders (maximum 350 words).

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

Contact Officer: Fiona Vink (02) 6207 2934 [fiona.vink@act.gov.au](mailto:fiona.vink@act.gov.au)

#### **Workforce Capability and Governance**

#### **Professional Standards Unit**

#### **Assistant Director**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 08524, several)**

Gazetted: 22 December 2022

Closing Date: 19 January 2023

Details: The positions are based in the Professional Standards Unit. The Assistant Director role provides a unique opportunity to work on the review of the *Integrity Commission Act 2018* (Act Review).

You will be part of a small team of highly motivated professionals committed to providing effective secretariat support for the Act Review. We value intellectual curiosity, collaboration, and innovation and we strive to create an environment that enables the Review through the provision of sound judgement and advice. Your role will

involve supporting the Director and Senior Director with the administrative, procedural and reporting aspects of their work, providing research support, and engaging with external stakeholders including members of the public. 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.

Note: These are temporary positions available immediately for a period of 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: In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of no more than two pages outlining your background, capabilities, and experiences and how these align with the duties (WHAT YOU WILL DO), and capabilities and behaviours (WHAT YOU REQUIRE) required to be successful for this role.

You should also provide a curriculum vitae to a maximum of four pages.

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

Contact Officer: Christina Thompson (02) 6207 1866 christina.thompson@act.gov.au

## **Workforce Capability and Governance**

### **Professional Standards Unit**

#### **Director**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 08511)**

Gazetted: 22 December 2022

Closing Date: 19 January 2023

Details: The position is based in the Professional Standards Unit. The Director role provides a unique opportunity to work on the review of the *Integrity Commission Act 2018* (Act Review).

Your role will involve supporting the Independent Reviewer, Senior Director and Review Committee. You will support the Senior Director to lead a small team of highly motivated professionals committed to providing highly effective secretariat support for the Act Review. We value intellectual curiosity, collaboration, and innovation and we strive to create an environment that enables the Review through the provision of sound judgement and advice. Your role will involve supporting the Independent Chair and Senior Director with the administrative, procedural and reporting aspects of their work, providing research support, and engaging with external stakeholders including members of the public.

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.

Note: This is a temporary position available immediately for a period of 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: In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of no more than two pages outlining your background, capabilities, and experiences and how these align with the duties (WHAT YOU WILL DO), and capabilities and behaviours (WHAT YOU REQUIRE) required to be successful for this role.

You should also provide a curriculum vitae to a maximum of four pages.

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

Contact Officer: Christina Thompson (02) 6207 1866 christina.thompson@act.gov.au

## **Economic Development**

### **Minister and Executive Business Services**

#### **Minister and Executive Coordination Team**

#### **Senior Coordination Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40242)**

Gazetted: 22 December 2022

Closing Date: 23 January 2023

Details: Are you an experienced juggler with great attention to detail, ability to analyse requests and an ability to provide great customer service to multiple business units? This role covers a diverse range of subject areas and provides support right across Economic Development to meet ministerial, government business and reporting objectives. Key to a small team, this role requires a well-organised, dynamic individual, who keeps the team and the Division on track to meet multiple deadlines across ministerial, assembly, cabinet and reporting processes. The Senior Coordination officer manages an ever changing number of requests in these areas: an ability to prioritise, adapt to change and work under pressure is required. The position description is attached. The vacancy is a great opportunity to experience work in a busy team with a great work ethic and sense of fun. You will be exposed to the breadth of ministerial and reporting requirements across a diverse range of subject areas and government business processes, including cabinet and assembly items, and annual reporting and budget processes.

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 until 27 October 2023 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. We currently work flexibly from home and in the office.

**How to Apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae with the contact details of two referees.

**Applications should be submitted via the [Apply Now button below](#).**

Contact Officer: Shauna Kelly (02) 6207 1266 [Shauna.Kelly@act.gov.au](mailto:Shauna.Kelly@act.gov.au)

## **Access Canberra**

### **Strategy and Planning**

#### **Data Intelligence**

#### **Data Scientist**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42953)**

Gazetted: 03 January 2023

Closing Date: 24 January 2023

Details: In Access Canberra an average 6,000 regulatory decisions are made a day, with a standard deviation of 200 decisions. Assuming Access Canberra is Normally distributed, what is the likelihood that 6,250 or more decisions are made in a day?\*

Access Canberra is not a Normal Government agency.

But if you understand the significance of Normality in a skewed world and have an interest in working in a small team that has a causal relationship with driving a key regulatory and customer service agency of the ACT Government towards greater maturity in its data culture and practice then do we have the job for you.

Access Canberra is seeking an experienced data scientist who wants an opportunity to model their end-to-end data skills on real world problems which can have tangible impacts on the community you live in. Between business-critical reporting and data curation responsibilities, you will have scope to define or refine hypotheses; identify critical data; cleanse and prepare datasets; conduct statistical and analytical methods; interpret and present results. These results will be used by Access Canberra, and across the ACT Government.

\*These figures are hypothetical; but bonus points if you can provide your working and answer in your pitch – it does not contribute to the page limit.

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.](#)

Note: This is a temporary position available immediately for a period of six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may involve the assessment of a written pitch, a practical assessment and an interview. 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: If this sounds like you, send through a two page pitch outlining how your skills, knowledge and behaviour makes you the best applicant for the position. Don't forget your curriculum vitae and contact details for two referees.

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

Contact Officer: Callan McPhan (02) 6207 0195 [callan.mcphan@act.gov.au](mailto:callan.mcphan@act.gov.au)

## **Policy and Cabinet**

### **Corporate Services**

#### **Senior Finance and HR Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 51527)**

Gazetted: 03 January 2023

Closing Date: 24 January 2023

Details: The Corporate Services branch is seeking a Senior HR and Finance Officer to support their team. The Senior Finance and HR Officer will coordinate and provide financial management services to two key CMTEDD divisions including processing of Accounts Payable and Receivables invoices, appropriation drawdown requests, journals, credit card acquittals, end of month processing and reporting, variance analysis, project summaries and assist with financial reporting. They will also provide Human Resources advice and support as the Human Resources champion for the divisions.

If you enjoy a dynamic and challenging workspace in a division that is at the centre of Government, we encourage you to apply.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and/or Torres Strait Islander, people with disability, LGBTIQ+, Veterans, neurodiverse, and those from culturally and linguistically diverse backgrounds. [Hear about CMTEDD from some of our staff.](#)

**Eligibility/Other Requirements:** It is highly desirable that the candidate has prior ACTPS finance knowledge in Excel, TM1 and Oracle Systems. Accounting degree or studying to be a CPA is also desirable.

**Note:** This position is temporary for immediate start for six months with the possibility of extension or permanency. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Please note, this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited on-site working. Please discuss any concerns you may have with the Contact Officer.

**How to Apply:** Please provide a pitch of no more than two (2) pages outlining why you would be the best person to join our team. This pitch should draw on examples from your work, as well as the way you work. You do not need to directly address each selection criterion in this pitch, but you may wish to refer to these as you consider your approach. We are looking for a story about you and what you will bring to this role.

Please provide a CV that details your relevant skills and experience and two written referee reports with your application.

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

Contact Officer: Sabeen Saleem (02) 6205 4883 [Sabeen.Saleem@act.gov.au](mailto:Sabeen.Saleem@act.gov.au)

## **Corporate**

### **Workforce and Information Services**

#### **Culture, Engagement and Workforce Planning**

##### **Senior Adviser Inclusion and Belonging**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51441)**

Gazetted: 03 January 2023

Closing Date: 24 January 2023

**Details:** Yuma/hello!

Are you interested in building a workplace culture that values and embraces diversity of thought, backgrounds, and experiences? Do you enjoy working collaboratively to deliver strategic initiatives, programs and events that celebrate the unique contributions of all employees and promotes access, inclusion and belonging.

We have an exciting opportunity for a passionate diversity, equity, and inclusion professional to join the Corporate area for the Chief Minister, Treasury and Economic Development Directorate.

As the Senior Adviser, Inclusion and Belonging, 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 the Assistant Director, Inclusion and Belonging, 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 professional focused on stakeholder engagement and delivering impactful programs, activities, and events, which drive workforce inclusion. You will work with a team of enthusiastic professionals who are committed to a people centred workplace that takes action to improve its employee experience.

Where can you work?

The ACT Government aims to be the most progressive jurisdiction in Australia for hybrid and flexible working. We offer access to ongoing hybrid work arrangements including home-based and activity-based working when in the Civic or Gungahlin offices.

**Diverse background?**

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and/or Torres Strait Islander, people with disability, LGBTIQ+, Veterans, neurodiverse, and those from culturally and linguistically diverse backgrounds. [Hear about CMTEDD from some of our staff.](#)

**Notes:** This is temporary position available for 12 months with the possibility of permanency. 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:**

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

***Applications should be submitted via the [Apply Now](#) button below.***

**Contact Officer:** Helen Brock (02) 6205 2294 [helen.brock@act.gov.au](mailto:helen.brock@act.gov.au)

**ACT Property Group**

**Integrated Facilities Management/Property Maintenance**

**Property, Workplan and Building Report Coordinator (HVAC), ACT Property Group**

**Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 44534)**

Gazetted: 04 January 2023

Closing Date: 25 January 2023

**Details:** ACT Property Group is looking for an experienced project manager ideally with experience and technical knowledge of HVAC systems. This role coordinates functions focussed on assessing and reporting on planned and reactive maintenance and functionality of ACT Government owned buildings with a specialist focus on Heating Ventilation and Cooling (HVAC). The role also involves liaising with building owners, building occupants and also trade contractors to determine the current condition of buildings and advise on current or future maintenance or upgrade requirements. Staff in this role will use their technical skill and experience in maintenance and upgrade of properties assisting clients to ensure the ACT Government receives high quality, technically proficient services in a timely manner. The person in this role will generally have a building trades or building management background and are able to provide technical advice when required. The role also provides support and assistance to Managers and other ACT Property Group Staff and Supervisors as requested.

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

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

**Eligibility/other requirements:**

Hold a relevant professional qualification in Engineering, Architecture or Project Management, or accreditation with a professional body recognised within Australia, or

Hold a relevant building degree, or

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

In addition, applicants must:

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

Hold a current driver's licence (car).

Qualification/s (technical/trade certificate) and membership of a relevant professional association in relation to Heating, Ventilation and Air Conditioning and Electrical are highly desirable. Qualifications in Procurement, Contract Management and/or Work Health and Safety are desirable.

**Notes:** This is a temporary position available from 2 February 2023 until 1 May 2023 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Please submit the following:

1. A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.
2. A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and
3. Contact details of at least two referees.

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

Contact Officer: James Ferguson (02) 6207 2784 ACTPGCorporate@act.gov.au

## Technical Services Branch

### Cloud and Platform Services

#### UNIX, Linux and Database Administrator

#### Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 17398)

Gazetted: 04 January 2023

Closing Date: 25 January 2023

Details: The Unix team are seeking an experienced technician to fill a full time, ITO 2 role within the team.

The applicant must be able to :

Assist the DDTS ICT UNIX, Linux and Database team to perform day-to-day system and database administration for a range of servers and midrange systems and provide reports to management at regular intervals for use in system planning and Service Level Agreement reconciliation.

Work with senior UNIX, Linux and Database administrators to develop, implement and administer effective systems and processes relating to the ACT Governments UNIX and Linux systems.

Assist in reporting and monitoring tasks relating to the ACT Governments UNIX, Linux and Database environments.

Work with application support specialists to trouble-shoot UNIX and/or Database platforms, including identifying and treating risks and developing and maintaining Proactive monitoring tools.

Assist in administration tasks and processes.

Assist in the preparation and maintenance of relevant documentation relating to DDTS's ICT infrastructure, system upgrades and migration plans.

This position *does not* involve direct supervision of staff.

For any enquiries please contact officer Glen Brimson, 62070722

Eligibility/Other Requirements:

A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

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

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

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

Contact Officer: Glen Brimson (02) 6207 0722 Glen.Brimson@act.gov.au

## **Access Canberra**

### **Construction, Utilities and Environment Protection**

#### **Office of the Environment Protection Authority**

##### **Environment Protection Officer**

##### **Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 05167)**

Gazetted: 03 January 2023

Closing Date: 23 January 2023

**Details:** The Office of the Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our vision is a sustainable environment for future generations.

The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, waste, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2004*, *Clinical Waste Act 1990* and the *Lakes Act 1970* as well as their associated regulations and other subordinate legislation.

The EPA is seeking an Environment Protection Officer to work within the Environmental Quality team and conduct regulatory activities related to the implementation of the National Pollutant Inventory and assist with the management of contaminated sites and hazardous materials.

The EPA sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue. We offer:

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives. We use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

This position will report to the manager of the Environmental Quality within the EPA.

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

Current ACT or equivalent driver's licence

A Degree or experience relevant to the position

**Note:** This is a temporary position available immediately until 14 July 2023 with possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 reply with a two-page submission responding to the Selection Criteria and outlining why you would be the best person for this position.

Applicants should also include in their response a current curriculum vitae, with the details of at least two referees.

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

Contact Officer: DAVID POWER (02) 6207 5311 DAVID.POWER@act.gov.au



## Economic Development

### Events ACT

#### Senior Event Officer

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 13613)**

Gazetted: 03 January 2023

Closing Date: 15 January 2023

**Details:** Are you an expert at making sure things run on time, on schedule and on budget? Would you like to use your industry knowledge and expertise to be part of a small team and contribute to providing memorable experiences for Canberrans and visitors? Events ACT is charged with developing, delivering and marketing major and community events across Canberra helping to make it a great place to live, explore and enjoy.

We are a dynamic team, with a temporary vacancy for a skilled industry expert wishing to make a mark in our Event Delivery team. You will need to have experience in being part of a project team, prioritising to meet project deliverables, have the ability to communicate and negotiate with multiple and diverse stakeholders and be able to provide expert advice and sound recommendations on event delivery matters and on-site event logistics. You will have experience working to tight deadlines in an ever changing, fast paced environment. You are a team player who also has initiative to make decisions under limited direction when required.

You need to be passionate about delivering event excellence and of course delivering on time and within budget. You need to be able to problem solve, be an agile thinker and calm under pressure through event planning and on-site event delivery. If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role in a fast past environment where no day is the same, then this position is for you.

**Note:** This is a temporary position available until 31 March 2023 with the possibility of extension/permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide your current resume and an application of no more than two pages addressing the professional/technical skills and knowledge and behavioural capabilities as per the position description outlining why you are the best candidate for this role.

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

## Policy and Cabinet

### Executive

#### Executive Officer

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44159)**

Gazetted: 03 January 2023

Closing Date: 24 January 2023

**Details:** As the Executive Officer to the Deputy Director General (DDG), and the Coordinator General (CG), you will be a strong collaborator with great attention to detail and a demonstrated ability to ensure the delivery of high-quality administrative support to the Senior Executive of Policy and Cabinet. Our ideal candidate will have a positive can-do approach as well as exceptional interpersonal and communication skills. You will be exceptional at prioritising your time and workload as well as being highly organised. You will also be able to display resilience, tact and empathy when required. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and/or Torres Strait Islander, people with disability, LGBTIQ+, Veterans, neurodiverse, and those from culturally and linguistically diverse backgrounds. Hear about CMTEDD from some of our staff.

**Note:** This is a temporary position, starting immediately for six months with the possibility of extension or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees. The pitch should respond to the selection criteria and outline how your abilities, experience and qualifications make you the best person for the role described in the position description.

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

**Contact Officer:** Jessica Hicks (02) 6205 1049 [Jessica.Hicks@act.gov.au](mailto:Jessica.Hicks@act.gov.au)

## Economic Development

### VisitCanberra

#### Senior Social Media Officer

#### Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60088)

Gazetted: 03 January 2023

Closing Date: 31 January 2023

**Details:** VisitCanberra is seeking applications for a Senior Social Media Officer.

The Senior Social Media Officer will curate and create assets for VisitCanberra's social media channels, from ideation through execution.

Collaborating within and across teams to develop and distribute high quality content, this role will seek to grow the visitor economy by making Canberra more understandable for visitors. Please download the Position

Description and review what you will do for more details on the vacancy.

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

A current driver's license is desirable.

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

There are three documents required to apply for this role:

A copy of your curriculum vitae, consisting of no more than two pages. This document should demonstrate your capabilities to perform the duties and responsibilities of the position ('What You Require' in the Position Description).

A written response demonstrating your skills, experience, and expertise as it relates to statements one to eight under 'What You Will Do' in the Position Description. Responses are encouraged to adhere to the STAR model when crafting your response (See Page nine of [Applicant Information Kit](#)). This document should consist of no more than three pages.

A folio presenting three to five relevant pieces of content created by the applicant that demonstrates your suitability for the role. This can consist of hyperlinks to relevant social media content that must be able to be viewed publicly.

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

Contact Officer: Cassie Dunchue (02) 6207 9426 [Cassie.Dunchue@act.gov.au](mailto:Cassie.Dunchue@act.gov.au)

## Digital Data and Technology Solutions

### Customer Engagement Services Branch

#### CMTEDD and JACS ICT team

#### ICT Support Officer

#### Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 12131)

Gazetted: 03 January 2023

Closing Date: 18 January 2023

**Details:** This is an exciting opportunity to work in Digital, Data and Technology Solutions' embedded JACS Directorate ICT team.

This role requires a dynamic person committed to achieving results and always looking one-step ahead. You will excel in this team if you are resilient, flexible, and able to adapt to changing circumstances while managing multiple priorities and demands.

The ideal candidate will have highly developed stakeholder engagement skills and the ability to consistently apply excellent customer service principles and practices. Strong written and verbal communications skills will also be required for this role, as well as a balanced understanding of ICT systems.

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

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

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.

Highly desirable: Experience with PowerBi creating Dashboards and reports

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

Selection may be based on application and referee reports only.

This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers 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: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a 2-page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

A Current curriculum vitae including previous relevant experience, training and qualifications and details of two referees is required to be submitted with your application.

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

**Contact Officer:** Sara Brown (02) 6207 1288 [Sara.Brown@act.gov.au](mailto:Sara.Brown@act.gov.au)

## **Community Services**

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

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

### **Children, Youth and Families**

#### **Next Steps Reform and Strategy**

##### **Director – Next Steps**

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

Gazetted: 22 December 2022

Closing Date: 16 January 2023

Details: The Director- Next Steps role is focussed on contributing to the implementation of the *Next Steps for Our Kids 2022-2030*: ACT Strategy for strengthening families and keeping children and young people safe. This position includes being responsible for leading engagement activities, leading and managing staff, preparation of Directorate and Ministerial briefs, secretariat support, presenting qualitative and quantitative data to interested parties and engagement with a variety of stakeholders.

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 working in a strategic environment.

**Notes:** This is a temporary position available 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: Melanie Saballa (02) 6207 5938 [Melanie.Saballa@act.gov.au](mailto:Melanie.Saballa@act.gov.au)

#### **Corporate Services**

#### **Finance and Budget**

#### **Management Accountant**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 09146)**

Gazetted: 04 January 2023

Closing Date: 18 January 2023

**Details:** Do you want to know that you are making a difference in the ACT Community? Do you like to see tangible results through your work? Do you want to be part of and lead a supportive team? Then the Finance and Budgets team in the Community Services Directorate is looking for you!

You'll be an experienced, qualified and enthusiastic Management Accountant display leadership skills who is keen to work with human services functions such as multicultural affairs, public and community housing services, children, youth and family support services to name a few. You will enjoy working independently and in a dynamic and complex environment. You will develop stakeholder management skills. You will build experience in external and internal budgeting, deliver timely and accurate management and output performance reports. You will further develop the ability to provide comprehensive financial management advice and support including cost analysis, financial modelling and forecasting to deliver budget outcomes.

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

This position does not require a Working with Vulnerable People Check

Relevant tertiary qualification in accounting or equivalent is highly desirable

Membership of professional accounting body or progress towards it is highly desirable

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

**How to Apply:** Please submit a written application 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: Lee-Ann Akau'ola (02) 6205 3625 [Lee-Ann.Akau'ola@act.gov.au](mailto:Lee-Ann.Akau'ola@act.gov.au)

#### **Education**

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

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

#### **Office for Schools**

#### **Tuggeranong Network**

#### **Namadgi School**

#### **School Administrative Assistant - Enrolments**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 50988)**

Gazetted: 04 January 2023

Closing Date: 18 January 2023

**Details:** Namadgi School is seeking an energetic, organised and self-motivated officer to undertake the duties of School Administrative Assistant – Enrolments. Under the direction of the Business Manager the successful applicant will manage student enrolment processes including absences, student files, updating student records and associated paperwork across Namadgi's P-10 site. The successful applicant will have strong customer service and a proactive approach. It would also be beneficial for the applicant to be proficient in the use of variety of computer applications, databases and spreadsheets including Sentral with the ability to advise on and implement effective office work practices.

The successful applicant will also coordinate the preparation of school newsletters.

Applicants are strongly encouraged to contact the contact officer for further information regarding this position.

The position requires a high understanding of administrative and student processes, computer systems and an understanding of the school environment or the ability to adapt accordingly.

Eligibility/Other Requirements:

**MANDATORY**

·MANDATORY

First Aid Certificate or a willingness to undertake appropriate training

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)

DESIRABLE:

Knowledge of Sentral programs

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

How to Apply: Please submit a current curriculum vitae and response to the Selection Criteria (maximum 2 pages).

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

**Contact Officer:** Mallarie Parker 0413264660 [Mallarie.Parker@ed.act.edu.au](mailto:Mallarie.Parker@ed.act.edu.au)

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

**System Policy and Reform**

**Strategic Policy**

**Early Childhood Policy**

**Senior Director, Early Childhood Policy**

**Senior Officer Grade A \$157,201, Canberra (PN: 60232)**

Gazetted: 04 January 2023

Closing Date: 18 January 2023

Details: The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context. This includes Strategic Delivery of priority initiatives, Strategic Coordination of cross directorate priorities, and Strategic Partnering with other parts of the directorate on joint commitments.

In accordance with Directorate policies, the Senior Director, Early Childhood Policy will coordinate multiple projects and policy development initiatives in the Early Childhood Policy Team, reporting to the Executive Branch Manager, Strategic Policy. The officer's main responsibilities will be to:

Lead the early childhood policy team with responsibility for aligning, connecting and collaborating with strategic partners to drive the vision and implementation of the Set up for Success: An Early Childhood Strategy for the ACT and Directorate Strategic Plan.

Lead the design and development of high-level early childhood strategies and supporting frameworks to enable early childhood education and care services and the Directorate to plan for, deliver, and report on local and national priorities.

Provide policy and strategy advice for other parts of the Strategic Policy branch to ensure alignment of strategies, policies and projects with a focus on achieving positive outcomes for children and young people from 0-18 years.

Prepare and review comprehensive reports, advice and documentation for government and executive audiences, including policy and legislative analysis, cabinet submissions, project documentation and business cases.

Represent the Directorate in senior forums both locally and nationally and liaise with external partners and stakeholders as required. This position may involve travel within Australia.

Eligibility/other Requirements:

**SELECTION CRITERIA**

High-level management and leadership skills, including goal setting, planning, and resource and people management.

Sound knowledge and understanding of public policy development and implementation (including an understanding of social policy and human services issues), change management and communication issues, and their application in the public service environment.

High-level communication skills including the ability to foster partnerships, capacity to act as a spokesperson for the Directorate in local and national forums, and experience in managing sensitive issues in a consultative manner with stakeholders.

High-level analytical and research skills with the ability to draft complex policy, reports, reviews and correspondence, including an understanding of contemporary issues impacting the ACT early childhood education and care sector.

Knowledge and understanding of, and the ability to interpret and implement, key legislation for early childhood education and care in the ACT:

Education and Care Services National Law (ACT) Act 2011

Children and Young People Act 2008

Education and Care Services National Regulations 2011

ACT Childcare Services Standards 2009.

Demonstrated commitment to the ACT Public Service Values and proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Desirable

Experience leading teams responsible for strategic reform programs and change management processes.

Understanding of the ACT Education Directorate or other ACT Government agency processes.

Note: This is a temporary position available immediately until 30 June 2023, with the possibility of permanency.

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. While we manage the ongoing impacts of the COVID-19 pandemic, the primary workplace for this role is a home office, with an onsite workspace available. Employees will be supported with necessary equipment to set up their own home-office environment. The candidate must possess and maintain a valid Working with Vulnerable People card.

How to Apply: Please respond to the selection criteria of no more than three pages and a current curriculum vitae with details of at least two referees.

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

Contact Officer: Nicole Moore (02) 6205 4999 [nicole.moore@act.gov.au](mailto:nicole.moore@act.gov.au)

## **School Performance and Improvement**

### **Belconnen Network**

#### **Mount Rogers Primary School**

##### **Learning Support Assistant**

##### **School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 45458)**

Gazetted: 04 January 2023

Closing Date: 16 January 2023

Details: Mount Rogers Primary School builds high expectations for every student and are committed to the inclusion of every child and meeting students with what they need to be successful.

We are seeking an energetic and motivated Learning Support Assistant to join our vibrant team. This position requires a person with high levels of initiative and a proven ability to work as part of a team and with minimal supervision. The successful applicant will demonstrate effective communication and the ability to develop trusting relationships with all stakeholders.

The successful applicant will be a person who can provide routine support to teachers and children in classroom activities which may include working with an individual child or small group of children. Other duties may include providing health care for children, basic physical, emotional, and personal hygiene and supporting teachers in monitoring, and addressing children's wellbeing, and communication with parents/carers regarding routines matters relating to children.

Eligibility/other Requirements:

MANDATORY

Must have current ACT Working with Vulnerable People (WWVP) Registration

HIGHLY DESIRABLE

Willingness to undertake HAAS program training in relation to health care procedures/tasks

First Aid Certificate or a willingness to undertake appropriate training.

Certificate III or equivalent e.g. Disability, Early Childhood Education and Care, Education Support, School Support Services.

**Note:** This position is part-time at (31:15) hours per week and the full-time salary noted above will be pro-rata. This is a temporary position available for a period of 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** The written response should be a pitch that addresses the candidate's capability to meet the responsibilities and requirements of the role in no longer than two pages. The curriculum vitae should be concise - ideally listing recent employment and leadership opportunities that are relevant to the position. Referees should be professional referees and not persons known to the applicant in a private capacity.

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

Contact Officer: Tim Toogood (02) 6205 3313 [SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)

### **Office for schools**

#### **Margaret Hendry School**

#### **North Canberra/ Gungahlin School Network**

#### **Community and Event Management Coordinator**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 41535)**

Gazetted: 04 January 2023

Closing Date: 11 January 2023

**Details:** Margaret Hendry School is seeking a Community Relations Events Manager with exemplary interpersonal, organisational and event management skills. A positive, proactive approach to working within a vibrant, dynamic team and social media management skills are essential, as are the skills and experience necessary to communicate professionally and warmly to sustain excellent relationships with our school community. This role is responsible for parent community relations, fundraising, publications, communications, marketing and archives. (Event management. Community Hub development in partnership with leadership and community organisations). The school is looking to enhance its overall parent engagement program and the role will be required to plan, coordinate, execute, deliver, and evaluate a high-quality program of events and workshops to promote the success of the school and build sustainable community programs. This is a fast-paced, hands-on role that requires energy and is a fantastic opportunity to join an award-winning educational team where you will be supported to succeed. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Experience in event management.

**Notes:** This is a temporary part-time position at (22.05) hours per week available for six months with the possibility of permanency. The above full-time salary will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Interested candidates are requested to provide a brief application of no more than two pages 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 submitted via the Apply Now button below.*

Contact Officer: Kate Woods (02) 6142 2800 [Kate.Woods@ed.act.edu.au](mailto:Kate.Woods@ed.act.edu.au)

### **Service Design and Delivery**

#### **Student Engagement**

#### **Clinical Practice**

#### **Social Worker**

#### **Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60092)**

Gazetted: 03 January 2023

Closing Date: 8 February 2023

**Details:** The successful applicant will become be included in a pilot of a school-based Social Work delivery model in ACT Education Directorate schools. The position will be included in a small team trialling the service model of service delivery with a focus on providing services at the universal, selected and targeted level. Social Workers will



also work closely with school staff to maintain and implement appropriate school-based support for students with ongoing support needs. The successful applicant will be involved in using data to assess the effectiveness of the model and contribute to adjustments of the model.

The ideal candidate has a well-developed understanding of the scope of service delivery and support options available in the ACT. The successful applicant is highly likely to have a strong understanding of supports and be familiar with education settings. They will have the skills and capacity to impact positively on student outcomes through developing a strong understanding of needs, strengthening communication, building capacity in schools and championing Directorate commitments to continuous improvement.

The ideal candidate will be professionally resilient, able to work independently and part of a team as well as have excellent communication and collaborative skills. The successful applicant may be asked to work across the Canberra region.

**Eligibility/Other Requirements:**

**MANDATORY**

Tertiary qualifications in Social Work

A minimum of three years, or equivalent, of experience.

Membership with the Australian Association of Social Workers or eligibility for membership.

Current drivers licence essential, including access to a private vehicle for work purposes.

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

**HIGHLY DESIRABLE**

Relevant experience in education or a related area.

A comprehensive knowledge of youth services and programs in the ACT, and established connections with the ACT Youth and Community Sector.

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill similar vacancies across Student Engagement. This covers a wide range of roles including providing direct support to schools, supporting our Allied Health Student Engagement Teams, Targeted Support Teams and more. Selection may be based on application and referee reports only. This role is based in Canberra. Interstate applicants are entitled to relocation reimbursement in line with the current EBA.

**How to Apply:** In four pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is therefore in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

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

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

Contact Officer: Kristy Ward 0435 088 897 [Kristy.ward@act.gov.au](mailto:Kristy.ward@act.gov.au)

**Service Design and Delivery**

**Student Engagement**

**Allied Health Team - Black Mountain School**

**Speech Language Pathologist**

**Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 54142)**

Gazetted: 03 January 2023

Closing Date: 8 February 2023

**Details:** Black Mountain School are seeking a Speech Language Pathologist to be part of an exciting new initiative whereby Allied Health Professionals will be an integral part of teaching and learning teams. Successful applicants will work directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs. These roles will be a part of an interprofessional in school team that directly supports the speech, language and communication needs of students in order to increase access to curriculum.

**Eligibility/other requirements:**

Speech Pathology candidates it is essential that they have professional membership or eligibility for professional membership to their respective professional body (Australian Association of Social Workers or Speech Pathology Australia).

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

Possession of a current driver's licence and access to a private vehicle.

**Notes:** This is a temporary position with a flexible start date up to Monday 24 April 2023, for a period of 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Both part time and full hours will be considered. Applications will be accessed fortnightly from 3 January to the close date.

**How to Apply:** In three pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is therefore in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also include current curriculum vitae and contact details for two referees.

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

Contact Officer: Lara Coman (02) 6142 1400 [Lara.Coman@ed.act.edu.au](mailto:Lara.Coman@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](mailto:jobs@act.gov.au)**

#### **Corporate Services and Operations**

##### **People and Capability**

##### **Workplace Relations, Safety and Wellbeing**

##### **Director, Workplace Relations**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38505)**

Gazetted: 22 December 2022

Closing Date: 5 January 2023

Details: Are you an experienced Human Resource Practitioner looking for an exciting opportunity to make a difference?

The People and Capability Branch within EPSDD are seeking applications from flexible, agile and pragmatic HR practitioners who have a passion for embedding strategies that enhance integrity, respect, wellbeing and sound administrative decision making.

The Director, Workplace Relations, is a crucial management role, leading and managing the Workplace Relations team in delivering high-level, contemporary advice and guidance on a range of workplace and industrial matters in accordance with the relevant employment frameworks.

The role is responsible for managing, leading and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role, as is a values-based leadership style.

The role will work in partnership with the other teams across People and Capability and the Directorate to support cultural and business transformation and improvement activities with a client focus and assist with the delivery and implementation of a range of workplace relations, human resource services, policy and advice.

This position plays a key role in developing and guiding HR initiatives to support the Directorate's strategic focus.

To be successful in this role, you will have extensive experience in workplace relations, enterprise bargaining, union consultation, performance and behaviour matters and be driven to support positive workplace outcomes. Exceptional communication and influencing skills, and an ability to implement employment framework measures in line with the Whole of Government direction and the EPSDD Strategic Plan.

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

Note: This is a permanent position available immediately. 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: In two pages or less tell us why you want the role and outline your demonstrated experience as it applies to the Position Description, with a particular focus on the Skills and Knowledge and Behavioural Capabilities section.

You should also submit your curriculum vitae and the contact details of two referees who have a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

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

Contact Officer: Donna Hicks (02) 6205 1285 donna.hicks@act.gov.au

### **Justice and Community Safety**

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

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

#### **Executive Group Manager, Legislation, Policy and Programs**

**Temporary Vacancy (ASAP to 10 February 2023)**

**Justice and Community Safety Directorate**

**Legislation, Policy and Programs**

**Position: E629**

**(Remuneration equivalent to Executive Level 2.2)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 05 January 2023

The ACT Justice and Community Safety Directorate is seeking applications for the role of Executive Group Manager, Legislation, Policy, and Programs, commencing as soon as possible. A dynamic leader with excellent communication, organisational and collaboration skills is required.

This role is responsible for providing the Government with high level legal policy, regulatory and human rights advice across the spectrum of government business and ACT laws; the development and management of the law reform agenda and associated legislative program of the Attorney General, Minister for Human Rights, Minister for Police and Emergency Services and the Special Minister of State. Collaborating with other agencies to further the ACT Government's law reform agenda is a critical part of the role.

The Executive Group Manager will lead and manage staff and be accountable for the development and implementation of ACT policy on such diverse matters as human rights, criminal and public law, delivery of the justice system, discrimination, constitutional law, and regulatory policy. The Executive Group Manager is also responsible for managing the delivery of restorative justice and the development and implementation of crime prevention and justice programs.

Note: This position requires legal qualifications and is available to ACT Government officers and employees only.

The successful applicant will be placed on a short-term contract as soon as possible to 10 February 2023.

To apply: Interested candidates are requested to submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees to Jennifer McNeill via email to [jennifer.mcneill@act.gov.au](mailto:jennifer.mcneill@act.gov.au) by COB Thursday 12 January 2023.

Remuneration: The position attracts a remuneration package ranging from \$304,403 - \$316,587 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$270,765.

Contact Officer: Jennifer McNeill on (02) 6205 3504 or [jennifer.mcneill@act.gov.au](mailto:jennifer.mcneill@act.gov.au)

### **Security and Emergency Management**

**Executive Branch Manager, Emergency Management**

**Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E352)**

Gazetted: 04 January 2023

Closing Date: 18 January 2023

Details: The Justice and Community Safety (JACS) Directorate is seeking applications to fill the position of Executive Branch Manager, Emergency Management, Security and Emergency and Management Division.

The Security and Emergency Management Division (SEMD) is primarily responsible for the development and coordination of strategic security and emergency management policy matters for and across the ACT Government and at a national level. SEMD also provides both high level policy advice and the Secretariat function to the Security and Emergency Management Cabinet Committee (SEMC) and the Security and Emergency Management Senior Officials Group (SEMSOG) in line with the *Emergencies Act 2004*, particularly in times of emergency or crises. SEMD lead the subcommittees established to inform SEMSOG and SEMC.

The position is responsible for the management of whole of government (WhoG) Emergency Management Policy including Disaster Resilience and Recovery. This position operates within a security context and is often required to handle classified materials and information. As a Designated Security Assessment Position, the successful candidate will be required to obtain and maintain a security clearance (NEGVET1).

**Remuneration:** The position attracts a remuneration package ranging from **\$266,764 - \$277,429** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$237,008**.

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

**How to Apply:** Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Jon Peach (02) 6205 0739 [jon.peach@act.gov.au](mailto:jon.peach@act.gov.au)

### **Major Projects Canberra**

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

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

#### **Canberra Hospital Expansion Project**

##### **Commercial Manager**

##### **Infrastructure Officer 5 \$163,315, Canberra (PN: 54334)**

Gazetted: 03 January 2023

Closing Date: 17 January 2023

Details: The Canberra Hospital Expansion Project Team is responsible for the planning and delivery of a new Critical Services Building on Canberra Hospital campus.

The Project will deliver state-of-the-art facilities including a new emergency department; intensive care unit; operating theatres (including hybrid theatres and interventional radiology suites); a coronary care unit; cardiac catheterisation and electrophysiology laboratories; and an inpatient unit.

The Commercial Manager is a significant role within the Canberra Hospital Expansion (CHE) Project Team focusing on leading the CHE Project's financial reporting and documentation requirements of commercial matters regarding the Main Works contractor (D and C Deed).

The Commercial Manager is expected to provide leadership, contribute to the management of all project assignments within the team, and maintain and manage all business standards and documentation. The candidate will also act on behalf of Major Projects Canberra to provide expert advice and direction on technical issues and policies, and their implications in project development and delivery.

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

**Eligibility/other Requirements:** Mandatory:

hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

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

**Desirable:**

Experience is managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

Note: This position is a non-ongoing role until December 2024, with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

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

Contact Officer: George Stellios 0403 052 022 [george.stellios@act.gov.au](mailto:george.stellios@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **City Services**

#### **Infrastructure Delivery and Waste**

#### **Infrastructure Delivery**

#### **Project Manager**

#### **Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 37067)**

Gazetted: 03 January 2023

Closing Date: 13 January 2023

Details: Infrastructure Delivery (ID) manage and deliver Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery are looking for a Project Manager to fill a temporary position.

The Project Manager is responsible for assisting with the planning, design scope, procurement and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role reports to a senior project manager within the section and is supported by a multi-disciplinary team of project managers responsible for the delivery of the capital works program.

The position primary responsibilities are to:

Develop and effectively assist with the project management of capital works projects through the engagement of ACT Government delivery agencies, consultancies and / or contractors.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

Apply your skills in project management to meet demanding schedules. These skills will include, project planning, project budget management and legislative approvals.

Please see attached position description for details of the duties to be undertaken.

Should you have any question relating to the position please contact Steven Hare, [steven.hare@act.gov.au](mailto:steven.hare@act.gov.au), (02) 6207 4857.

Eligibility/other Requirements: Relevant tertiary qualifications and or significant building or Infrastructure knowledge and/or project management experience will be highly desirable.

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

How to Apply: Applicants should provide a response (maximum of one page per criteria) addressing the 'What you Require' criteria as per the attached position description, highlighting how their skills and experience are relevant to the responsibilities within the role. Applications should also include a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Kae Harradine (02) 6205 3508 kae.harradine@act.gov.au

#### **City Services**

#### **Infrastructure Delivery and Waste**

#### **Infrastructure Delivery**

#### **Landscape Architect/ Architect/ Project Manager**

#### **Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 17933)**

Gazetted: 03 January 2023

Closing Date: 18 January 2023

Details: Infrastructure Delivery (ID) manage and deliver the Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery are looking for a Project Manager/ Landscape Architect/ Architect to join their team. The role is a temporary position available immediately for 12 months, with the possibility of extension for up to three years.

The successful applicant will be responsible for the planning, design scope, procurement and execution of key urban and landscape design capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

The position primary responsibilities are to:

develop and effectively project manage multiple capital works projects through the engagement of ACT Government delivery agencies, consultancies and / or contractors.

develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

application of well-developed skills in project management and urban realm/ landscape design to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID. These skills will include, public realm design, project planning, project budget management and legislative approvals.

Please see attached position description for details of the duties to be undertaken.

Should you have any question relating to the position please contact Sophie Clement, sophiej.clement@act.gov.au, (02) 6207 4857.

Eligibility/other Requirements: Relevant tertiary qualifications and or significant building or Infrastructure knowledge and/or project management experience will be highly desirable.

Note: This is a temporary position available immediately for 12 months, with the possibility of extension for up to three years. 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. Please note, this position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a written application (of no more than one page per criteria) responding to the 'What you Require' criteria as per the attached position description, highlighting how your skills and experience are relevant to the responsibilities within the role. Applications should also include a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Kae Harradine (02) 6205 3508 kae.harradine@act.gov.au

#### **City Services**

#### **Infrastructure Delivery and Waste**

#### **Infrastructure Delivery**

#### **Project Manager/ Engineer**

#### **Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 37069)**

Gazetted: 04 January 2023

Closing Date: 20 January 2023

**Details:** Infrastructure Delivery (ID) manage and deliver the Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery are looking for a Project Manager/ Engineer to join the infrastructure team.

The successful applicant will be responsible for the planning (including business case development), procurement, design, management and construction phases of key capital projects for TCCS, EPSDD, SLA and others. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex design and construction projects to deliver great services to the Canberra community.

The position primary tasks include:

develop and effectively project manage multiple capital works projects through the engagement of ACT Government delivery agencies, consultancies and / or contractors.

develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates, utility authorities and importantly with community and relevant stakeholder groups.

application of well-developed skills in project management to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID. These skills include, project planning, project budget management and legislative approvals (including Territory and Commonwealth environmental and planning approvals).

Please see attached **position description** for details of the duties to be undertaken.

Should you have any question relating to the position please contact Carl Dias, [carl.dias@act.gov.au](mailto:carl.dias@act.gov.au), 6205 8605.

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 significant experience in Engineering, or equivalent, and building or Infrastructure knowledge and/or project management experience will be highly desirable.

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

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

**How to Apply:** Applicants should provide a response (maximum of one page per criteria) addressing the 'What you Require' criteria as per the attached position description, highlighting how their skills and experience are relevant to the responsibilities within the role.

Applications should also include a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Kae Harradine (02) 6205 3508 [Kae.Harradine@act.gov.au](mailto:Kae.Harradine@act.gov.au)

## **APPOINTMENTS**

### **ACT Health**

#### **Senior Officer Grade C \$114,928 - \$123,710**

Lauren Glead, Section 68(1), 4 January 2023

### **Canberra Health Services**

#### **Radiation Therapist Level 2 \$73,662 - \$101,811**

Monica Andren, Section 68(1), 3 January 2023



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

Sheridan Chalker, Section 68(1), 5 January 2023

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

Vanessa Churchill, Section 68(1), 9 January 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Emily Dunne, Section 68(1), 9 January 2023

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

Brigitte Hill, Section 68(1), 5 January 2023

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Jaimilee Keir, Section 68(1), 29 December 2022

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

Enitan Laniyi, Section 68(1), 22 December 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Stephanie McDermott, Section 68(1), 1 January 2023

**Radiation Therapist Level 2 \$73,662 - \$101,811**

Hollie McDonald, Section 68(1), 3 January 2023

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

Tracy Morton, Section 68 (1), 09 January 2023

**Medical Physics Specialist \$111,079 - \$154,279**

Rachel Poldy, Section 68(1), 3 January 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Payton Soussa, Section 68(1), 3 January 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Emma Turton, Section 68(1), 9 December 2022

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

Nicola Williams, Section 68(1), 30 December 2022

**Assistant in Nursing \$55,927 - \$57,820**

Kylie Yeoman, Section 68(1), 5 January 2023

**Specialist /Senior Specialist, \$188,151 - \$254,198**

Sam Kashkavij, Section 68(1), 03 January 2023

**Canberra Institute of Technology**

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

Kristyn Barker, Section 68(1), 3 January 2023

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

Tahrima Islam, Section 68(1), 3 January 2023

**Chief Minister, Treasury and Economic Development**

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

Refat Bin, Section 68(1), 5 January 2023

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

Margery Clacy, Section 68(1), 3 January 2023

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

Keenan Jackson, Section 68(1), 22 December 2022

**Administrative Services Officer Class 2 \$60,620 - \$66,939**

Vishvajitsinh Vaghela, Section 68(1), 4 January 2023

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

Zitian Wang, Section 68(1), 23 December 2022

**Education**

**Health Professional Level 1/2/3 \$66,285 - \$105,180 (up to \$110,398 on achieving a personal upgrade)**

Shradha Shakya, Section 68(1), 5 January 2023

**Environment, Planning and Sustainable Development**

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

Grace Foulds, Section 68(1), 23 January 2023

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

Zillah Gisz, Section 68(1), 16 January 2023

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

Charley Reed, Section 68(1), 24 December 2022

**Justice and Community Safety**

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

Gemma Brown, Section 68(1), 12 December 2022

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

Majella Carmody, Section 68(1), 5 January 2023

**Suburban Land Agency**

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

Rohan Burnside, Section 68(1), 4 January 2023

**Transport Canberra and City Services**

**General Service Officer Level 5/6 \$59,713 - \$65,718**

Joel Bulger, Section 68(1), 25 December 2022

**Capital Linen Service Band 1 \$51,001 - \$53,047**

Suresh Prasad Gautam, Section 68(1), 5 January 2023

**Capital Linen Service Band 6 \$86,471 - \$90,061**

Cyril Michael, Section 68(1), 22 December 2022

## **TRANSFERS**

### **ACT Health**

#### **Giovanna Hack**

From: Health Professional Level 4 \$114,928

ACT Health

To: Health Professional Level 4 \$114,928 - \$123,710

ACT Health, Canberra (PN. 59149) (Gazetted 24 October 2022)

### **Canberra Health Services**

#### **Avaniben Patel**

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. 31663) (Gazetted 4 August 2022)

#### **Teresa Tuite**

From: Health Professional Level 3 \$105,180

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. 45690) (Gazetted 1 November 2022)

### **Education**

#### **Georgia McCall**

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

Education

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

Education, Canberra (PN. 57322) (Gazetted 24 November 2022)

### **Office of the Legislative Assembly**

### **Suburban Land Agency**

**There were no transfers this week for Suburban Land Agency**

### **Transport Canberra and City Services**

#### **Mei-Lin Lam**

From: Senior Officer Grade B \$152,377

Environment, Planning and Sustainable Development

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

Transport Canberra and City Services, Canberra (PN. 21241) (Gazetted 31 October 2022)

## PROMOTIONS

### ACT Health

#### **Digital Solutions Division**

##### **Office of the Chief Information Officer**

##### **Giang Chu**

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

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 50860) (Gazetted 15 November 2022)

### Canberra Health Services

#### **Sandra Amoah**

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. 40888) (Gazetted )

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

##### **Nur Liana Binte Mohd Roslan**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40401) (Gazetted 13 October 2022)

#### **CHS Finance and Business Intelligence**

##### **Giang Chu**

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

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 50544) (Gazetted 17 November 2022)

#### **CHS Chief Operating Officer Clinical Services**

##### **Eleanor Cotterell**

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Midwife Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 58630) (Gazetted 21 September 2022)

#### **CHS Chief Operating Officer Clinical Services**

##### **Rachel Hetenyi**

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Midwife Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 53873) (Gazetted 21 September 2022)

#### **CHS Chief Operating Officer Clinical Services**

##### **Sini Joji**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41435) (Gazetted 14 October 2022)

**Clinical Services**

**Woman, Youth and Children**

**Meghann Lang**

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. 48163) (Gazetted 5 September 2022)

**CHS Infrastructure Management and Maintenance**

**Amy McGloin**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 24297) (Gazetted 26 October 2022)

**CHS Chief Operating Officer Clinical Services**

**Funmi Osituyo**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40849) (Gazetted )

**Medical Services**

**Pathology**

**Jessica Puniard**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 59422) (Gazetted 28 November 2022)

**CHS Chief Operating Officer Clinical Services**

**Nicola Ruthenberg**

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Midwife Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 58628) (Gazetted 29 August 2022)

**CHS Chief Operating Officer Clinical Services**

**Anthony Summerfield**

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. 58629) (Gazetted 21 September 2022)

**Myles Trew**

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

Canberra Health Services

To: †Infrastructure Manager/Specialist 2 \$187,632

Canberra Health Services, Canberra (PN. 53057) (Gazetted 20 September 2022)

**Canberra Institute of Technology**

**Education and Training Services**

**CIT Trade Skills**

**Keith Brown**

From: Teacher Level 2 \$114,979

Canberra Institute of Technology

To: †Manager Education Level 1 \$133,267

Canberra Institute of Technology, Canberra (PN. 51895) (Gazetted 18 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.

#### **Education and Training Services**

##### **CIT Trade Skills**

##### **Nicole Dixon**

From: Teacher Level 2 \$114,979

Canberra Institute of Technology

To: †Manager Education Level 1 \$133,267

Canberra Institute of Technology, Canberra (PN. 51859) (Gazetted 18 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.

#### **Education and Training Services**

##### **Education Services**

##### **Education Quality**

##### **Suzzane Walden**

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 34778) (Gazetted 30 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.

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

##### **Economic Development**

##### **Skills Canberra**

##### **Skills Policy and Strategy**

##### **Kirsten Anderson**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 33329) (Gazetted 25 November 2022)

##### **ACT Insurance Authority**

##### **Taylor Brousek**

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. 56100) (Gazetted 1 January 2022)

This is a direct promotion under section 20 (c) of the Public Sector Management Standards

##### **Shared Services**

##### **Finance Services**

##### **Reporting**

##### **John Cubarrubia**

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. 07179) (Gazetted 10 November 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Access Canberra**

**Fair Trading and Compliance**

**Compliance Team**

**Robert Dubravs**

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 02768) (Gazetted 10 November 2022)

**Treasury**

**Budget, Procurement, Infrastructure and Finance**

**Procurement ACT**

**Bradley Elliott**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 11740) (Gazetted 25 October 2022)

**Shared Services**

**Finance Services**

**Finance Operations**

**Jenni Husking**

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07384) (Gazetted 4 March 2022)

**Treasury**

**Budget, Procurement, Infrastructure and Finance**

**Procurement ACT**

**Stephen Parrott**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 11178) (Gazetted 25 October 2022)

**Strategic Finance**

**Paul Pomazak**

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. 57561) (Gazetted 12 September 2022)

**Shared Services**

**Finance Services**

**Finance Operations**

**Rongping Zhang**

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. 07194) (Gazetted 4 March 2022)

## **Community Services**

### **Children, Youth and Families**

#### **Children and Families**

##### **Child Development Service**

###### **Georgia Beck**

From: Health Professional Level 2 \$70,679 - \$97,028

Community Services

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

Community Services, Canberra (PN. 59368) (Gazetted 11 July 2022)

### **Children, Youth and Families**

#### **Children and Families**

##### **Child Development Service**

###### **Anna Birch**

From: Health Professional Level 2 \$70,679 - \$97,028

Community Services

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

Community Services, Canberra (PN. 59380) (Gazetted 11 July 2022)

### **Children, Youth and Families**

#### **Child and Youth Protection Services**

##### **CYPS Operations**

###### **Annina Blazeski**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services

To: †Child and Youth Protection Professional Level 4 \$123,373 - \$132,376

Community Services, Canberra (PN. 25205) (Gazetted 21 June 2022)

### **Communities**

#### **Support Services for Children**

##### **Child Development Service**

###### **Elleanor Downing**

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

Community Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Community Services, Canberra (PN. 36143) (Gazetted 17 November 2022)

### **Communities**

#### **Support Services for Children**

##### **Child Development Service**

###### **Lynette Lisacek**

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

Education

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

Community Services, Canberra (PN. 59368) (Gazetted 3 November 2022)

### **Robert Lucero**

From: Child and Youth Protection Professional Level 4 \$123,373 - \$132,376

Community Services

To: †Child and Youth Protection Professional Level 5 \$142,095 - \$159,543

Community Services, Canberra (PN. 60102) (Gazetted 12 November 2019)

### **Strategic Policy**

#### **Executive Support**

##### **Liana Potter**

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



Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 52576) (Gazetted 10 November 2022)

**Children, Youth and Families**

**Children and Families**

**Child Development Service**

**Naomi Sherley**

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

Community Services

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

Community Services, Canberra (PN. 59362) (Gazetted 11 July 2022)

**Education**

**School Performance and Improvement**

**South Weston**

**Mount Stromlo High School**

**Alison Bakos**

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

Education

To: †School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 46424) (Gazetted 29 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.

**School Improvement and Performance**

**North and Gungahlin**

**Dickson College**

**Elizabeth Hodgson**

From: School Assistant 2 \$51,548 - \$56,919

Economic Development

To: School Assistant 3 \$58,404 - \$62,857

Education, Canberra (PN. 36419) (Gazetted 18 November 2022)

**School Improvement and Performance**

**North Canberra and Gungahlin**

**Majura Primary School**

**Rozlyn Mitchell**

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

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 17488) (Gazetted 29 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.

**School Improvement**

**South/Weston**

**Evelyn Scott School**

**Grace Rees**

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

Education

To: †Classroom Teacher \$76,575 - \$114,624

Education, Canberra (PN. 57325) (Gazetted 24 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.

**School Performance and Improvement**

**Strategic Policy**

**Education Strategy**

**Danielle Rigter**

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

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 43174) (Gazetted 9 November 2022)

**School Performance and Improvement**

**South and Weston Network**

**Mawson Primary School**

**Sarah Sparks**

From: School Assistant 4 \$70,028 - \$75,827

Education

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

Education, Canberra (PN. 35588) (Gazetted 1 November 2022)

**School Performance and Improvement**

**Nth Canberra/Gungahlin**

**Ngunnawal Primary School**

**Janna Woollcombe**

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

Education

To: School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 53630) (Gazetted 8 November 2021)

**Environment, Planning and Sustainable Development**

**Environment, Heritage and Water**

**Conservation Research and Evaluation**

**Claire Wimpenny**

From: Professional Officer Class 2 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 55439) (Gazetted 14 June 2022)

**Climate Change and Energy**

**Program Delivery**

**Household**

**David Zeko**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 17928) (Gazetted 16 August 2022)

**Justice and Community Safety**

**Emergency Services Agency**

**ACT Emergency Services Agency**

**Assistant Commissioner's Office**

**Karley Anderson**

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377  
Justice and Community Safety, Canberra (PN. 58984) (Gazetted 5 October 2022)

**ACT Government Solicitor**

**Legal Practice**

**Hannah Bowcock**

From: Government Solicitor 1 \$80,822 - \$121,026  
Justice and Community Safety  
To: †Government Solicitor 2 \$126,839 - \$152,194  
Justice and Community Safety, Canberra (PN. 09353) (Gazetted 10 August 2022)

**ACT Corrective Services**

**Custodial operations**

**Lesa Cockburn**

From: Teacher Level 1 \$80,673 - \$107,642  
Canberra Institute of Technology  
To: †Building Trade Inspector \$101,055 - \$114,928  
Justice and Community Safety, Canberra (PN. 38288) (Gazetted 5 September 2022)

**Public Trustee and Guardian**

**Financial Management Services Unit**

**Lee-ann Cottrell**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920  
Justice and Community Safety  
To: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Justice and Community Safety, Canberra (PN. 08034) (Gazetted 11 October 2022)

**ACT Government Solicitor**

**Legal Practice**

**Joshua Favaloro**

From: Government Solicitor 1 \$80,822 - \$121,026  
Justice and Community Safety  
To: †Government Solicitor 2 \$126,839 - \$152,194  
Justice and Community Safety, Canberra (PN. 58256) (Gazetted 10 August 2022)

**ACTCS**

**Community Corrections**

**David Fulton**

From: Senior Officer Grade C \$114,928 - \$123,710  
Justice and Community Safety  
To: †Senior Officer Grade B \$135,355 - \$152,377  
Justice and Community Safety, Canberra (PN. 44000) (Gazetted 23 November 2022)

**ACT Government Solicitor**

**Legal Practice**

**Lillian James**

From: Government Solicitor 1 \$80,822 - \$121,026  
Justice and Community Safety  
To: †Government Solicitor 2 \$126,839 - \$152,194  
Justice and Community Safety, Canberra (PN. 55262) (Gazetted 10 August 2022)

**ACT Corrective Services**

**Corporate Services**

**Hongyi Ji**

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

Justice and Community Safety, Canberra (PN. 57884) (Gazetted 10 November 2022)

**ACT Government Solicitor**

**Legal Practice**

**Shauna Ng**

From: Government Solicitor 1 \$80,822 - \$121,026

Justice and Community Safety

To: †Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety, Canberra (PN. 45439) (Gazetted 10 August 2022)

**ACT Government Solicitor**

**Legal Practice**

**Christopher Phillipson**

From: Government Solicitor 1 \$80,822 - \$121,026

Justice and Community Safety

To: †Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety, Canberra (PN. 55294) (Gazetted 10 August 2022)

**ACT Government Solicitor**

**Legal Practice**

**Max Roberts**

From: Government Solicitor 1 \$80,822 - \$121,026

Justice and Community Safety

To: †Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety, Canberra (PN. 45445) (Gazetted 10 August 2022)

**Major Projects Canberra**

**Project Development and Support**

**Project Management Office**

**Contracts**

**Samantha O'Ryan**

From: Senior Officer Grade C \$114,928 - \$123,710

Major Projects Canberra

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

Major Projects Canberra, Canberra (PN. 21399) (Gazetted 11 November 2022)

**Transport Canberra and City Services**

**City Services**

**City Presentation**

**David Crane**

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: †General Service Officer Level 7 \$67,760 - \$71,554

Transport Canberra and City Services, Canberra (PN. 17891) (Gazetted 11 April 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.

**City Services**

**City Presentation**

**Place Management**

**James Cumming**

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services, Canberra (PN. 45579) (Gazetted 27 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.

**Bus Operations**

**Fleet**

**Steven Jones**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. SMW001) (Gazetted 9 September 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**CORRIGENDA**

**ACT Health**

Promotion declined after being gazetted 5/01/2023

**Giang Ngco Chu**

P50860, SOGC