



ACT Government Gazette

Gazetted Notices for the week beginning 01 June 2023

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Health System Planning and Evaluation

Health System Planning and Development

Community Sector Contracts and Grants Unit

Contracts Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509 Canberra (PN: 49214)

Gazette Date: 06 June 2023

Closing Date: 20 June 2023

Details: The Community Sector Contracts and Grants Unit (CSCGU) is seeking a collaborative, organised and self-motivated team member for the position of Contracts Officer.

The ideal candidate would be a highly motivated team player who demonstrates good customer service, analytical and administrative skills. Has good attention to detail and is comfortable working in a high-pressure environment with tight deadlines, with the ability to contribute to a positive and inclusive working environment.

CSCGU is a centralised administrative team for contract management and procurement. It is responsible for the procurement, development and contract management of most contractual instruments with ACTHD funded organisations that provide health services in the community.

The work undertaken by CSCGU members directly serves the needs of the Canberra community, and when you work with us you will see the impact that we have on the lives of Canberrans every day.

Notes: A merit pool will be established to fill other identical vacancies that may arise within the next twelve months.

How to Apply: Please provide a written response of no more than two pages addressing how your skills and experience align with the "What you will do" section of the Position Description, along with a copy of your curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Weir (02) 5124 9761 Tania.Weir@act.gov.au

Infrastructure, Communication and Engagement

Strategic Infrastructure

Senior Director Infrastructure Client Services

Senior Officer Grade A \$157,201, Canberra (PN: 12237)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

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

As the Senior Director, Infrastructure Client Services, you will have responsibility for managing relationships with clients including ACTHD staff, and tenants in ACTHD owned assets. The position is also responsible for overseeing asset management projects as well as managing a small team responsible for the Directorate's vehicle fleet and the accommodation at ACTHD's main office in Woden.

You will be an enthusiastic team player who is results driven and has an excellent manner with our clients.

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

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Landon (02) 6205 6103(02) 6205 6103 Daniel.Landon@act.gov.au

Corporate and Governance

People Strategy and Culture

Culture, Capability and Workforce

Assistant Director, Learning and Development

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39511)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: The People Strategy and Culture Branch delivers operational human resources services, Industrial Relations for the ACT Health Directorate (ACTHD) and projects that underpin the evolution of a high performing culture across the ACT health system and within the ACTHD. We are looking for a senior officer with strong coordination skills, proven leadership and management skills and experience in developing and delivering initiatives to support the Branch in achieving its outcomes. The Assistant Director, Learning and Development will be responsible for:

Strategic project work related to the implementation and ongoing evaluation of an organisation wide Learning and Development Strategy.

Design and delivery of learning initiatives outlined in the Learning and Development Strategy.

Contract management and procurement of products to deliver key skills and capabilities within the Directorate.

Development and implementation of the ACTHD Talent Framework.

Development and support of organisational reward and recognition programs coordination.

Development of an evaluation plan, including the collection and analysis of data to assess the effectiveness of the suite of offerings and programs delivered.

This is a great opportunity to join an enthusiastic and committed team and lead a high profile and important initiative within the ACTHD. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace.

As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants must submit a written response to the Selection Criteria of no more than two pages outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour, and related experience), a current curriculum vitae and contact details of two referees, one of which should be your current manager/supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Lyrstakis (02) 5124 5970 Chris.Lyrstakis@act.gov.au

Infrastructure, Communication and Engagement Division

Strategic Infrastructure Branch

Strategic Infrastructure Branch

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 38834)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: The Strategic Infrastructure Branch within the ACT Health Directorate has a 4-month opportunity for an enthusiastic team player who can work with a range of stakeholders in planning for health infrastructure that meets community needs.

The role works across a small team, providing advice and support in relation to the Branch's infrastructure planning and management responsibilities as well as leading the directorate's sustainable infrastructure reporting and supporting the development of business cases.

The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results. This role is suited to someone who has excellent stakeholder management skills and ability to develop high quality written material.

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

Notes: This is a temporary position available for 4 months, with possibility of extension up to 12 months. Selection may be based on application and referee reports only.

Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

How to apply: Please provide your curriculum vitae and a two-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Jones (02) 6207 6100 David.Jones@act.gov.au

Health System Planning and Evaluation

Health System Planning and Development

Community Sector Contracts and Grants Unit

Contracts Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49214)

Gazetted: 07 June 2023

Closing Date: 20 June 2023

Details: The Community Sector Contracts and Grants Unit (CSCGU) is seeking a collaborative, organised and self-motivated team member for the position of Contracts Officer.

The ideal candidate would be a highly motivated team player who demonstrates good customer service, analytical and administrative skills. Has good attention to detail and is comfortable working in a high-pressure environment with tight deadlines, with the ability to contribute to a positive and inclusive working environment.

CSCGU is a centralised administrative team for contract management and procurement. It is responsible for the procurement, development and contract management of most contractual instruments with ACTHD funded organisations that provide health services in the community.

The work undertaken by CSCGU members directly serves the needs of the Canberra community, and when you work with us you will see the impact that we have on the lives of Canberrans every day.

Notes: A merit pool will be established to fill other identical vacancies that may arise within the next twelve months.

How to Apply: Please provide a written response of no more than two pages addressing how your skills and experience align with the "What you will do" section of the Position Description, along with a copy of your curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Weir (02) 5124 9761 Tania.Weir@act.gov.au

Population

Health Protection Services

Pharmaceutical Services

Director, Real Time Prescription Monitoring Project

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38131)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: Canberra Script is the ACT Health Directorate's new online, real-time prescription monitoring system. The purpose of Canberra Script is to reduce harm and preventable deaths in the ACT community by supporting the safe

and effective use of monitored medicines. It has been implemented to assist prescribers and pharmacists when they prescribe or dispense monitored medicines for consumers. ACT Health's vision for Canberra Script is that prescribers and pharmacists use Canberra Script to provide consistently safe and effective care for ACT consumers. ACT Health are seeking applications for the role of Director, Real Time Prescription Monitoring (RTPM). This position is responsible for the ACT's implementation and adoption of national RTPM. The Director, Real Time Prescription Monitoring Project is required to lead the post-implementation activities, including enhancements to the system, technical gap analysis of the system, a community consultation process to assess the implementation of the system and review ongoing and/or new business requirements for the project.

To be successful in this position, it is expected that the successful candidate will have the following attributes: strong organisational and communication skills, high degree of drive, adaptability, and flexibility to accommodate change and provide responsive services to meet clients' needs.

Project management experience in a healthcare or government setting and formal qualifications in project management and/or change management are highly desirable.

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

Notes: This is a temporary position available until the 30 June 2024 with the possibility of extension up to 30 June 2025 depending on project funding. A merit list will be established from this selection process and may be used to fill identical vacancies over the next 12 months.

How to Apply: In two pages or less, applications must address the Professional/Technical skills and Knowledge and Behavioural Capabilities section of the position description along with a copy of your current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Galbraith (02) 5124 9260 Amanda.Galbraith@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

ACT Pathology

Calvary Laboratory

Specimen Reception Team Leader

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 38738 - 02B5Q)

Gazetted: 07 June 2023

Closing Date: 21 June 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

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.

ACT Pathology is a division of the Canberra Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital.

The successful applicant will be based in the Calvary laboratory specimen reception area and under broad direction from the senior management team, will be responsible for the supervision of administrative and technical support services of the Specimen Reception Area of the laboratory.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational, written, and oral communication skills.

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

Position Requirements/Qualifications:

Mandatory

- Relevant Associate Diploma and/or Bachelor of Medical Laboratory Science or equivalent qualifications and a relevant experience working professionally in pathology services is preferred.
- 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

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

Contact Officer: Kelly Sliwinski (02) 5124 7304 kelly.sliwinski@act.gov.au

Clinical Services

Women, Youth and Children

Community Nutrition

Dietitian

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 22022 - 02B14)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

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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

The Women, Youth and Children Community Nutrition team works with individuals, families and communities to improve health and wellbeing through delivery of evidence-based nutrition care. Our goal is to support clients to eat well, enjoy nourishing foods and develop a positive relationship with food and their body. We strive to deliver respectful care, working in partnership to meet the expressed needs of the client in a safe environment. Our team provides a range of services including individual dietary assessment, care planning and counselling for infants, children, young people and pregnant and breastfeeding women, and education programs for staff and client

groups. The team provides outreach services for the Women's Health Service and coordinates the School Kids Intervention Program (SKIP) for children with obesity.

Dietitians in the team are responsible operationally and clinically to the Women, Youth and Children Community Health Programs Nutrition Manager and professionally to the Profession Lead for Nutrition.

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.
- High level communication skills.
- Ability to work well in a small team and independently.
- Highly conscientious and professional in all aspects of work.

Position Requirements/Qualifications:

- Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of Dietitians Australia.
- Current driver's licence.
- Registered under the Working for Vulnerable People Act.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- 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 temporary part-time position at 22.05 (0.6 FTE) hours per week available immediately for 12 months with the possibility of extension and/or permanency. The above full-time salary will be pro rata.

Contact Officer: Tracy Harb (02) 5124 1395 Tracy.harb@act.gov.au

Surgery

Cardiothoracic Surgery

Cardiothoracic Surgeon

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 60382 - 029R9)

Gazetted: 05 June 2023

Closing Date: 27 June 2023

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.

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POSITION OVERVIEW

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended

Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service and the Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

The Cardiothoracic Surgery Service is comprised of a dedicated team of surgeons, anaesthetists, allied health professionals, nursing staff, and administrative staff. Surgeons working in this service perform both cardiac and thoracic surgery. This team works in close collaboration with cardiologists, cardiac rehabilitation teams and medical oncologists. The team provide high quality care to patients across all phases of the patient journey from outpatient appointments, surgery, the post-operative inpatient recovery phase, and the post-operative rehabilitation phase. The Cardiothoracic Surgery Service is supported by unaccredited registrars and junior medical officers.

CHS Cardiothoracic Surgery Department contributes to the Australian and New Zealand Society of Cardiac Surgery and Thoracic Surgeons' Cardiac Surgery Database Program. The preferred applicant may be considered for a conjoint appointment with the Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Canberra Health Services appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/CHS) for (research/clinical) 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

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

Strong organisational skills with a high degree of drive

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

An ability to work as a constructive and positive team member.

Position Requirements / Qualifications

Mandatory

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

Hold a Fellowship of the Royal Australian College of Surgeons with a recognised speciality field of Cardio-thoracic surgery.

Be available for weekend and after-hours work.

Hold a current driver's license.

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

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.

Desirable

- Strong clinical skills in Thoracic Surgery

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

Proven extensive experience in the practice of cardiothoracic surgery, with commitment to the maintenance and further development of skills applicable to this specialty.

Proven high-level communication and interpersonal skills and demonstrated ability to provide leadership and work as a team member in a multidisciplinary environment.

Demonstrated understanding of clinical governance and the ability to engage in quality assurance, audit and service improvement initiatives/projects.

Demonstrated commitment to research and the provision of teaching at all levels, including medical, nursing, scientific and allied health professional staff, both postgraduate and undergraduate.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

To be considered for a Senior Specialist position, you will also be assessed against two or more of the following selection criteria:

Clinical: Show advanced clinical expertise in their speciality area, which may include the ability to work without supervision, as recognised by their peers.

Safety and Quality: Provide leadership through:

a demonstrated ability to be effective in leading safety and quality activities, including experience relevant to specialist college accreditation

providing senior medical input to the safety and quality activities of the medical unit and clinical division, and participating actively in specialist college accreditation, as overseen by the Australian Medical Council.

Teaching: Provide senior input using demonstrated experience in the development and provision of teaching and training at CHS and services in the surrounding region.

Research: Undertake speciality-specific research and/or have relevant publications of research in a respected health or medical journal.

Administrative functions: Support the medical unit director in the administration of the unit and provide senior medical input to the development of policies and practices of the unit.

Contact Officer: Melissa Warylo on Melissa.Waryli@act.gov.au or [02 5124 0931](tel:0251240931)

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Office Manager

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 45619 - 02B76)

Gazetted: 06 June 2023

Closing Date: 20 June 2023

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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

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. ACMHS is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) division.

ACMHS teams operate across the Australian Capital Territory, adhering to either the Adult Community Mental Health Model of Care or the Older Persons Community Mental Health Model of Care depending on area of practice. ACMHS program area services the community's mental health needs in the areas of intake, recovery,

supported and therapeutic accommodation, therapy, older persons, neuropsychology, assertive community outreach, homeless outreach and intensive home treatment.

ABOUT YOU

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

Behavioural Capabilities

Good customer services skill to provide helpful and professional customer service to people who attend the reception desk.

Administration skills to be able to provide quality work outputs and organisation of workload.

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

Position Requirements / Qualifications

A minimum of two years' experience working professionally in an administrative role is preferred.

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- 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.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Possess current passenger vehicle driver's licence.

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

Contact Officer: Erica Campbell (02) 5124 4294 Erica.Campbell@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 25286 - 02B10)

Gazetted: 01 June 2023

Closing Date: 8 June 2023

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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

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

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

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

This permanent full time team manager role will oversee the daily management of two multidisciplinary services, Mental Health Services – Intellectual Disability (MHS-ID) team and CAMHS Single Point of Access (SPA), 12-month pilot implementation. The manager's role will provide clinical and operational leadership to MHS-ID team, consultation liaison service providing mental health assessment and psychiatry services to persons over the age of 17 with suspected mental illness/disorder including autism spectrum disorder (ASD) and a known or suspected intellectual disability (ID). SPA is a pilot program being implemented at CAMHS. This team manager role will be integral to establishing the CAMHS SPA team, providing both clinical and operational leadership during its pilot phase, overseeing the intake assessments and single session brief intervention therapy, including in-reach to Bimberi Youth Justice Centre and working closely with Police, Ambulance Clinician Early Response (PACER) and other stakeholders.

The role will also require the team manager to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and provide clinical supervision to HP1's, HP2, HP3, and allied health assistants.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

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

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

Position Requirements/Qualifications:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Applicants must have a minimum of 5 years' paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's license.

For Psychology:

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

Applicants must have a minimum of 5 years' paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's license.

For Social Work:

Degree in Social Work

Applicants must have a minimum of 5 years' paid work experience, post qualification, in a related/relevant organisation/service.

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current driver's license.

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 for all disciplines:

Experience in working with children and young people.

Experience in working in mental health.

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.
- 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:

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

Be available for weekend and on call work when necessary.

Contact Officer: Kirsten Stafford (02) 5124 6541 Kirsten.Stafford@act.gov.au

Acute Allied Health Service

Nutrition

Nutrition Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level),

Canberra (PN: 25070 - 02B7K)

Gazetted: 05 June 2023

Closing Date: 19 June 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

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision this role supports the Dietitians in provision of Nutrition Support to patients within the hospital.

Duties include supporting the operation of the special diet service and infant feeding service, preparation and distribution of adult and infant formulas according to departmental guidelines, computer data entry; patient visits with documentation, reception and other administrative duties.

This role is required to participate in after-hour shifts, including potential for weekend and public holiday work.

DUTIES

Under professional supervision you will perform a range of duties at Canberra Health Services. You will:

Operation of the special diet service, including:

Receipt and processing of requests for special diets and Nutrition/Dietitian referrals from various clinicians.
Provide advice and guidance to food service staff regarding special diet requests and specific meals
Maintain accurate computer database of all patients and their diet requirements for use by nursing and food service staff
Prepare and supply various reports and labels to food service for meal delivery/planning purposes
Perform administrative duties including maintaining patient filing systems
Maintain a stock control system including performing stock take, assisting with stock orders, checking use by dates and product rotation
Undertake deliveries of nutrition products and equipment
2. Complete clinical and administrative data collection and evaluation to standard.
Calculation and manufacture of prescribed nutrition formula/breast milk
Maintenance and monitoring of required hygiene and food safety standards associated with formula/breast milk preparation
Maintain a stock control system including performing stock take, assisting with stock orders, checking of use by dates and product rotation
Undertake labelling of manufactured formula/breast milk
Undertake deliveries of nutrition formula/breast milk and equipment
Monitor and update patient lists including details of prescribed formula/milk
Provide formula preparation demonstrations to clients/carers.
3. Undertake direct client visits, including:
Clarify special nutrition needs of clients requiring a variety of diets and implement appropriate nutrition care per standard procedures.
Provision of simple nutrition education
Perform enteral feeding pump demonstrations to patients/carers
4. Participate in team and program related service activities as required.
5. Provide high quality customer service including receiving telephone calls and responding appropriately.
6. Participate in supervision, continuing professional development and performance management.
7. 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 Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

Flexible and adaptive approach to work.

Strong interpersonal skills and confidence with communicating across a range of stakeholders

Position Requirements/Qualifications:

Hold a relevant certificate three qualification or equivalent.

Hold a current Driver's Licence.

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

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.

Other

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

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.

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

Note: This role is part-time, four days a week, and requires availability to work after-hour shifts, including weekend and public holiday work. The full time salary noted above will be paid pro rata.

Contact Officer: Sarah Gordon 0251242567 sarah.gordon@act.gov.au

Allied Health, Acute Allied Health Service

Aboriginal and Torres Strait Islander Service

Manager, Aboriginal and Torres Strait Islander Service

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29422 - 02B4C)

Gazetted: 01 June 2023

Closing Date: 29 June 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

Canberra Health Services Division of Allied Health provides a range of allied health services including the Aboriginal and Torres Strait Islander Liaison Service. 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 Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The ALO Service works across the Canberra Hospital and University of Canberra Hospital campuses providing services to a range of clinical areas including Women's and Children's, Emergency Department, Cancer, medical and surgical inpatient areas. The ALO Service also provides support to patients attending outpatient's appointments.

Under the limited supervision of the Director of Allied Health, the Manager, ALO Service is responsible for the provision of ALO services including the strategic direction, planning and leadership of the team. The successful applicant will have proven leadership in Allied Health clinical services development, project management, and management of human, financial resources. Significant knowledge & skills in contemporary models of health care, clinical governance, quality & safety framework issues and influencing factors in Aboriginal and Torres Strait Islander healthcare.

This position is required to work flexibly across services, locations and programs including participating in an after-hours roster, including potential for weekend and public holiday work and on-call duty.

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

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. Organisational skills and drive and an appreciation of the clinical domain.
2. Recognition of the role of change and the impacts of the responsiveness of services to meet clients' needs.
3. A demonstrated ability to drive, communicate and direct in a team environment.
4. The ability to critically appraise your own performance and that of others.
5. This position maybe required to participate in overtime, on call and/or rotation roster.

Position Requirements/Qualifications:

Mandatory

· This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

- Cultural knowledge and competency of Aboriginal and Torres Strait Islander community organisations is required.
- Hold a current driver's licence.
- This position may be required for weekend and after-hours work, overtime, on call and/or rotation rosters.
- 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 and a minimum of 3 years experience working professionally in a health and/or Aboriginal and Torres Strait Islander 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.

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.
- Provide confirmation of Aboriginality

Contact Officer: Andrew Slattery 51245106 andrew.slattery@act.gov.au

Cancer and Ambulatory Support (CAS)

Cancer Nursing Admin

Assistant Director of Nursing

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 18499 - 02AXP)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

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POSITION OVERVIEW

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The Assistant Director of Nursing (ADON), Cancer Services, holds a senior nursing leadership position within the Division of Cancer and Ambulatory Support (CAS). The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within CAS. The ADON for CAS reports to the Director of Nursing. You will actively support, guide and collaborate with the Clinical Nurse Consultants within CAS in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Mandatory

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will

be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Relevant post graduate management qualifications or equivalent.

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

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

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 two months with the possibility of extension.

Contact Officer: Cathy Young 041 250 1716 cathya.young@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS)

Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 29896 - 02B1M)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

The CAMHS Community Teams are made up of multi-disciplinary mental health professionals who provide assessment, therapeutic treatment, and clinical management within a recovery framework.

The permanent full time clinical team manager's role will provide clinical leadership to a front-line mental health team - CAMHS North Community Team. This clinical managerial role will include the daily management of the Choice And Partnership Approach (CAPA) clinical service system, multidisciplinary service, the duty officer role, clinical case reviews, and provide clinical supervision to HP1, HP2, HP3 and allied health assistants.

The role will also require the team manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety.

This position is a permanent, full time HPO4 position available at CAMHS services, 5 days per week (37.65 hours per week).

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 5 years' paid work experience, post qualification, in a related/relevant organisation/service.
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 5 years' paid work experience, post qualification, in a related/relevant organisation/service.
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of 5 years' paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.
- 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 for all disciplines:

- Experience in working with children and young people.
- Experience in working in mental health.
- 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 ACT Health credentialing and scope of clinical practice requirements.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

Note:

- Be available to work within all program areas of CAMHS as service needs arise.
- Be available for weekend and on call work when necessary.

Contact Officer: Kirsten Stafford (02) 5124 6541 Kirsten.Stafford@act.gov.au

ACT Pathology

Pathology Administration

Director, Laboratory Operations

Health Professional Level 6 \$157,201, Canberra (PN: 44929 - 02B2E)

Gazetted: 01 June 2023

Closing Date: 15 June 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

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

As a key member of the Executive team this position provides high level strategic leadership for ACT Pathology. Reporting to the Executive Director, the role has overall responsibility for the scientific and technical operations of all laboratory operations, including budget management, recruitment and people management, procurement, safety and quality, and business planning to ensure the provision of a safe and high quality public pathology service.

You will work closely with the Executive Director and the senior leadership team to build one of Australia's leading pathology services, create an exciting, values-based workplace, a broad range of career opportunities for staff and foster a culture of effective and accountable leadership.

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:

High level written and oral communication skills

Effective organisational skills with a high level of initiative, self-motivation and a values-based work ethic

An agile and adaptive leadership style

Position Requirements/Qualifications:

Tertiary qualifications (or equivalent) in laboratory science or related are essential.

Extensive operational experience in a clinical Pathology laboratory

High level management experience in a laboratory environment

Knowledge of the Australian pathology sector, including funding and regulatory requirements

Knowledge of the governance and compliance requirements for public sector entities 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.

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Glenn Edwards (02) 5124 2891 Glenn.Edwards@act.gov.au

Chief Executive Officer

Medical Services

Medical Imaging - Nuclear Medicine and PET

Nuclear Medicine Technologist

Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: 31502 - 02ATH)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, a GE Hawkeye SPECT/CT and a Siemens single head eCam). The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department. Refurbishment of the department has begun, with procurement of a brand-new PET/CT, SPECT/CT and Gamma Camera underway. The expansion of the PET/CT service is also including a new automatic injection system and Gallium 68 generator. The service is also expected to expand on current research projects along with the new equipment.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered including paediatric, oncology and cardiac studies. The department has recently expanded the services we offer to include diagnostic CT with/without contrast. This position will suit an enthusiastic Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team. The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, including BMD and Diagnostic CT. New and soon to be new graduates are encouraged to apply.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with an ability to work cooperatively in a team environment.

2. High level communication skills.

3. Adaptability and flexibility to accommodate change

Position Requirements / Qualifications

MANDATORY

- The Successful applicant must have a Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine), or equivalent is Mandatory.
- Post graduate experience as Nuclear Medicine Scientist in BMD, PET/CT and Diagnostic CT is desirable.
- They are also required to be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- 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.
- Possess and appropriate ACT Radiation Licence (or equivalent).
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Ross Bevan (02) 5124 4345 ross.bevan@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS)

Clinical Manager

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 41197, several - 02B30)

Gazetted: 07 June 2023

Closing Date: 20 June 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

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

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

These services include:

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

Under the direction of the Manager of CAMHS, the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and

contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.

For All:

- 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 for all disciplines:

- Experience in working with children and young people with mental illness.
- 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 ACT Health credentialing and scope of clinical practice requirements.

Notes: The successful candidate will be required to:

- Be available to work within all program areas of CAMHS as service needs arise.
- This position is a permanent available at CAMHS services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Sarah Toohey 5124 6543 Sarah.Toohey@act.gov.au

Chief Executive Officer

Medical Services

ACT Pathology

Technical Officer

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 42946 - 02B0M)

Gazetted: 01 June 2023

Closing Date: 22 June 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

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

The Molecular Pathology laboratory is a tertiary facility performing highly complex time-consuming investigations in the areas of Molecular Microbiology.

The successful applicant will be required to work evening and/or overnight and weekends.

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:

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

Self-Motivated,

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

Ability to work in a team environment.

Qualifications:

DESIRABLE

- An associate diploma, science degree or equivalent medical laboratory science qualification,
- Experience in a diagnostic pathology laboratory would be advantageous.

Position Requirements:

- The successful applicant will be required to participate in shift and out-of-hours rosters, including weekend shifts.

- Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).
- 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.

Contact Officer: Ahmed Hassan (02) 5124 3705 Ahmeds.Hassan@act.gov.au

Clinical Services

Cancer and Ambulatory Support

14A Haematology, 14B Oncology Inpatient Units

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 53494, several - 02AZS)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Are you an experienced Haematology or Medical Oncology Registered Nurse seeking a new challenge? Do you have a passion for clinical education and training? The Haematology and Medical Oncology Inpatient Units at Canberra Hospital are seeking a Clinical Development Nurse to join each of their teams. We are seeking applications from candidates that are highly motivated, adaptable and hold strong leadership skills. Come work in a growing tertiary hospital that cares for adults with acute and chronic cancer health needs. Successful candidates are provided ongoing education and training opportunities.

What can we offer you:

- Competitive pay rates.
- Excellent working conditions within a tertiary teaching hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- We will work with you to support optimal work life balance.
- 11.5% Superannuation.
- Discounted gym memberships.
- Scholarships for education support.

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. Haematology and the Medical and Radiation Oncology Unit incorporates all patients from diagnosis to end of life care. Each unit has strong core staff and would like to expand this with committed, compassionate, and dedicated staff who will retain their humour and fun side in a very acute setting.

The Clinical Development Nurse (CDN) works collaboratively across each unit to provide education, training, clinical leadership and mentoring to new and existing staff. The CDN is responsible for facilitating ongoing learning

and developmental opportunities, to uphold a high level of quality and evidence-based knowledge and skills, whilst also providing skill-based teachings and assessments across the specialties.

The CDN provides a coordinated approach to patient's assessment and planning and delivery of care for complex Haematology and Oncological diagnosis. The CDN will be credentialed in chemotherapy administration.

Applicants must hold the ADAC assessor qualification, be up to date with all ADAC modules and chemotherapy competent. Train the trainer qualifications for assessing BLS, aseptic technique and CVAD's are essential.

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 commitment to education, learning and accountability in professional development.
- Be able to demonstrate advanced critical thinking in high pressure situations.
- Promote and encourage teamwork and adult learning.

Position Requirements / Qualifications

MANDATORY

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

DESIRABLE

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

Prior to commencement successful candidates will be required to:

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

Note: These are temporary positions for 12 months with possibility of extension and or permanency.

Contact Officer: Sue Langdon (02) 5124 3396 susan.langdon@act.gov.au

Women, Youth and Children

Executive Support

Community Health Program Administration Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61500 - 02B0L)

Gazetted: 06 June 2023

Closing Date: 20 June 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

The Division of Women, Youth and Children (WYC) provides a broad range of primary, secondary, and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a child and family

centred, multidisciplinary team that delivers care in CHS, Community Health Centres, client's homes, schools and Child and Family centres.

The position provides management and leadership to Women Youth and Children Administration staff located at Centenary Hospital for Women and Children, as well as WY&C Community Based services. The role involves providing support to the leadership team of the WYC Community Health Program and managing staff who are performing front line services duties including; booking appointments, referral management, screening telephone calls, and clinic support. The role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health-based IT systems including EPIC is required. Demonstrated ability in problem solving as well as small involvement in project management and quality and improvement is highly desirable. This role ensures high quality customer service standards are maintained and provides support and assistance to the Women, Youth and Children's Management team as necessary.

ABOUT YOU

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Behavioural Capabilities

Ability to manage and work cooperatively in a dynamic team environment.

High level communication and relationship management skills.

Ability to prioritise workloads effectively.

Position Requirements/Qualifications:

Relevant public sector management qualifications and/or relevant public health sector experience is desirable and or

Relevant private sector experience working in a customer focused operational role.

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.

Knowledge of and experience with health information managements systems, including Digital Health Records (DHR), Radiology Information Systems (RIS), billing and Revenue Systems.

Experience with medical terminology and/or holds a Medical Terminology Certificate.

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.

Contact Officer: Mitchel Green 51247491 Mitchel.Green@act.gov.au

Women, Youth and Children

Maternity

Project Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57571 - 02AUM)

Gazetted: 05 June 2023

Closing Date: 23 May 2023

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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

The preterm birth prevention initiative was implemented in 2019 with the aim to safely lower the rate of preterm births across the territory and surrounding areas in southern NSW. The initiative included the new preterm birth prevention clinic, new clinical guidelines, and an outreach education program. The ACT initiative is influenced by the Preterm Birth Prevention Alliance objectives and includes a multidisciplinary team of Obstetricians, sonographers and a midwife. The preterm birth prevention clinic sits within the Fetal Medicine Unit in the Maternity and Gynecology Outpatients department, Centenary Hospital for Women and Children. The Project Officer will coordinate the development, implementation and evaluation of programs, health promotion activities and quality improvement projects relating to preterm birth prevention. Working in partnership with the multidisciplinary team, under direction from the Clinical Director, the project officer will play a key role in ensuring key objectives are delivered in consultation with all relevant stakeholders. The project officer is a full-time position (part-time will be considered). Hours of work are Monday to Friday, not including public holidays. The position operates within the Fetal Medicine Unit at the Centenary Hospital for Women and Children.

DUTIES

Under broad direction of the Clinical Director, the main duties are as below:

Coordinate the development and implementation of projects and health promotion activities relating to preterm birth prevention including managing project budgets, timeframes, and evaluating project outcomes.

Design and undertake research and quality improvement projects using appropriate scientific methods that influence and inform the Preterm Birth Prevention Alliance strategic objectives.

Work collaboratively with the multidisciplinary team, supporting clinical staff to understand and acquire skills in quantitative research, data analysis and program evaluation.

Prepare correspondence and reports for stakeholders and maintain stakeholder relationships through effective communication, negotiation and issues management.

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

ABOUT YOU

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Behavioural Capabilities

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

Think strategically

Leadership, negotiation, and motivation.

Work across boundaries with flexibility to changing demands and priorities

Pragmatic and practical, hands-on approach to achieving project timelines

Position Requirements/Qualifications:

Mandatory:

Expertise and experience in the development, implementation and evaluations of programs and quality improvement projects.

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:

Background in midwifery, medical or other health discipline.

High level quantitative research and data analysis skills.

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

Undergo a pre-employment Police check.

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

Contact Officer: Boon Lim 02 5124 7583 boon.lim@act.gov.au

Medical Services

Exec Director of Medical Services

JMO Coordinator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 04535 - 02B20)

Gazetted: 02 June 2023

Closing Date: 16 June 2023

Details: 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](#).

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POSITION OVERVIEW

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services;

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

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of communication skills.

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

High degree of common sense and self-awareness.

Position Requirements/Qualifications:

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Elaine Howell 02 5124 2779 Elaine.Howell@act.gov.au

Finance and Business Intelligence

Chief Finance Officer Group

Patient Accounts

Billing and Debt Recovery Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61667 - 02B3V)

Gazetted: 02 June 2023

Closing Date: 16 June 2023

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POSITION OVERVIEW

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This position will provide high-level support to the Patient Accounts, Patient Billing and Debt Recovery team and be required to have a high level of skills in time management, data integrity, customer focused communication

and the ability to work independently and as part of a team to resolve debt owed to the Canberra Health Services Directorate.

The successful applicant will be required to communicate, negotiate and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors, employers, outpatient clinics and debtors. They will also be required to screen incoming phone calls and correspondence, support the revenue data team, provide debt recovery and invoicing functions and provide administration assistance as necessary.

Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand billing in a public health environment and have experience in the use of hospital based IT system such as the Digital Health Record (DHR).

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

High level of data integrity skills.

Strong communication, negotiation, and networking skills.

Position Requirements/Qualifications

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

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

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: David Horton (02) 5124 9023 David.horton@act.gov.au

Clinical Services

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

Child and Adolescent Mental Health Services (CAMHS)

Clinical Manager

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 23947 - 02AQK)

Gazetted: 02 June 2023

Closing Date: 9 June 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

These services include:

Adult Community and Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

CAMHS is seeking dynamic and experienced Health Professional Level 3's to undertake the role of Clinical Manager with CAMHS Community Teams. Under the direction of the Clinical Team Manager, the HP3 will provide expertise in triage, referral management and mental health assessment, and therapeutic intervention, including risk assessments and provide clinical support to HP1 and HP2 clinicians.

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

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications

MANDATORY

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia.
- Eligibility for professional membership of Occupational Therapy Australia.
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia.
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work.
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers Registration or eligibility for registration under the Working with Vulnerable People Act 2011.
- Must hold a current driver's license.

For All:

- 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 for all disciplines:

- Experience in working with children and young people with mental illness.
- 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 ACT Health credentialing and scope of clinical practice requirements.

Note: This is a temporary part-time position at 22.05 hours per week, available for 11.5 months with the possibility of extension up to 12 months and/or permanency. The above full-time salary will be pro rata. The successful candidate will be required to:

- Be available to work within all program areas of CAMHS as service needs arise.
- This position is a permanent part time HPO3 position available at CAMHS services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Simone Clarke (02) 5124 1407 Simone.Clarke@act.gov.au

Community Care Program

Physio Pelvic Health Lead

Pelvic Health Physiotherapy Lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 61708 - 02B2S)

Gazetted: 02 June 2023

Closing Date: 23 June 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

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website: www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. Community Care Physiotherapists have strong peer support where we work collaboratively with other professionals and participate in regular clinical supervision. We pride ourselves on our continual drive to deliver exceptional care and maintain a positive workplace culture. Our team is committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

Community Care Physiotherapy services are offered from community health centres across the ACT. The team supports patients with a wide range of presentations including musculoskeletal injury, post-surgery rehabilitation, impaired balance and mobility, and pelvic health.

Community Care Physiotherapists work to their strengths and share knowledge to facilitate an environment of curiosity, innovation, and excellence to assist each other to achieve positive patient outcomes through the provision of exceptional clinical services. We are a high performing team that is engaged in continuous quality improvement and research.

Staff wellbeing is high priority, and the Community Care Physiotherapy team is an inclusive team that cares and takes the time to listen, show empathy and understanding towards each other, and our consumers.

ABOUT YOU

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

Behavioural Capabilities

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

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

Strong interpersonal and communication skills and confidence communicating across a range of media.

Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement.

Position Requirements/Qualifications:

Mandatory

Degree in Physiotherapy

Post graduate qualification (either completed or underway) in relevant field Physiotherapy.

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

Current drivers 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.

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 part-time permanent position available at 25.73 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Dominic Furphy 0419167722 Dominic.Furphy@act.gov.au

Cancer and Ambulatory Support

Cancer Supportive Care

Senior Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 14822 - 02B21)

Gazetted: 02 June 2023

Closing Date: 16 June 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

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings. The Division is also responsible for Walk in Centres, Central Outpatients and Central Health Intake.

The Cancer Psychosocial Service aims to improve outcomes for people with cancer and their families, by providing a comprehensive psychosocial service within the inpatient, outpatients and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre.

The Senior Social Worker will have an understanding of issues relating to oncology and the impact of cancer on a person and their family / carer, including adjustment to the changes and challenges of a cancer diagnosis and its

treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

DUTIES

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

Provide a high level of appropriate skilled clinical assessment and interventions across a range of clinical areas.

Exercise independent professional judgment in solving problems and managing cases where principles, procedures and techniques require expansion, adaptation or modification.

Liaise with carers and other service providers to facilitate effective service provision. Consult and liaise with external community agencies/groups to develop partnerships for health promotion and other service delivery activities identified in the business plan.

Initiate and coordinate quality improvement activities in areas of specialty.

Contribute to the development, evaluation and analysis of policies and procedures applicable to professional practice

Provide professional supervision and/or training to other staff and students as directed. Participate in supervision, continuing professional development and performance management.

Complete clinical and administrative data collection and evaluation to standard.

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

ABOUT YOU

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

Ability to provide consultation, supervision and training of other staff, as directed

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications and a minimum of 3 years' experience working professionally in social work
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Cheryl Rowsell 0466322676 Cheryl.Rowsell@act.gov.au

**Cancer and Ambulatory Support (CAS)
Central Outpatient Department**

Registrar Review Clinic Team Leader

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 31728 - 02B4G)

Gazetted: 05 June 2023

Closing Date: 12 June 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

The Central Outpatient Department (COPD) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS), providing clinic-based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including neurology, neurosurgery, endocrinology, general medicine, rheumatology, dermatology, infectious diseases, orthopaedics, plastics, vascular, urology, ear nose & throat and oral and maxillofacial.

The level 2 Registered Nurses in the COP unit have a primary focus on one or more specialties but are expected to deliver flexible care across the department as required. The primary speciality focus for this position is the Registrar Review Clinic Service.

The Registrar Review Clinic is a fast-paced service, providing care for patients presenting from Walk-in Centres, General Practitioners and Emergency Departments with acute orthopaedic or plastics related injuries. Under the supervision of the Clinical Nurse Manager, the Registered Nurse Level 2 team leader works alongside clinicians and key stakeholders to coordinate safe, effective, and timely access to care. The team leader is responsible for triaging referrals, managing clinic schedules, supporting staff and act as a role model to promote evidence-based practice. The role requires excellent communication skills to work in concordance with the multidisciplinary team. Clinic schedules primarily run from Monday to Friday during business hours.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

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

Position Requirements/Qualifications:

Mandatory

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

Desirable

- 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 temporary part-time job share position at (24) hours per week available for six months with the possibility of extension. The successful applicant may be chosen based off of written application and referee reports only.

Contact Officer: Ella Luttrell 0468 595 585 Ella.M.Luttrell@act.gov.au

Office of the Chief Operating Officer

Liaison and Navigation Service

Liaison Officer

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 60993 - 02B7R)

Gazetted: 07 June 2023

Closing Date: 21 June 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

The Liaison and Navigation Service (LaNS) is a new service that is being established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community services. It will focus on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

The service comprises of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. The service provides, and supports patient centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care.

There has been a staged implementation of this service with the initial focus on improving the coordination of care for children accessing care in the ACT as inpatients and outpatients as well as specialist paediatric care interstate. Expansion of the Liaison and Navigation Service into the adult population is occurring throughout 2023 and beyond.

The Care Navigator role will take on a key role in the staged development and implementation of the service. The role will work collaboratively with colleagues, consumers, and external agencies to contribute to/guide the ongoing design of this innovative patient centred service.

The Liaison Officer role will take on a key role in the staged development and implementation of the service. This role will work closely with the Care Navigator positions to assist in the support, advocacy, system navigation and connection with appropriate services.

The Liaison Officer will perform a central liaison and navigation role for consumers and their care supports who are seeking information and assistance to access health services, with a focus on complex and chronic health conditions.

This unique role is an opportunity to build relationships with individual consumers and their supports, and with diverse acute and community services, to anticipate and reduce the challenges that people with complex chronic health needs, and their supports, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when consumers and their supports need it, so that they can navigate the complexities of their care.

As a member of the Liaison and Navigation Team you will remain committed to, and focused on:

§ Placing people with complex health needs, and their families, at the centre of their own care,

§ Involving the person and their supports in care planning,

§ Anticipating and removing barriers to care,

§ Assisting consumers and their supports to make durable connections to the services and supports they need,

§ Helping to solve problems, coordinate clinical care, and improve the flow of information between the care team and the consumer and their supports,

§ Listening to consumers and their supports and acknowledging that they are experts in their own health.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills, resilience, tenacity, and a willingness to problem-solve and advocate with and for consumers and their supports.

2. Well-developed interpersonal skills and ability to build and maintain effective relationships with service clients and a range of internal and external stakeholders

3. The ability to listen to, connect with, build rapport and understand the clinical and psychosocial needs of consumers with complex presentations, and their supports.

4. Confidence, flexibility and good judgement to contribute to the ongoing design of an evolving innovative service, as a member of a team.

Position Requirements/Qualifications:

Mandatory

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

Desirable

- Have an understanding of how the National 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:

A merit list will be created to fill future temporary vacancies at this level within the Patient Navigation and Liaison Teams.

Contact Officer: Phyto Curtis 0402 087 474 phyto.curtis@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Inpatient Mental Health Services

Assistant Director of Nursing

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 21908 - 02B7J)

Gazetted: 07 June 2023

Closing Date: 28 June 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

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community

settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focused and/or harm minimisation approach.

Adult Inpatient Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), Ward 12B Mental Health Unit, the Mental Health Short Stay Unit (MHSSU), and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a 6-bed low dependency inpatient unit in the ED for people requiring 48-72 hour admission or extended mental health assessment and or treatment initiation. At this level you will provide senior leadership for the clinical and administrative operations of the Adult Mental Health Inpatient Units and the maintenance of the therapeutic environment. This includes the day-to-day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost-effective, high-quality service to people in the inpatient units.

ABOUT YOU

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Behavioural Capabilities

Strong organisational and leadership skills with a high degree of drive and ability for critical thinking
Experience in managing and influencing teams, processes and practice improvement in a human services environment.

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

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

Position Requirements/Qualifications:

Mandatory

- Relevant Registered Nurse qualifications and a minimum of 4 plus years' experience
- Experience working in Mental Health
- 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.
- It is expected that in this position you will provide high quality advanced nursing leadership to achieve sound outcomes for patients. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. Although primarily responsible for the acute mental health inpatient units, this position works collaboratively with the Operational Director for Mental Health Inpatient Services and other leadership roles within the division and organisation to ensure optimum service delivery and best practice across the service.
- In this position you will be required to undertake professional development and supervision; lead quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Reliable, Progressive, Respectful and Kind.

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.
- Hold or be working towards Post graduate qualifications in nursing, or related field.
- Current driver's licence.
- Current leadership or management experience

Prior to commencement successful candidates will be required to:

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

Contact Officer: Shaun Bayliss (02) 5124 1623 shaun.bayliss@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Director of Clinical Services

Specialist / Senior Specialist - Adult General Psychiatrist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 47564 - 02B2G)

Gazetted: 07 June 2023

Closing Date: 29 June 2023

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POSITION OVERVIEW

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

Adult Inpatient Mental Health Services provides voluntary and involuntary psychiatric care and treated for people with a mental illness who required hospitalisation. Services across the hospital sites include; Adult Mental Health Inpatient Unit, Acacia Mental Health Unit, Mental Health Short Stay Unit, and Mental Health Consultation Liaison services.

Adult Community Mental Health Services are specialist community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. Services across the Community include; Adult Community Recovery Services, Intake Services, Assertive Community Outreach Service, and Mental Health Link Services.

The successful applicant will have senior specialist experience in Adult General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

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 & Health Services / Canberra Health Services for clinical/ research matters.

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

DUTIES

Under limited direction of the Clinical Director, you will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. You will:

1. Provide direct psychiatric services in a variety of settings, including the provision of ECT services.
2. Teach and supervise psychiatry trainees and medical students.
3. Provide high level clinical leadership to multi-disciplinary teams and in particular:

Provide expert opinion and consultation on clinical work;

Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.

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

5. Participation in administration and clinical governance activities and the after-hours roster as required.
6. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

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

Behavioural Capabilities

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

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

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

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

Position Requirements/Qualifications:

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

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

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

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

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

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

Current driver licence is preferred.

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

For Senior Specialist we will also expect that you:

1. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
2. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
3. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
4. 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.
5. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
6. 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:

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.

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

Contact Officer: Jenae Smith 0403 084 089 Jenae.Smith@act.gov.au

Medical Services

Healthcare Technology Management (HTM)

Biomedical Technician

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28582 - 02B4P)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

This position reports to the Healthcare Technology Management (HTM) Operations Manager for daily operations and for learning and professional development requirements. The position is primarily responsible for the repair and maintenance of clinical equipment at The Canberra Hospital.

ABOUT YOU

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Behavioural Capabilities

Strong stakeholder management skills.

Demonstrated effective interpersonal, written, and verbal communication skills.

Time management and workload prioritisation skills to complete tasks in accordance with program deadlines.

Attention to detail and reliability for preparing high quality documents.

Position Requirements/Qualifications:

QUALIFICATIONS/OTHER REQUIREMENTS: Associate Diploma or equivalent in a relevant

Mechanical/Electronic/Biomedical Engineering discipline and/or training/experience which in the opinion of the Directorate enables you to perform the duties of the office.

Desirable

Practical working experience within the Biomedical Engineering field.

Experience in the application of Biomedical Engineering, Australian and international Standards relevant to Healthcare Technology Management, and best practices relevant to biomedical equipment safety.

The successful applicant will:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Alan Ringland 0251243816 alan.ringland@act.gov.au

Medical Services

Medical Imaging

Registered Nurse 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 34056, several - 02BAW)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

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The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

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

ABOUT YOU

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

Behavioural Capabilities

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

Position Requirements/Qualifications:

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

Highly Desirable

- Post graduate qualifications (or working towards) in relevant field.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- 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: Donna Gaisford 51244333 donna.gaisford@act.gov.au

Clinical Services

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

Adult Community Mental Health Services

The Home Assessment and Acute Response Team (HAART)

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 23743 - 02B6B)

Gazetted: 07 June 2023

Closing Date: 21 June 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

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

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

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

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

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

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Behavioural Capabilities

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

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

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

Position Requirements/Qualifications:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Social Work:

- Degree in Social Work.
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- Registration under the ACT Working with Vulnerable People Act 2011.
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

Other qualifications:

- The successful applicant will need to have a current driver's licence.
- The successful applicant will need to be available for weekend, on call and after-hours work.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- 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.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Sarah Dunn (02) 5214 9152 sarahr.dunn@act.gov.au

Women Youth and Children

Women Youth and Children, Maternal, Child and Family Health

Clinical Nurse /Midwife Manager RN/RM 3.2

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 54691 - 02ANM)

Gazetted: 07 June 2023

Closing Date: 21 June 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

An exciting opportunity has become available for an experienced Clinical Nurse and/ or Midwifery Manager, RN/RM 3.2 to join the Maternal, Child and Family team and become a part of our family-friendly and supportive culture.

As the clinical nurse/midwife manager, you will have the chance to work and lead a dedicated nursing and midwifery team providing a range of services, including universal home visits, breastfeeding support, parenting and emotional wellbeing, and early childhood development support and information.

Joining our team means being a part of an organization that values your skills and expertise and supports your personal and professional growth. You'll have access to ongoing training and development opportunities, as well as the chance to work with professionals who are committed to providing the highest quality of care to mothers, babies and their family.

If you're a experienced registered nurse and/or midwife, with relevant Child and Family Health qualifications, who is passionate about providing high-quality care and looking for an exciting opportunity to develop your career further, we encourage you to apply to join our team at Maternal, Child and Family Health in the ACT.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.

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

A strong commitment to organisation values and vision

Resilience and adaptability in a dynamic health environment

Position Requirements/Qualifications:

Mandatory

Relevant post graduate qualifications in Child and Family nursing and a minimum of two years' experience working professionally in Maternal and Child Health is required.

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

Additional tertiary qualifications and experience in midwifery, pediatrics or leadership and management are desirable but not essential.

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.

Contact Officer: Sally Haseler 51241701 Sally.Haseler@act.gov.au

Women, Youth and Children

Executive Support

Operations Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61200 - 02B0N)

Gazetted: 06 June 2023

Closing Date: 20 June 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

The Division of Women, Youth and Children (WYC) provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a child and family centred, multidisciplinary team that delivers care in CHS, Community Health Centres, client's homes, schools and Child and Family centres.

The position reports to the Business Manager, WYC to provide the delivery of all operational functions within the Division.

The Operations Manager will be responsible for the management and leadership to the WYC Administration function. They will be required to build and maintain stakeholder relationships and develop a high performing team within a complex working environment to identify business improvements and achieve results.

The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. It requires a high level of strategic thinking and the ability to liaise effectively with multi-disciplinary teams.

This role ensures high quality customer service standards are maintained and provides support to the Women, Youth and Children's Executive and leadership team.

DUTIES

Under limited direction of the Business Manager, you will provide day to day operational management and people management of staff including assisting with workforce planning, professional development, leave management.

You will:

Provide high level leadership and management of administrative staff within relevant speciality streams. This includes reviewing and redesigning business processes and improve operational efficiencies.

Participate in the development of information collection, analysis and reporting on a suite of performance indicators for Division of Women Youth and Children, seeking opportunities for continuous business improvement.

Responsible for the performance monitoring of activity on a daily basis, to support the achievement of CHS targets and ensure the delivery of services.

Work closely with the Business Manager to undertake all aspects of cost centre management including revenue, contracts, salaries, and budgets for the unit.

In consultation with Unit Directors and healthcare professionals, develop and implement policies and procedures aimed at achieving a high-quality patient focus and standardisation of administrative processes across the diverse range of services.

Lead and facilitate high-level consultation, negotiation, and liaison with a diverse range of stakeholders, including CHS executives, consumers and non-government organisations.

Provide high level advice and a range of executive support to the Business Manager, preparing formal briefs, correspondence, and workflow management.

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

ABOUT YOU

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Behavioural Capabilities

Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.

Strong organisational skills with a high degree of drive.

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

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

Actively problem solve within a complex work environment.

Position Requirements/Qualifications:

Relevant public sector management qualifications and/or relevant public health sector experience is desirable and or

Relevant private sector experience working in a customer focused operational role.

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.

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

Contact Officer: Samantha Lang Mitchel Green 51247491 samantha.lang@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

Student Services

Client Relations

Client Service Officer Level 2

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57229)

Gazetted: 02 June 2023

Closing Date: 9 June 2023

Details: The Student Services team at the Canberra Institute of Technology (CIT) is seeking a dynamic individual to join our motivated team in supporting prospective and current students to achieve their education goals. As a member of this team, you will play a crucial role in providing students with information and advice on course selection, as well as offering guidance on any other issues that may impact their ability to study.

We are looking for someone who can connect students with other support services and work with them from enquiry through to enrolment and completion. You must possess strong skills in identifying the needs of each individual student and providing them with appropriate assistance to help them achieve their goals.

To be successful in this role, you must have exceptional communication skills, as well as the ability to work effectively with people from diverse backgrounds. You should also be highly organised, with the ability to quickly solve problems and multitask in a fast-paced environment. Sound computing skills are a must with the ability to work with a range of ICT systems in an education environment such as a Student Management System, Client Relationship Management system and Office tools.

The ideal candidate will possess ability to work collaboratively within the team along with across the organisation as part of a larger team.

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

Eligibility/Other Requirements: Experience in a VET or higher education environment in a student-facing role is desirable.

Note: This is a temporary position available immediately for 11 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: If you believe you have what it takes to be part of this exciting opportunity, we welcome your one-page pitch on why you would be the perfect candidate for this role. You pitch responding to the Position Description and the duties of the position, outlining your experience, skills, and knowledge. Please also provide your current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Evan Moorcroft (02) 6207 6752 Evan.Moorcroft@cit.edu.au

Education Training Services

College of Technology and Design

Department of Creative and Design industries

Creative & Design Student Support Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 54822)

Gazetted: 02 June 2023

Closing Date: 16 June 2023

Details: An expression of interest is invited for the Creative & Design Student Support Officer ASO2/3, in the department of Creative and Design industries, at CIT Reid Campus to commence ASAP until 26 April 2024.

The officer would work across the Department of Creative and Design industries, providing support to all areas of an administrative and student support nature.

Departments areas are: Visual Arts, Interior Design, Fashion and Photography

The main duties in this position are:

Provide support to Head of Department, and teaching staff

Attend to routine enquiries from teaching staff, students, prospective students, and community and industry personnel

Provide General CIT administrative support in accordance with relevant policies and guidelines to students and staff in one or more of the following areas;

Reception, information, enrolments, academic services, student support services

Maintain and interrogate local information management systems, files, databases, and student enrolment systems. Such as CRM, SharePoint, Banner, TRIM

Eligibility/Other requirements:

DESIRABLE:

Certificate III in Business Administration or equivalent industry experience.

Experience with:

Banner, CRM, TRIM, SharePoint, WebEX, Teams, Adobe Connect.

Notes: This is a temporary position available immediately until 26 April 2024. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you are the person we are looking for please provide an expression of interest of no more than two pages, detailing your experience and /or qualifications in relation to the description above and Position Description attached by. Please include your curriculum vitae.

If you have any questions, contact Julianne Abbot on 02 6207 3717

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrea Aranguiz (02) 6205 2491 Andrea.Aranguiz@cit.edu.au

Education and Training Services

CIT Yurauna Centre

Head of Department - Yurauna Centre

Manager Education Level 1 \$133,267, Canberra (PN: 61692)

Gazetted: 02 June 2023

Closing Date: 16 June 2023

Details: The CIT Yurauna Centre is seeking an experienced VET Practitioner to join their Leadership team in the newly created position of Head of Department, Yurauna.

WHAT DO WE WANT?

CIT is seeking an open-minded VET leader to fill the position of Head of Department, Yurauna Centre. Reporting to the Director of the Yurauna Centre, this newly created position will play an active role in shaping the future of the department. With the ability to build strong connections to the Aboriginal and Torres Strait Islander community, we are seeking someone who is understanding of the challenges the students at CIT Yurauna may face, and who brings a range of skills and strategies to remove barriers to education. Building and maintaining a motivated, effective, respectful team and working environment will be a key measure of success for this position.

WHAT WILL YOU DO?

Through quality leadership and management, you will contribute to the achievement of departmental goals and deliver education and related activities in alignment with objectives of the Yurauna Centre and CIT's Strategic Compass 2025. You will oversee the management and guidance of departmental staff, including teachers, administrative staff and trainees, in achieving a financially sustainable and student-centric learning experience. Your experience as a VET practitioner will be demonstrated by the skills and strategies you bring to remove barriers to education, whilst understanding the unique circumstances working within the Aboriginal and Torres Strait Islander community brings.

Accountable for the human resources, financial and budgetary responsibilities and relevant procurement processes this role is responsible for ensuring the Yurauna Centre is meeting the requirements of the Canberra Institute of Technology, ASQA and other stakeholders.

What do I need?

The successful applicant will have demonstrated experience in establishing and maintaining a highly motivated results-orientated team, an understanding of how to lead through change and a willingness to learn and participate in Aboriginal and Torres Strait Islander Culture. Comprehensive and critical knowledge of current practices in the vocational education and training sector at a strategic level is a must, as is the ability to develop and maintain strong relationships and a connection to industry and community. Your solutions focused attitude will be demonstrated in your ability to thrive in an evolving business environment.

Eligibility/Other requirements: All managers at Manager Education – Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma Vocational Education and Learning. Holding a qualification in Management and would be highly desirable. Due to the vulnerability of the student cohort within the Yurauna Centre, you must possess a valid Working with Vulnerable People Check (WWVP Card).

Notes: This is a temporary position available immediately until the end of December 2023 with the possibility of extension up to 12 months.

How to Apply: Please provide a two-page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Law (02) 6207 3308 Catherine.Law@cit.edu.au

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

Education and Training Services

Health, Community and Science

CIT Science

Laboratory Technical Officer Science

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 55007)

Gazetted: 02 June 2023

Closing Date: 16 June 2023

Details: CIT Science is looking for a skilled and self-motivated technical officer with skills in Chemistry and Microbiology.

This position is to provide technical support to staff and students in Canberra's leading teaching programs in laboratory skills, as well as maintain the specialist laboratory spaces in line with regulatory requirements.

Ready for an immediate start up to June 2024 with the possibility of future permanent employment.

Eligibility/Other Requirements:

MANDATORY

Diploma in Science qualification and/or relevant experience appropriate to the duties of the position.

Note: This is a temporary part-time position at 29:24 hours per week, available immediately until June 2024 with possibility of permanency. The above full-time salary will be pro rata.

CIT Streamlined position: Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements

How to Apply: To apply for this position, please provide an explanation of up to one page, as to why you are the best fit for this role. Please provide the contact details for two referees along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Flatt (02) 6205 1911 Michelle.Flatt@cit.edu.au

Education and Training Services

CIT Education and Training Services

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 13009)

Gazetted: 02 June 2023

Closing Date: 16 June 2023

Details: Do you want to be where the action is? Are you interested in contributing to building the ACT's future workforce?

We are looking for an Executive Officer, with demonstrated personal drive and integrity to join the CIT Executive Support Team in supporting the efficient management of work across the division. The position is responsible for working closely with the Executive Director and supervising the Executive Support Officer deliver a wide range of executive support duties.

To be competitive for this role you will need to be highly organised, have great attention to detail and thrive in a dynamic workplace. Strong written communication skills and stakeholder management experience are essential. The successful applicant will demonstrate a high degree of independence and confidentiality, while being adaptive in delivering results within in a fast-paced environment.

CIT supports flexible working arrangements, *and individual working arrangements that meet and achieve business needs can be negotiated.*

CIT is committed to building a diverse workplace through an inclusive workforce.

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 as an Executive Officer and/or in the Australian or ACT Public Service is highly desirable.

Experience in the use of HP TRIM and Microsoft Office Suite is desirable.

Notes: This is a temporary position available immediately until 12 April 2024 with the possibility of extension up to 12 months.

How to Apply: Please provide a two-page pitch outlining your suitability for the advertised role, a current curriculum vitae, and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josephinem Andersen (02) 6207 1270 JosephineM.Andersen@cit.edu.au

Education and Training Services

Trade Skills

Building Management, Engineering and Drafting

Project Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59015)

Gazetted: 06 June 2023

Closing Date: 13 June 2023

Details: Do you currently work with in the construction sector and are seeking a change of pace?

Are you looking to transition into the public service?

Or maybe you are just a little curious.... Read on!

CIT is seeking an experienced Project Officer to join the CIT Building Management Department and assist in managing the administrative functions of the team.

What Do We Want?

CIT is seeking a collaborative, customer-centric administration professional to fill the position of Project Officer in the CIT Building Management Department. The key responsibility of this key focus is providing high level administrative support to the Head of Department and Teaching staff.

What is The Position?

As a member of the Building Management departments team, this position is responsible for providing exceptional customer service, coordinating a range of meetings, managing credit card acquittals and procurement processes and assisting in enrolments and associated administrative functions.

Reporting to the Head of Department, Building Management, the Project Officer will be able to work collaboratively with various teams across the Trades College, the Institute and Industry to support the work area achieve their business outcomes.

What Do I Need?

To be successful in this position, the successful applicant will display high levels of communication, and will be able to easily navigate various administration tasks to support the team to achieve operational requirements.

You will be a highly experienced administrator who thrives on learning new information, systems and tools and is easily able to transfer your knowledge to your day-to-day work. You will understand finance functions and invoicing and be able to assist students and teachers with their enquires. You will enjoy taking ownership of your role and will be able to work independently. High level communication, administration and time management skills are essential in this role.

Eligibility/Other requirements:

Experience in administration in an education or Vocational, Education and Training (VET) department would be highly regarded.

Qualifications in Business, leadership or management would be highly regarded.

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

How to Apply: Please provide a two-page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Cowlshaw (02) 6205 9840 Anthony.Cowlshaw@cit.edu.au

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

Education and Training

Technology and Design

Cyber Security

Teacher Level 2 - Cyber Security

Teacher Level 2 \$114,979, Canberra (PN: 46380)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: The Canberra Institute of Technology (CIT) Cyber Security Department is seeking a highly motivated and professional to support the Manager Education Level 1 in delivering quality leadership and management of the educational activities to achieve the departments goals.

You will work closely with the MEL1 to:

Provide leadership and guidance to support student progression and provide a quality student experience.

Assist in the management and guidance of staff through performance feedback, coaching, mentoring, conflict resolution, and encouraging learning and development.

Develop and deliver education, training and assessment processes to meet the specific needs of a diverse range of students, using a range of methodologies.

Provide Leadership and guidance to support teaching and administrative staff on the quality, efficiency and effectiveness of subject and program delivery and assessment including developing and documenting innovative delivery and assessment strategies.

Lead staff in a range of professional development activities on Training Package requirements, current assessment practices, recognition of prior learning, and the appropriate use of moderation and validation and support in assessment validation

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

Our ideal candidate will be an effective communicator, have good digital and organisational skills and experience using CIT management systems or equivalent.

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

Eligibility/Other requirements:

Mandatory Qualifications And/Or Registrations/Licensing

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 22 sub-Clause 40.

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

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 2022.

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

DESIRABLE

Certificate IV in Cyber Security, Diploma in IT or higher, Bachelor in IT/Cyber or Graduate Certificate in Cyber Security

CCNA1

Industry certifications e.g. CISCO Instructor, VMware, Palo Alto

Skills and Knowledge using PowerShell, Windows Servers, Cisco routers/switches

Skills and Knowledge in cloud computing

Programming languages C++, Java, Python

Leadership experience

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. A Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

How to Apply: Please provide:

a written response to the Selection Criteria outlined in the attached Position Description

a current curriculum vitae

the contact details of two referees (please ensure you have advised them you have applied for this position)

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Colquhoun (02) 6207 9934 Andrew.Colquhoun@cit.edu.au

**Education and Training
Technology and Design**

Information, Communication and Technology

Teacher Level 2 - ICT

Teacher Level 2 \$114,979, Canberra (PN: 35047)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: The Canberra Institute of Technology (CIT) Cyber Security Department is seeking a highly motivated and professional to support the Manager Education Level 1 in delivering quality leadership and management of the educational activities to achieve the departments goals.

You will work closely with the MEL1 to:

Provide leadership and guidance to support student progression and provide a quality student experience.

Assist in the management and guidance of staff through performance feedback, coaching, mentoring, conflict resolution, and encouraging learning and development.

Develop and deliver education, training and assessment processes to meet the specific needs of a diverse range of students, using a range of methodologies.

Provide Leadership and guidance to support teaching and administrative staff on the quality, efficiency and effectiveness of subject and program delivery and assessment including developing and documenting innovative delivery and assessment strategies.

Lead staff in a range of professional development activities on Training Package requirements, current assessment practices, recognition of prior learning, and the appropriate use of moderation and validation and support in assessment validation

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

Our ideal candidate will be an effective communicator, have good digital and organisational skills and experience using CIT management systems or equivalent.

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

Notes: This is a temporary position available immediately for up to 12 months.

How to Apply: Please provide:

a written response to the Selection Criteria outlined in the attached Position Description

a current curriculum vitae

the contact details of two referees (please ensure you have advised them you have applied for this position)

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Colquhoun (02) 6207 9934 Andrew.Colquhoun@cit.edu.au

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

Health Community and Science

Human Services

Classroom and Simulated Learning Support Officer - Nursing and Individual Support Programs

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 19803)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: Do you have experience in setting up and simulated medical work environments?

Perhaps you are an Aged care or Nursing professional looking for a change of career?

CIT would love to hear from you!

CIT Human Services department is seeking a fulltime medical professional to join the team and manage the day to day running of our simulated learning environments.

WHAT DO WE WANT?

CIT is seeking a seeking an enthusiastic and skilled technical officer (TO3) to fill a full-time permanent role, supporting our teachers and students in managing the day to day running of the simulated learning environments. Based at our beautiful Bruce Campus this position's primary focus is to provide technical assistance and support to the teaching team with the use of simulation equipment.

WHAT WILL YOU DO?

Reporting to the Head of Department Human Services, the Classroom and Simulated Learning Support Officer will:

Supervise the day to day running of general and technical needs of the Human Services department.
Prepare for and service designated classes, including Simulated Learning Environments (SLE) for the Diploma in Nursing and the CIT Enable (Enabling Environments) for Aged Care and Disability.
Attend to more complex development and maintenance of equipment and teaching aids.

Maintain all appropriate records.

Advise on and maintain appropriate safety and security standards.

If you are ready to reap the benefits of working under the benefits of working within the public sector (such as higher than average superannuation, paid shut down over Christmas, flex time to name a few) then please apply now!

WHAT DO I NEED?

To be successful in this position you will possess experience in the facilitation and operation of Simulated Learning Environments, knowledge of educational tools to support our students learning and teaching staff and the ability to maintain industry currency. Your exceptional communication and interpersonal skills will be demonstrated by your ability to alter your communication style and assist in the achievement of the department's goals. You will be used to working in a hands-on environment, and you will possess the ability to shine by finding practical solutions to assist the team.

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

Eligibility/Other Requirements:

Completion of an appropriate Diploma/Associate Diploma, or equivalent, and/or relevant experience appropriate to the duties of the position.

Current driver licence.

Current first aid certificate.

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

How to Apply: To apply please provide no more than a 2-page pitch encompassing the professional/technical skills and knowledge and professional personal characteristics along with the names of 2 referees, which will be contacted at a later date.

A merit pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

Please

Note: The position is for permanent filling from 1 August 2023

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Willington (02) 6207 0972 Linda.Willington@cit.edu.au

Corporate Services

Executive Branch Manager, Campus Renewal

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1288)

Gazetted: 01 June 2023

Closing Date: 14 June 2023

Details: Are you an experienced Change Manager with a passion for future focused solutions?

Does playing a pivotal role in unlocking the future of VET Education in Canberra excite you?

Canberra Institute of Technology (CIT) are seeking a motivated Executive Branch Manager Campus Renewal to deliver our ambitious campus renewal agenda.

The Executive Branch Manager Campus Renewal is responsible for leading a dedicated project team deliver a significant change program across CIT. This team is responsible for the oversight of all aspects of CIT's relocation from the Reid to Woden campus, as well as the relocation of CIT Yurauna from Reid to Bruce campus.

Centring on Future Focussed Teaching and Learning practices, this position will be pivotal in supporting our teaching, support staff and students to move to a vertical, digitally enabled Cloud Campus, as part of the relocation and transition from traditional teaching spaces to the new teaching and learning facilities. As such strong consultation, communication and collaboration skills are a must as this role will work closely across all aspects of the CIT community, various ACT Government departments including Major Projects Canberra, the Aboriginal and Torres Strait Islander Community and other stakeholders. A key part of this position is the ability to

develop and maintain relationships with the Aboriginal and Torres Strait Islander community and the Yurauna Director ensuring culturally safe and appropriate outcomes for all elements of the projects.

Working to the Executive Director, Corporate Services, the Executive Branch Manager will deliver a Strategic Asset Management Framework (SAMF) and a Strategic Asset Management Plan (SAMP) across all campus's as well as ensuring robust risk management practices are in place. This position is required to providing high-quality advice and reporting to the CIT Board, Executive team, Project Board/s and ACT Government Ministers, and others as required, including interpretation of legislative requirements, design standards and relevant guidelines.

We are looking for an ambitious, collaborative leader with a demonstrated background in large scale change and project management programs. The successful applicant requires a commitment to of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, the ACT Public Service Values and Signature Behaviours and CIT Cultural Traits.

Eligibility/Other Requirements: Applicants require relevant tertiary qualifications and should have experience in a senior change or project management leadership role. An understanding of the vocational education sector and public sector policy and governance would be highly advantageous.

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 placed on a long-term contract for up to three years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly at the end of the contract section.

How to Apply: Applicants should familiarise themselves with the Executive Capabilities and submit an application of no more than two pages addressing the leadership capabilities and the requirements of the specific role.

Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meghan Oldfield (02) 6207 1270 meghank.oldfield@cit.edu.au

Education and Training Services

Trade Skills

Building Management, Engineering and Design

Teacher Level 1 - Building Management

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51114)

Gazetted: 06 June 2023

Closing Date: 4 July 2023

Details: Are you a qualified building manager seeking a change of pace? Are you looking for a better work life balance? Do you like to share the years of wisdom you have learnt from being on building sites to the next generation? Or maybe you are just a little curious....

CIT is seeking suitably qualified construction managers or supervisors to join us in shaping the "builders of the future!". As a teacher with us you have the power to directly impact the future of building management within the ACT and surrounds by passing on your extensive experience and industry knowledge to a classroom full of students waiting to learn from you.

We are seeking someone who is a strong, confident communicator, with excellent technical skills and a passion for learning. You will be flexible in your approach to passing on your knowledge and be able to work with a diverse range of people. Your work as a teacher will require digital skills as we use a range of programs to deliver our training and email to correspond with our students and colleagues.

We have a variety of positions available from permanent fulltime to casual roles to get a taste for what teaching is all about.

If you are interested in applying for a casual teacher position, please [register your interest now!](#)

Eligibility/Other requirements:

Possess the following ACT Construction Occupation Licences or Jurisdictional equivalent:

Certificate IV in Building and Construction or equivalent or

Diploma of Building and Construction or equivalent or

Other VET qualifications in construction relevant to the courses being taught.

Applicants do not have to possess direct teaching experience, as we can train you on how to become a great VET Teacher, further information available in CIT's Enterprise Agreements. We place more value on people with the relevant trade qualifications, industry experience and right attitude.

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: Applications should be one to two pages outlining your skills and experience to meet the selection criteria and why you would make an excellent CIT Teacher.

Applications should be submitted with a curriculum vitae and two referee reports addressing the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Cowlshaw (02) 6205 9840 Anthony.Cowlshaw@cit.edu.au

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

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

Deputy Director General, Access Canberra

Temporary vacancies during 2023

**(10 to 21 July 2023; 20 to 28 November 2023; and
14 to 22 December 2023)**

Chief Minister, Treasury and Economic Development Directorate

Access Canberra

Position: E827

(Remuneration equivalent to Executive Level 3.4)

Circulated to: ACTPS Band 2 and Band 3 Executive List

Date circulated: 8 June 2023

Are you looking for an opportunity to develop or grow your executive skills by leading an operationally diverse high-profile organisation that performs both regulatory and customer service functions? An exciting opportunity is coming up to temporarily perform the role of Deputy Director-General, Access Canberra.

As the Head of Access Canberra, you will be responsible for supporting a safe and liveable city by delivering a regulatory one stop shop for government. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new and improved ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to help build a strong economy, safe community and sustainable environment.

The Deputy Director-General works collaboratively with the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Director-General, other executives across the ACT Public Service (ACTPS), and key non-government stakeholders to implement government priorities and support our community.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This process will be used to fill the upcoming vacancies identified.

Remuneration: The position attracts a remuneration package ranging from \$410,200 - \$426,654 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$365,650.

To apply: If you think you have what it takes to lead Access Canberra or want to test your leadership skills running a busy operational organisation, please submit an Expression of Interest of no more than one page to David Pryce via email, ACOfficeoftheDDG@act.gov.au by COB Thursday 15 June 2023.

Contact Officer: David Pryce (02) 6205 9898 ACOfficeoftheDDG@act.gov.au

Executive Group Manager, Policy and Cabinet

Temporary Vacancy (26 June 2023 to 11 August 2023)

Chief Minister, Treasury and Economic Development Directorate

Policy and Cabinet

Position: E766

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Band 1 Executive List

Date circulated: 8 June 2023

The Chief Minister, Treasury and Economic Development Directorate are seeking applications for the short-term filling Executive Group Manager, Policy and Cabinet Division.

In line with our objective of encouraging mobility across the ACTPS, I am seeking Expressions of Interest from interested Executives who may wish to take an opportunity to backfill the role of Executive Group Manager from 26 June 2023 until 11 August 2023.

Note: This opportunity is only open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$325,947 - \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

To apply: Please provide a curriculum vitae, contact details for two referees, and a pitch of no more than half a page to Wilhelmina Blount via email, wilhelmina.blount@act.gov.au by COB Thursday 15 June 2023.

Contact Officer: Wilhelmina Blount (02) 6207 0835 wilhelmina.blount@act.gov.au

DDTS

Technology Services Branch

End User Services

Senior Citrix Engineer

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14030)

Gazetted: 01 June 2023

Closing Date: 8 June 2023

Details: End User Services is looking for an experienced Senior Citrix Engineer. This role will work in a small team to develop and support the Whole of Government Citrix platform. This Senior level position will provide configuration management, governance, security controls, and reporting capabilities for the entire ACT Government platform.

The successful applicant will be a positive team player willing to contribute to the development of other staff members in the team.

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

Eligibility/ Other Requirements

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

Notes: This is a temporary position available from August 2023 for a period of six months with the possibility of permanency. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

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

Budget, Procurement and Finance

Executive Branch Manager, Goods and Services

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E685)

Gazetted: 02 June 2023

Closing Date: 16 June 2023

Details: Treasury is seeking a high-performing senior executive to join Procurement ACT as Executive Branch Manager, Goods and Services. Reporting to the Executive Group Manager, you will work in a dynamic and fast-paced environment to lead the work of the Branch, including:

providing procurement advisory services to Territory entities to support the pursuit of value for money in strategic goods and services procurement (currently, approximately 200 projects per annum);

supporting Territory Entities in undertaking their own procurements by providing a Help Desk which responds to ad hoc questions, supports the release and closing of tenders and publishes notifiable contracts;

supporting suppliers and the public through the Help Desk, including in relation to submission of tenders, inquiries and complaints; and

applying contemporary category procurement knowledge and contract management skills to establish and manage cost effective whole of government arrangements for categories such as travel, electricity, stationery and fleet (currently, 14 arrangements).

The role leads the work of the Sections within the branch to ensure consistently accurate, timely, and customer-focused advice and support to Directorates and agencies, suppliers and the public through all phases of the procurement lifecycle. Advice will support evidence-based decision making that is conducted with probity and can withstand scrutiny.

A key part of the role includes transitioning the branch to a more effective and efficient tiered service delivery model under the Procurement Reform Program and enhancing the services relating to strategic and proactive establishment, use and management of whole of government arrangements, including supplier and buyer feedback mechanisms. One of the key transition actions is clarifying roles and responsibilities and settling function and structure. Change management and program management skills and the ability to bring the staff along the journey are therefore highly desirable. Further information on the Program is available at Procurement Reform Program.

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 immediately until 27 October 2023 with the possibility of extension up to two years.

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

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

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

Contact Officer: Sanaz Mirzabegian (02) 6207 1529 Sanaz.Mirzabegian@act.gov.au

Economic Development

Finance and Business Services

Finance and Business Services Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 45429)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Details:

Do you enjoy helping people and providing support across a varied corporate portfolio?

Do you thrive in an environment where there's a variety of work and opportunities?

Do you want to broaden your corporate experience?

If you are a confident effective communicator, team player and a fast learner with initiative and enjoy building and enhancing relationships, operating within a small team and undertaking varied administrative tasks, this might be the role for you!

What does a day of a Finance and Business Services Officer look like?

No day is the same in the Finance and Business Services team, however, in this scenario, it's a Monday morning so you'll log in and review the Finance team's email inbox and respond to various queries and requests. Shortly after, you will attend a budget-related meeting and provide support/advice to the respective Finance Manager ahead of and during the meeting. Next, you'll update a monthly reconciliation of staffing costs. After lunch, you'll assist the Grants and Procurement team to develop a grants application form. Later in the afternoon, you will then create a few purchase orders and process some invoices before logging off for the day.

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

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

Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two-page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please provide a current curriculum vitae and include two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashvin Pala (02) 6205 0031 Ashvin.Pala@act.gov.au

Corporate

Workforce and Information Services

Change Management

Director, Organisational Change

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 48277)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Details: Are you experienced in Change Management and solving complex organisational problems? Do you have a passion for the people side of change?

Who we are:

Chief Minister Treasury and Economic Development Directorate (CMTEDD) Corporate provides advice and support to various business units within CMTEDD. The Change Management team provides advice on both minor and major organisational change activities. The team has a strong focus on providing quality support aligned to the Enterprise Agreements, ensuring that executives, managers and staff are well supported through coaching, advice and resources to cease opportunities and transition through any change.

What you will do:

This role will lead a small team to provide advice, guidance and implementation on a variety of change initiatives across the organisation. This will be achieved by providing expert advice and support on people centered change to a variety of stakeholder including delivering impact analysis, facilitating workshops and transition actions tailored to the specific needs of the business.

What we require:

To be successful in the role you will need to have delivered strategic Change Management activities within a complex corporate or government environment. You will need to have strong conceptual and analytical skills to understand how problems and opportunities integrate across the organisation. You require exceptional skills in establishing and maintaining effective and diverse business partnerships to ensure successful business outcomes. For more information on the key capabilities for the role, please review the attached Position Description.

What we offer:

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.

Our attractive remuneration package is competitive, we also offer excellent employment conditions and benefits set out in our [Enterprise Agreement](#), including:

Salary Packaging

Annual Leave Loading

Generous Superannuation

Access to professional development programs

Flexible work arrangements

This position operates in a Hybrid and Flexible Working environment. Under Hybrid and Flexible arrangements, officers do not have a designated workstation/desk. Under current settings, most staff are working from a blend of office and home settings.

Additionally, the ACT Public Service is committed to providing flexible work options, including when and how many hours are worked per week.

Eligibility/Other requirements: Relevant tertiary qualifications in a recognised Change Management discipline will be well regarded.

Notes: This is a temporary position available from 25 June 2023 until 25 December 2023 with the possibility of permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two-page written response to support your application. Please provide evidence of your

suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Ellen Somerville (02) 6207 6678 Ellen.Somerville@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Senior Project Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38065)

Gazetted: 01 June 2023

Closing Date: 22 June 2023

Details: The Senior Project Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office.

This role will be required to lead and manage a team responsible for delivering a variety of ICT and business projects. You will be required to coordinate and support a suite of project delivery activities, including project outcomes, quality assurance, budgets, resource management and governance. This position is the senior contact point for all key stakeholders for project activities.

To be successful in this position, you will have a proven record in successful project delivery, exercising both initiative and judgement in the interpretation of Project Management practices and procedures and provide detailed technical, professional and governance advice for complex problems.

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: An ACT Government CMTEDD issued Personal Vetting program Certificate or ability to obtain and maintain is required for this position.

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

How to Apply:

Please submit a written response of no more than two pages. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements. Your pitch should also address your ability and experience and what you can bring to the role.

A current curriculum vitae.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Burnet (02) 6207 4869 Andrew.Burnet@act.gov.au

Corporate

Workforce and Information Services

Strategic Recruitment

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 31474)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Corporate is seeking a recruitment expert who is able to effectively and efficiently lead a small, but motivated team to provide strategic recruitment support to the Directorate.

This is a diverse role that requires sound judgement and ability to manage competing priorities. You will deliver expert advice and support on a wide range of attraction and recruitment initiatives including executive and non-

executive attraction and recruitment, entry level programs, secure work conversions and Attraction and Retention Incentive allowances.

You will be a trusted advisor, working with staff at all levels to enable attraction, recruitment and workforce planning outcomes and uplift skills and knowledge capability of hiring managers, selection panels and delegates.

You will lead a range of business and process improvements and projects aimed at improved talent attraction.

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: The ACT Government aims to be the most progressive jurisdiction in Australia for hybrid and flexible working. Our team utilises hybrid work arrangements including home-based and activity-based working in both the Civic and Gungahlin offices as well as excellent entitlements. We have an inclusive, supportive culture that values health and wellbeing, integrity, professionalism and accountability.

Flexible hours, including part-time work, will also be considered.

How to Apply: Submit a pitch style application (no more than two pages) that responds to the required Skills, Knowledge and Behavioural Capabilities outlined in the Position Description, as well as a current curriculum vitae and the name and contact details of two referees

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Transport Licensing

Business Support and Training

Helpdesk Officer - Policy, Procedure and System support.

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 15000, several)

Gazetted: 06 June 2023

Closing Date: 20 June 2023

Details: The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system, including:

Updates to Road Transport specific policy and procedure

Guidance and advice on Road Transport legislation

Business system training

Updates to the Access Canberra website, forms and related documents for Road Transport transactions

Communication to all rego.act stakeholders

Contribution to rego.act enhancements and projects

The successful applicant for the Helpdesk Officer role will be proactive and support staff with system functionality and advice on Road Transport legislation, policy and business rules to a high standard.

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.

Eligibility/Other requirements: The successful applicant will provide exceptional client service over the phone, via email, and have the ability to draft written communication and procedures to a high standard. The position is attached to a rotating roster of 9:00am – 5:30pm Monday – Friday.

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. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Himani Kapoor 62079428 himani.kapoor@act.gov.au

Digital, Data and Technology Solutions

Technology Service Branch

End User Services

Citrix Engineer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 20426)

Gazetted: 06 June 2023

Closing Date: 20 June 2023

Details: End User Services is looking for an enthusiastic Citrix Engineer. This role will work in a small team to develop and support the Whole of Government Citrix platform. This position will work with senior members of the team to assist in providing configuration management, governance, security controls, and reporting capabilities for the entire ACT Government platform. The successful applicant will be a positive team player willing to contribute to the team's objectives and their personal development in their Citrix skillset.

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

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

Notes: 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.

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

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

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

Policy and Cabinet

Corporate Services

Divisional Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 36835)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Details: Policy and Cabinet (PCD) provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency strategic and coordination role in strategic planning, infrastructure planning, social and economic policy, spatial planning, regional policy and engagement, government accountability and across-government regulatory reform.

The Corporate Services branch in PCD works collaboratively across PCD and Communication and Engagement divisions in CMTEDD. It provides centralised corporate services to both divisions including financial management, operational, human resources and workforce planning and strategy.

The team also provides strategic and governance support and advice to senior executives within PCD and their branches and continuously seeks to enhance, promote and sustain the effective and efficient operation and delivery of its core strategic priorities.

As Divisional Support Officer, you will provide high quality administrative, business and executive support to Policy and Cabinet division, Communications and Engagement division and their associated business units.

Our ideal candidate will have a positive can-do approach as well as exceptional collaboration and communication skills. You will be highly skilled at prioritising and structuring your time and workload as well as being meticulously organised.

The ACT Public Service is an inclusive employer which will make physical or cultural adjustments to support staff achieve their best. As a service we are also focused on outcomes, and we want to continue to work flexibly in a way that drives both the business of the government of the day and our growing reputation as a flexible employer of choice.

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:

Professional / Technical Skills and Knowledge

1. Demonstrated organisational skills of a high order, focusing on the ability to plan, prioritise and support the business operations of a large division. Being able and willing to manage competing priorities to meet timeframes in a fast-paced and busy environment.
2. Demonstrated experience in managing the administrative functions of a Senior Executive's office, including calendar, email and travel bookings, and basic financial processing including Credit Card reconciliations.
3. Excellent written communication skills including the ability to draft less-complex responses to correspondence and communications material.

Behavioural Capabilities

4. Willingness to work flexibly, including demonstrated ability to work collegiately as a team, assisting others where necessary and contributing to wider team goals.
5. Relationship management skills, including liaison and interpersonal skills that facilitate establishment and maintenance of relationships with people at all levels.
6. Demonstrated ability to consistently deliver high quality customer service practices and attributes.

Note: This is a temporary position available immediately for 12 months with a possibility of extension and/or permanency. This position is an activity-based workplace where staff do not have allocated desks and may work from the office or home according to their needs and business requirements.

How to Apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of 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: Sabeen Saleem (02) 6205 4883 Sabeen.Saleem@act.gov.au

Office of Industrial Relations and Workforce Strategy

Work Safety Group

Injury Management Team

Case Management Administrative Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 50243)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: The ACT Government Injury Management team is looking for a highly organised individual with strong administrative skills, an eye for detail and a willingness to work through problems as they arise to support our dynamic and fast paced operational team of rehabilitation case managers. A day in the life of this role includes entering cases into our electronic case management system, distributing sensitive information to various stakeholders, managing information requests, compiling data and information and providing ad hoc administrative support to the team as needs arise. Our case management administrative support officers are the back bone of the team.

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

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.

Please note, this position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

The role is office based out of the 220 London Circuit building with flexible working arrangements available through negotiation and in line with operational needs.

How to apply: Please submit a response demonstrating your Experience and Capabilities against each of the Selection Criteria in the Position Description. Please limit your response to three pages in total.

Applications should be submitted via the Apply Now button below.

Contact Officer: Samantha Foster (02) 6207 6893 Samantha.Foster@act.gov.au

Digital, Data and Technology Services

Technology Services Centre

ACT Cyber Security Centre

Cyber Security Risk and Assurance Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61581)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: Are you energetic, enjoy building strong relationships and interested in providing customers with solutions to improve their ICT security posture? The ACT Cyber Security Centre is looking for self-motivated, highly organised, and adaptable team members who have a passion for customer focussed cyber security solutions. Then this role is for you!

The ACT Cyber Security Centre is seeking a Cyber Security Risk and Assurance Analyst. The analyst will work with business clients, DDTS teams, vendors, and external stakeholders to provide high quality cyber security risk management services to enhance cyber security outcomes.

The Cyber Security Risk and Assurance team sits within the ACT Cyber Security Centre and is a dynamic, business-oriented team that performs security risk assessments and compliance audits of ICT systems and infrastructure across the Whole of Government. The ACT Cyber Security Centre (CSC) provides Whole of Government security services for information assets and critical business functions, including operations, investigations, governance, risk management, compliance auditing and strategic advice.

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:

Permanent Residency or Australian Citizenship is required.

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: The current government and Executive support hybrid working for positions of this nature, noting this may be subject to change in future. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: To apply for this position please provide your curriculum vitae (max 3 pages) and a maximum two-page pitch addressing how your knowledge and experience capture the skills, knowledge and behavioural capabilities that make you the best candidate for the role. Your response should consider the activities of the role in 'What you will do' from the position description.

If you would like to know more about the role before applying, please contact Sally Maher.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Maher (02) 6207 1055 Sally.Maher@act.gov.au

Access Canberra

CONSTRUCTION, UTILITIES AND ENVIRONMENT PROTECTION

CONSTRUCTION & PLANNING REGULATION

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 17465)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: The Construction and Planning Regulation section provides regulatory tools for planning and construction compliance assurance in the ACT. It is undertaken within Access Canberra's regulatory compliance framework and works collaboratively with other regulatory bodies and key stakeholders to achieve building quality outcomes for the ACT.

The staff of the Construction and Planning Regulation section work together to:

Protect the community from harm;

Improve confidence in building and construction activities by being a proactive and responsive regulator; and

Engage with stakeholders to achieve good regulatory outcomes.

As the Senior Director of Construction and Planning Regulation, you will work alongside other Senior Directors, Statutory Officers and Executive roles to ensure Access Canberra leads the way in being an accessible, agile and responsive public agency that delivers quality regulatory compliance outcomes.

The position will lead the Construction and Planning Regulation Section which is made up of:

Construction Licensing & Governance teams, consisting

Lease Compliance and Occupational Licensing

Builder and Building Surveyor Licensing

Licensing Regulation

Work Health and Safety

Proactive Audit teams, consisting

Compliance Assessment Team - Medium to High Rise Buildings

Compliance Assessment Team - Low Rise Buildings and Energy Efficiency

Response, Monitoring & Investigation teams, consisting

Rapid Regulatory Response Team

Compliance Monitoring and Inspections Team

Construction and Planning Investigation Team

Staff in each team are highly skilled and motivated to implementing and enforcing their regulatory regimes through engagement with stakeholders, proactive and reactive action, and proportionate enforcement.

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

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 current curriculum vitae, the details of two referees and a pitch of no more than two pages demonstrating that you have the Skills, Knowledge and Behaviours to successfully perform this role against the duties and responsibilities listed in the Position Description attached.

Applications should be submitted via the Apply Now button below.

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

DDTS

CESB

ICT Team - ESA

Application Support and Development Officer

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

Gazetted: 01 June 2023

Closing Date: 8 June 2023

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

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

A typical day will include:

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

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

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

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

Undertake user application training for ACT Fire and Rescue staff.

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

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

Eligibility/Other Requirements:

Knowledge of Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Demonstrated knowledge and understanding of T-SQL scripting including stored procedures/triggers, SQL create/modify tables, backup/restore and database security, GIT system software, Microsoft Azure DevOps and Software system development lifecycle management.

Programming skills using some of the following C#, ASP.NET, Core API, Win form, Angular framework, JavaScript, Type Script, HTML5, CSS, Bootstrap, Angular Material, VBA on Excel, Access database and User interface design. Incident and problem management including prioritising, diagnosing, investigating, resolving, and escalating incidents according to agreed procedures.

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

Notes: This is a temporary position available from 5 June 2023 – 5 September 2023 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit:

1. A two-page response to the following questions:

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

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

Responses should consider the requirements as described in the position description.

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

Applications should be submitted via the Apply Now button below

Contact Officer: Nicole Duffy 0409 557 857 Nicole.Duffy@act.gov.au

Digital, Data and Technology Solutions

Tech Services

End User Services

Senior Application Packager

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17670)

Gazetted: 02 June 2023

Closing Date: 16 June 2023

Details: End User Services (EUS) is seeking an experienced and motivated person to take on the role of Senior Applications Packager. This role is responsible for the development of automated silent installations from vendor supplied and internally developed software. Supporting the achievement of Digital, Data and Technology Solutions organisational objectives, along with upholding the delivery of quality customer services and ICT solutions.

The role will successfully package windows-based software in accordance with existing packaging standards and procedures, participate in the creation and maintenance of process documentation and interact with clients and vendors for the creation of application packages.

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

Eligibility/Other requirements: The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent).

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. Former ADF members are also encouraged to apply. This position may be transitioning to activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may form part of the flexible work arrangements for this position.

How to Apply: After reviewing the Position Description, please provide a written response to each of the individual eight capabilities listed in the "What you require" based on the 'What you will do' section. Describing experience, examples, and claims of suitability for each capability separately. Applications should be limited to cover sheets, applicant's curriculum vitae, and not more than two pages of response that addresses the capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Ciesiolka (02) 6207 8578 Jason.Ciesiolka@act.gov.au

Digital, Data and Technology Services

Technology Services Branch

ACT Cyber Security Centre

Director, Cyber Security Risk and Assurance

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57199)

Gazetted: 02 June 2023

Closing Date: 16 June 2023

Details: Are you energetic, enjoy building strong relationships and interested in providing customers with solutions to improve their ICT security posture? The ACT Cyber Security Centre is looking for self-motivated, highly organised, and adaptable team members who have a passion for customer focussed cyber security solutions. Then this role is for you!

Overview:

The Cyber Security Centre is seeking a Director, Cyber Security Risk and Assurance. The role is to build greater cyber security resilience across the ACT Government. You will work collaboratively and seek to strategically influence and promote a whole of government approach to cyber security. This may include conducting risk assessments, developing strategies, policies, standards, improving processes, managing the uplift of cyber security awareness across the workforce and workforce development activities. You may also be responsible for senior briefing and reporting within the directorate and across government. The role may be tailored to suit the applicant's skillset, individuals without strong technical skills are also encouraged to apply.

The Cyber Security Risk and Assurance team sits within the ACT Cyber Security Centre and is a dynamic, business-oriented team that performs security risk assessments and compliance audits of ICT systems and infrastructure across the Whole of Government. The ACT Cyber Security Centre (CSC) provides Whole of Government security services for information assets and critical business functions, including operations, investigations, governance, risk management, compliance auditing and strategic advice.

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:

Permanent Residency or Australian Citizenship is required.

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.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. The current government and Executive support hybrid working for positions of this nature, noting this may be subject to change in future.

How to Apply: To apply for this position please provide your curriculum vitae (no more than three pages) and a maximum two-page pitch addressing how your knowledge and experience capture the Skills, Knowledge and Behavioural Capabilities that make you the best candidate for the role. Your response should consider the 'What you will do' activities of the role from the Position Description.

Where possible, the position may be tailored based on the successful candidate's expertise and skillset.

If you would like to know more about the role before applying, please contact Sally Maher.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Maher (02) 6207 1055 Sally.Maher@act.gov.au

Digital, Data and Technology Solutions

Major Programs Branch

Director, Business Transformation and Change

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38252)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: Digital, Data and Technology Solutions (DDTS) Group is looking for an experienced Change Practitioner to join the Major Programs Branch.

The Director, Business Transformation and Change role operates within a major transformation program focused on establishing whole of government ICT capability. The Program relies on a multi-partner approach including program assurance, design and implementation partners and digital platform providers.

The position is responsible for the change management strategy development, implementation and monitoring of plans and activities including communications, stakeholder management, change impact assessments, benefits realisation, business readiness analysis, training, and knowledge transfer.

The applicant must have highly developed communication and change management skills and experience in complex business transformation programs.

The Major Programs Branch leads the delivery of specific whole of government large-scale development initiatives that aim to modernise and strengthen how we use technology to further improve the quality of life for all Canberrans and the ways of working within the ACT Government.

We bring together multidisciplinary teams of people with diverse perspectives, skills, and expertise who anticipate and plan for hurdles, seize opportunities and respond to challenges with a one-government mindset, with flexibility and speed while managing risks.

The Branch is focused on working collaboratively to enable successful fit for purpose change transformation through connecting people, process, and technology in our complex environment.

The Programs are often highly complex, focused on people and process as well as the technology elements and always established on a foundation of best practice design/ co-design with strategic open relationships.

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

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

Notes: This is a temporary position available immediately for 12 months with possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. 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 two referees, one of whom is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Stirling 6207 7791 Mark.Stirling@act.edu.au

Economic Development

Skills Canberra

Analytics and Policy Services

Assistant Director, Analytics and Policy Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 30943)

Gazetted: 07 June 2023

Closing Date: 14 June 2023

Details: Skills Canberra is seeking an interdisciplinary-minded individual to support the work of the Analytics and Policy Services team. As an assistant director you will undertake tasks of a complex nature encompassing a major area of Skills Canberra's operations involving data analysis, policy formulation and strategic development.

You will work under limited direction as to work priorities and the detailed conduct of tasks.

You will be involved in developing and reviewing the methodology for identifying emerging workforce needs and challenges. Your work will assist in answering critical questions for decision makers and guide allocation of training expenditure. You will be concerned with testing assumptions and reporting findings that are transparent and easily understood by decision makers.

The successful applicant will demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision. Knowledge of analytical or reporting software, such as PowerBI, Excel or Microsoft Access/SQL Server will be considered favourably. You will need strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of internal and external stakeholders.

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

Notes: This is a temporary position available from 4 July 2023 up to 25 August 2023 with possibility of extension up to six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated

workstation/desk. Our workforce is predominantly working from home. The successful candidate will be provided information on how to safely and effectively work from home.

How to Apply: Please submit a maximum two-page pitch outlining how your skills, knowledge and behaviour, in relation to the duties/responsibilities listed in the Position Description make you the best person for this role.

Please also submit your curriculum vitae and contact details of two recent referees. Applications should be submitted direct to the contact officer.

Applications should be sent to the Contact Officer.

Contact Officer: Skye Turner (02) 6205 7047 Skye.Turner@act.gov.au

Planning, Design and Digital

ACT Digital

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61734)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: Are you an enthusiastic and dedicated Executive Assistant? An exciting opportunity exists for you to work within Digital Data and Technology Solutions (DDTS).

We are seeking an Executive Assistant to provide high-level executive and administrative support. Under limited supervision you would be working closely with the other Executive Assistants throughout DDTS and the wider ACT Government, manage all incoming and outgoing communication, prepare correspondence and manage the diaries of the Executives including travel arrangements for the broader team.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and impartiality.

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: You will need to complete a Police Check prior to commencement and be willing to under-go baseline clearance.

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: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Colussi (04) 0004 6807 David.Colussi@act.gov.au

Office of Industrial Relations and Workforce Strategy

Work Safety Group

Injury Management

Rehabilitation Case Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53358)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: An exciting opportunity exists in the Injury Management Team, Work Safety Group for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals.

Essential to the role is proactive communication and the coordination of day-to-day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem

solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment.

Under ABW arrangements, officers will not have a designated workstation/desk.

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.

Eligibility/Other requirements: Qualifications and or extensive practical experience in Work Health and Safety, Human Resources, Allied Health or other related disciplines and/or experience in case/claims management and rehabilitation are highly regarded.

Notes: Please note, this is a temporary position to start immediately for 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.

How to Apply: Please provide a two-page pitch, outlining your skills and experience relevant to the role, along with a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Hughes (02) 6207 8322 Rachel.Hughes@act.gov.au

Access Canberra

CUEP

Electrical

Electrical Inspector

Building Trade Inspector \$101,055 - \$114,928, Canberra (PN: 60525)

Gazetted: 06 June 2023

Closing Date: 20 June 2023

Details: Access Canberra Electrical Inspections team is looking for an electrician with extensive experience in the electrical industry undertaking electrical inspections and verification of electrical installations.

The successful applicant will join a high performing team, working independently but in a collaborative environment, ensuring the safety of our community.

Electrical inspectors work a four-day week, with some allocated overtime. The successful applicant is also required to be part of an after-hours On-Call roster for which an allowance is paid.

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

Eligibility/Other Requirements:

This position requires -

ACT Unrestricted Electrical Licence, or equivalent.

Driver's licence for a passenger vehicle, issued by an Australian State/Territory.

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

How to Apply: Applicants must ensure they provide the following three items in their application.

Application Coversheet.

Current curriculum vitae that includes details of two referees.

A personal pitch of no more than two pages outlining their experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description. (minimum font is Calibri 11 or equivalent).

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Mosslar (02) 6207 7941 Michael.Mosslar@act.gov.au

Community Services

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

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

**Executive Group Manager, Housing Assistance
Temporary Vacancy (asap to 1 September 2023)
Community Services Directorate
Housing Assistance
Position: E270**

(Remuneration equivalent to Executive Level 2.4)

Circulated to: ACTPS Band 1 and Band 2 Executive List

Date circulated: 8 June 2023

The Community Services Directorate delivers integrated long-term policy advice for the ACT Government and client-centred services for those Canberrans who need them. It strives to support a safe and fair community where Canberrans feel they can reach their full potential and lead fulfilling lives.

If you want a challenging and broad-ranging role, that gives back to the community, and will help shape the future of the directorate, this could be the job for you.

The Executive Group Manager, Housing Assistance is responsible for leading the delivery of housing services in the ACT and the planning, research and management of service delivery agreements, funding of specialist homelessness services and prevention and intervention services that will assist in reducing the likelihood of clients experiencing homelessness.

The Executive Group Manager, Housing Assistance is also responsible for providing leadership in the capital works portfolio, such as construction, procurement, business systems management that will deliver community needs and is expected to lead all functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours.

Applications are invited from candidates who are committed to collaboration and innovation, to improve the way the Community Services Directorate operates and deliver better outcomes for the community. As a key member of the senior leadership team, you will make a significant contribution to:

- CSD delivering for the ACT Government and Canberra community.
- CSD operating efficiently, effectively and in-line with contemporary best-practice.
- Supporting staff at all levels to be clear about priorities and accountabilities.
- A positive, collaborative and supportive culture and environment.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$347,585 - \$361,512 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$309,493.

To apply: Please email your curriculum vitae, a one-page pitch demonstrating your experience against the Executive Capabilities in the attached duty statement, and the contact details for two referees to Jo Wood via email, jo.wood@act.gov.au by COB Thursday 15 June 2023.

Interested in the role and have some questions?

Please contact the Contact Officer: Jo Wood (02) 6205 1974 Jo.Wood@act.gov.au

**Executive Branch Manager, Disability, Seniors, Veterans and Social Recovery
Temporary Vacancy (ASAP to 30 July 2023)
Community Services Directorate
Communities
Position: E787**

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA

Date circulated: 6 June 2023

The Community Services Directorate delivers integrated long-term policy advice for the ACT Government and client-centred services for those Canberrans who need them. It strives to support a safe and fair community where Canberrans feel they can reach their full potential and lead fulfilling lives.

The Executive Branch Manager, Disability, Seniors, Veteran and Social Recovery is responsible for the provision of high-level strategic advice and policy for the ACT Government and the ACT community.

The Executive Branch Manager will lead the Offices of Disability, Seniors, Veterans and Social Recovery to deliver whole-of-government policy design, program implementation, reporting, events, awards and grants through integration and collaboration across the ACT Government and the ACT Community. The Executive Branch Manager will collaborate with internal and external stakeholders to promote opportunities to support connection between the Offices and the community.

To be successful in this role you will demonstrate extensive experience in human services service delivery and program management and an understanding of the relationships between the Directorate, Government, portfolio Ministers and community agencies and peak bodies. A track record and reputation in superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills is a must.

This is a significantly important role that engages across the community and provides the opportunity to truly make a difference across the ACT.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

To apply: Interested applicants are requested to submit a one-page pitch, a current curriculum vitae and contact details for two referees to Anita Perkins via email, anita.perkins@act.gov.au by COB Tuesday 13 June 2023.

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Housing Assistance

Infrastructure and Contracts

Infrastructure Delivery

Senior Director, Construction Delivery

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 57260)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: As a senior leader within Housing ACT, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance for the delivery of the Capital Works program. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver the capital works program on behalf of the Commissioner for Social Housing. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives.

As a leader you are required to have demonstrated management skills to support a large team and the delivery of feasibility, design and construction of a significant program of works.

The Senior Director leads the Housing ACT team to deliver capital works on behalf of the Commissioner for Social Housing and the ACT Government including delivering the Growing and Renewing Public Housing (GaRPH) program.

More information can be found in the Position Description.

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

Previous experience in program management of Housing ACT Infrastructure work.

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

How to Apply: Please submit a two page expression of interest addressing the Selection Criteria plus a curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Roland (02) 6205 4511 Skye.Roland@act.gov.au

Communities

Disability, Seniors Veterans and Social Recovery

Integrated Service Response Program

Assistant Director Integrated Service Response Program

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 00421)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: The role of Assistant Director, Integrated Service Response Program provides high level coordination across government and community for people with disability engaging with mainstream supports, the NDIS and at risk of experiencing crisis. The position is permanent and leads a small team of people within the Communities division of Communities Services Directorate (CSD). The successful candidate will have excellent communication skills, be knowledgeable about the experiences of people with disability and be able to demonstrate compassion and determination in their work behaviours.

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

Eligibility/Other requirements: Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

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

How to Apply: Please respond in writing to the selection criteria outlining the skills, knowledge and behaviours to a maximum of three pages and include your current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Charles (02) 6207 5323 Amanda.Charles@act.gov.au

Children, Youth and Families

Child and Youth Protection Services – Practice and Performance

Practice

Independent Case Conference Chair

Child and Youth Protection Professional Level 4 \$123,373 - \$132,376, Canberra (PN: 34293)

Gazetted: 06 June 2023

Closing Date: 20 June 2023

Details: The Child and Youth Protective Services (CYPS) works in partnership with families, carers, and community agencies to ensure children and young people are safe and achieve the best possible life outcomes.

The Independent Case Conference Chair is responsible for increasing CYPS proficiency in facilitating case conferences. This will be done through working with CYPS Case Managers, children, young people, families and relevant agencies to organise and facilitate Child Protection Case Conferences, as well as case conferences (as part of general case management) where an independent Chair is required. As required role may also assist CYPS Operations with case management functions.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline.

Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

Minimum of five (5) years of experience working with children, youth and/or families in a social work/case management role, and/or experience working with Aboriginal and Torres Strait Islander families and communities. Current (c class) driver's license is essential.

WWVP: Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

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

How to Apply: Applicants should submit a statement of no more than three pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Chettur (02) 6207 6982 Anita.Chettur@act.gov.au

Corporate

Governance

Freedom of Information and Legal Coordination

Freedom of Information Administrative Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 31293)

Gazetted: 06 June 2023

Closing Date: 20 June 2023

Details: The Community Services Directorate's (CSD) Freedom of Information and Legal Coordination team is looking for someone who is excited to help the community, has good office administrative skills, and attention to detail. An FOI Administrative Officer works hand-in-hand with the Freedom of Information Officers to process FOI access applications. Whether it be initiating search briefs, preparing an application for review, or preparing correspondence, the Admin Officer's role is vital to the smooth running of the FOI team.

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

Eligibility/Other Requirements:

Well-developed ICT skills and the ability to use, or quickly learn to use, a variety of software packages and administrative systems including the Microsoft Office package, including knowledge and/or experience of TRIM.

2. Have good attention to detail, display clear communication with team members, clients, and other staff.
3. Ability to complete tasks on time, have good time management skills and work cooperatively with others.
4. Have experience in working within an administrative environment with customer service skills.
5. Knowledge of dealing with sensitive and confidential information and an awareness of confidentiality.
6. Sound knowledge of Record Keeping/Record Management
7. Demonstrated ability to apply equity and diversity, occupational health and safety, and participative management principles and practises in the workplace.

Notes: This posting is for an expected vacancy to start 1 July 2023. This is a temporary position available for up to 12 months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a 1-page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Brent Novak (02) 6205 0469 Brent.Novak@act.gov.au

Communities

Support Services for Children

Child Development Service

Speech Pathologist HP1/2

Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 36123, several)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: Are you an enthusiastic, qualified Speech Pathologist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide speech pathology early intervention programs to children up to 3 years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

The CDS has several vacancies available for a HP1/2 Speech Pathologist. This is a permanent position. Full-time and part-time applicants will be considered.

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

Eligibility/ Other Requirements

1. Tertiary qualifications in Speech Pathology
2. Eligibility for membership of Speech Pathology Australia
3. Current Australian Drivers Licence
4. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

Notes: These positions will be filled at either the Health Professional Level 1 or Health Professional Level 2 level, dependent on the skills and experience of the successful applicants.

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

Selection may be based on application and referee reports only.

How to apply: Applicants are required to respond to the selection criteria under "What You Require" (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date. Applications may be assessed by selection criteria and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Francis (02) 6205 2323 Katherine.Francis@act.gov.au

Children, Youth and Families

Business Support

Complaints and Client Services Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14962)

Gazetted: 01 June 2023

Closing Date: 22 June 2023

Details: The Complaints and Client Services team sits within Business Support which is the central business unit for the Children, Youth and Families division and the office responsible for providing support to the Executive Group Manager.

The unit takes the lead in the development and implementation of the Children, Youth and Families Strategic Plan, risk frameworks and business continuity plans, manages the Complaints and Client Services team, and provides strategic business support to the branches within Children, Youth and Families.

The Complaints and Client Services (CCS) team has a resolution focus to complaint management, in accordance with the Directorate's complaints policy and the principles of procedural fairness. The role receives and triages complaint calls and emails and manages requests for child protection decision review, investigates complaints, prepares reports and responses, manages complaints data, maintains collaborative stakeholder engagement, and fosters a collaborative learning environment across CYF about complaint processes. The role may undertake project work, provide secretariat support, and conduct research and analysis, as required.

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

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

Note: This is a temporary position available immediately for 12 months with the possibility of permanency. A merit pool may be established from this selection process and may 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 response to the Selection Criteria located in the Position Description (What You Require) along with a 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: Johanne Beirne (02) 6207 6713 Johanne.Beirne@act.gov.au

Children, Youth and Families

Practice and Performance

Practice - Reportable Conduct

Reportable Conduct Investigator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43140)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Details: The Community Services Directorate's (CSD) Children, Youth and Families division have an immediate opportunity for a Reportable Conduct Investigator to join the team.

The Reportable Conduct Investigator is responsible for undertaking reportable conduct investigations and for supporting Child and Youth Protection Services (CYPS) in the effective management of reportable conduct matters.

The role is responsible for sharing Child Protection information consistent with the *Children and Young People Act 2008* for the purposes of Reportable Conduct, Working with Vulnerable People applications and investigations.

The role is also the central point of coordination between CYPS and designated entities, including the out of home care sector, on the interface between processes under the *Children and Young People Act 2008* and the Reportable Conduct scheme. The position will focus on improving and strengthening policy and practice and will be the central mechanism for coordination between Children, Youth and Families and the ACT Ombudsman's Office, designated entities covered by the ACT Reportable Conduct scheme and the ACT Commissioner for Fair Trading.

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

Eligibility/Other Requirements:

HIGHLY DESIRABLE

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

At least five (5) years of practical experience working with children, young people and their carers or families and or equivalent work experience in investigations

Current (c-class) driver's licence is essential

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 temporary position available immediately for six months with the possibility of extension and/or permanency. A merit pool may be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the 'What You Require' capabilities listed on the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Chettur (02) 6207 6982 Anita.Chettur@act.gov.au

Children, Youth and Families

CYPS Operations

Practice Development

Director, Practice Development

Child and Youth Protection Professional Level 5 \$142,095 - \$159,543, Canberra (PN: 25334)

Gazetted: 05 June 2023

Closing Date: 12 June 2023

Details: The Director, Practice Development role is responsible for the delivery of a cohesive and structured approach to the design, development and delivery of practice development initiatives for CYPS staff. The position is responsible for delivering child protection specific training, resources, tools and processes that embed organisational policy into practice and is also responsible for the Case Analysis Team and the CYPS Practice Leaders roles. The role provides strong leadership and implements improvement strategies to enable CYPS to continue to grow capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other requirements:

Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Essential qualifications and experience:

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

Experience in preparation and delivery of online and face to face training modules.

5 years' experience working with children and families in a case management and/or leadership setting.

Desirable qualifications and experience:

Relevant tertiary qualifications and experience in project management change management or related discipline.

Expertise in the use of ICT business systems and applications used to develop training modules.

Notes: This is a temporary position available until 1 November 2023 with the possibility of permanency. A Merit Pool 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.

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a 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: Catherine Furner (02) 6207 1623 Catherine.Furner@act.gov.au

Housing Assistance

Housing and Homelessness

Assurance Review and Complaints

Review and Response Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 30591)

Gazetted: 06 June 2023

Closing Date: 20 June 2023

Details: The Assurance Review and Complaints team are seeking an enthusiastic and organised person to join our team. As the Review and Response officer you will provide a key role to support the wider team to deliver its objectives and work collaboratively across the team and under guidance liaise with various stakeholders, including clients, to gather evidence and information necessary for decision-making to finalise a complaint.

The complaints intake service operates during normal business hours of 8:30am - 5:00pm and promotes a collaborative approach to achieving shared team goals.

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

Eligibility/Other requirements:

Highly desirable:

CERT IV Social Housing or equivalent, e.g. Social welfare, Community work, Social Science or a related discipline

Proficiency with Microsoft Office programs

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

How to Apply: Applications should be written as if writing to an expression of interest no more than two A4 pages, plus a curriculum vitae and referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Scicluna (02) 6205 3308 Michelle.Scicluna@act.gov.au

Children, Youth and Families

Practice and Performance

Therapeutic Assessment

Therapeutic Assessor

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 27435)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Details: Child and Youth Protective Services works in partnership with families, carers, and community agencies to ensure children and young people in the ACT community are safe and can achieve the best possible life outcomes. The Therapeutic Assessor position is responsible for providing functional behaviour assessments, positive behaviour support plans, developmental and therapeutic assessments (and reviews) for children and young people in out of home care, expert case practice advice and leadership, support and development of case workers in the integration of theory and practice, and the promotion of a trauma-informed organisation.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline. Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

Minimum of three (preferably five) years of experience working with children, youth and/or families in a social work/case management role, and/or experience working with Aboriginal and Torres Strait Islander families and communities.

Current (c class) driver's license is essential.

Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Notes: This is a temporary opportunity available for an initial period of six months with the possibility of extension and/or permanency. A merit pool may be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of no more than four pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also provide a current curriculum vitae including the details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Greenhalgh (02) 6207 0109 Emma.Greenhalgh@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

Gungahlin Network

Amaroo School

School Leader

School Leader B \$154,033, Canberra (PN: 04151)

Gazetted: 07 June 2023

Closing Date: 14 June 2023

Details: Amaroo School (Secondary Sector) is seeking a collaborative and highly motivated school leader to join the leadership team and work closely alongside the principals to achieve the school's strategic goals.

The successful candidate will:

Build the capacity of the secondary teaching and learning teams to achieve the school mission for each individual student.

Implement strategic leadership and supervision of teaching teams including direct supervision of the Secondary SLCs.

Lead cross school projects including but not limited to EAL/D, The Gifted Education Program and Cultural Integrity Team.

Develop and manage productive staff relationships through supervising, mentoring, coaching, guidance, and professional development with a particular focus on the Essential Literacy practices and Disciplinary Literacies.

Build Professional Learning Communities and mentoring and coaching arrangements across the school in line with ACT Education Directorate Future of Education strategy.

Assist staff to be empowered to create and embed Version 9 of the Australian Curriculum and Pedagogical framework across the school P-10.

Nurture and establish strong partnerships with parents and the wider community as an integral component of the Gungahlin community. This includes supporting the large number of students coming from language backgrounds other than English and Australian Defence Force families.

Use the Timetabler program and SAS to develop and manage student timetables, staff playground duty rosters and staff teaching load.

Oversee reporting processes to ensure links between teaching, assessment and curriculum are aligned.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

How to Apply: Applicants need to submit their application via the below link including:

Supporting statement addressing the capabilities listed below and be written with a focus on the job description specified for the position (maximum five pages).

Current curriculum vitae.

Name and contact details for two referees.

School Leader Capabilities:

Leading teaching and learning.

Developing self and others.

Leading improvement, innovation, and change.

Leading the management of the school.

Engaging and working with the community.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Ed Cuthbertson (02) 614 21266 Ed.Cuthbertson@ed.act.edu.au

Service Design and Delivery

Student Engagement

Clinical Practice

Physiotherapist

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46733, several)

Gazetted: 02 June 2023

Closing Date: 21 June 2023

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking physiotherapists at Health Professional 2 and 3 levels to grow and expand our service.

In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools.

You will use your skills and knowledge to assist students to physically access all activities within the school environment. This includes equipment prescription and accessibility, motor development and functional independence to support students with developmental delays, disabilities, complex health concerns and trauma, to enable participation and engagement and improve educational outcomes.

You will also provide information, advice and professional learning to teachers, school leaders, support staff and other allied health professionals to enhance the teaching and support of students with additional needs.

You will be a core member of wider Allied Health team and will work closely with other professions including Speech Language Pathologists, Occupational Therapists, Social Workers, Psychologists and Allied Health Assistants. At times, you may be tasked with leading this multidisciplinary team to achieve your aims.

Eligibility/Other Requirements:

MANDATORY REQUIREMENTS

Tertiary qualification or equivalent in Physiotherapy.

Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for membership with the Australian Physiotherapy Association.

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

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: [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Current drivers licence essential.

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

How to Apply: Please prepare your Statement of Claims (in three pages or less) addressing the Selection Criteria.

This should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. 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: Teresa Carr (02) 6207 5430 Teresa.Carr@ed.act.edu.au

SPID

N&GN

Gungahlin College

Student Absence and Records Officer

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 46912)

Gazetted: 02 June 2023

Closing Date: 9 June 2023

Details: Gungahlin College is seeking an experienced and highly motivated person to fill the position of Student Absence and Records Officer. With over 1200 students, the successful applicant will possess excellent communication and customer service skills and will have the ability to work within a dynamic work environment with competing demands.

The successful applicant will work closely with the Student Services Manager and the wider Wellbeing Team to ensure that student absence records are accurate and current. The successful applicant will; enter and update student attendance within School Administration System (SAS) to ensure any attendance variations are recorded accurately; order, request, and transfer students' physical files; ensure excellent communication with parents/carers, staff and students via email, phone, SMS and in person and will work flexibly and effectively as part of a collaborative administrative and house team.

This position is part of the Student Services team at Gungahlin College, daily hours are 8.30am to 3.30pm, slight negotiation is possible.

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

JOB REQUIREMENTS

MANDATORY

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

HIGHLY DESIRABLE

Experience with the School Administrative System (SAS) Demonstrated

Experience managing student absences in a college environment

DESIRABLE

Experience with records management in a college environment

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

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than three pages addressing the Key Responsibilities which can be found in the Position Description, and a current curriculum vitae including the details of two referees. Applicants are strongly advised to contact the Contact Officer before applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey O'Loughlin (02) 6142 1000 Tracey.O'Loughlin@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."

Service Design and Delivery

Student Engagement

Clinical Practice

Social Worker

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 12394, several)

Gazetted: 02 June 2023

Closing Date: 21 June 2023

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking social workers at Health Professional 2 and 3 levels to grow and expand our service offer. In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools, supporting our Allied Health Student Engagement Teams.

Eligibility/Other Requirements:

ESSENTIAL REQUIREMENTS

Tertiary qualifications in Social Work.

Current professional registration:

Social worker 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

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

How to Apply: If you are interested in making a difference to the outcomes of our children and young people, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

Current curriculum vitae.

Response to the Selection Criteria (max four pages)

Contact details for three referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Wheeler (02) 6142 1885 Jennifer.Wheeler@ed.act.edu.au

South Weston

Duffy Primary School

School Leader

School Leader C \$132,293, Canberra (PN: 61622)

Gazetted: 06 June 2023

Closing Date: 13 June 2023

Details: Duffy Primary School is seeking a highly skilled and motivated person to join our school's leadership team. The role will involve leading our Disability Education Program (preschool to year six) to deliver high quality learning experiences for all students. The successful applicant will demonstrate excellent leadership skills to support the school's new strategic vision.

The SLC role will lead a Professional Learning Team (PLT) in the effective analysis of student learning data and manage the human resourcing daily to best meet the needs of our students and improve student learning outcomes.

A commitment to a teaching load on a range of Disability Education Programs (Small Group Programs).

High levels of written and oral communication skills, building strong positive relationships and connections with staff, students, families, and allied health community members.

Leadership of teams ranging from P-6, including multiple Disability Education Programs and Specialists team.

Lead multidisciplinary teams with a focus on utilising data and evidence-based practices to improve outcomes for students with complex and additional needs.

Demonstrate an in-depth knowledge of how students with additional and complex needs learn and develop with a strong understanding of the OVRA process.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Katie-H Smith (02) 6142 2511 Katie-H.Smith@ed.act.edu.au

School Performance and Improvement

Mount Stromlo High School

School Leader, Inclusion

School Leader C \$132,293, Canberra (PN: 57499)

Gazetted: 01 June 2023

Closing Date: 8 June 2023

Details: Mount Stromlo High School is looking for a strategic, connected, and genuine School Leader C of Inclusion to join our Executive team to lead and unite the school community. We are a Year 7-10 secondary school with approximately 880 students. Our community is centred around our values of respect, responsibility and learning.

Job Description:

As a member of a genuine, connected and strategic executive team, achieve whole-school goals and implement the school action plan.

Lead the implementation of our Inclusion Model across the school.

Lead and manage the Inclusion team with a focus on high levels of learning for all students through collaboration and data informed practice.

Lead and manage the Gifted and Talented extension program 'Lex@s' across years 7 - 10.

Undertake an appropriate teaching load and other duties as determined by the Principal.

Lead the Inclusion team to maintain a Professional Learning Community, demonstrating positive and respectful relationships with staff, students and the wider school community.

Eligibility/Other Requirements:

Only permanent substantive School Leader Cs are eligible to apply for this position.

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Note: This is a permanent part-time position available immediately at 22:03 hours per week. The above full-time salary will be pro rata. Selection may be based on application and referee reports only.

How to Apply: Please submit a supporting statement addressing the capabilities listed below and be written with a focus on the job description specified for the position. Please provide a current curriculum vitae and the name and contact details for two referees.

Only permanent substantive School Leader Cs are eligible to apply for this position.

School Leader Capabilities.

Leading teaching and learning.

Developing self and others.

Leading improvement, innovation, and change

Leading the management of the school

Engaging and working with the community

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Aisling Murtagh (02) 6207 3357 Aisling.Murtagh@ed.act.edu.au

Business Services

People and Performance

Office of the Executive Branch Manager

Executive Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61732)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: The Education Directorate is a leading learning organisation where people know they matter, delivering high quality early childhood education and public-school education in an accessible and inclusive environment. The People and Performance Branch supports the Directorate through the provision of a broad range of strategic and operational human resource management functions including employee and industrial relations, recruitment and retention, learning and development, rewards and recognition, workplace culture and HR policy, organisational design, and workforce planning.

The Executive Support Officer (ESO) will provide timely, accurate and effective executive and administrative support to the Executive Branch Manager (EBM) and the wider People and Performance (P&P) branch. The EBM P&P Office operates in a fast pace and busy environment and the ESO will need to manage workload based on shifting priorities within challenging timelines.

The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is part-time, hours will be determined with the successful applicant. The full-time salary noted above will be pro-rata.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Courtney Pilicic (02) 6207 8330 Courtney.Pilicic@act.gov.au

School Improvement Branch

Belconnen Network

Melba Copland Secondary School

Business Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17477)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Details: ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

Melba Copland Secondary School is a dual campus year seven to 12 school with rapidly growing enrolments. MCSS is seeking a Business Manager to work as a key member of the executive team across both campuses. The team consists of the school principal, four deputy principals and sixteen executive teachers who lead across seven to 12. Further, the Business Manager will be required to lead an administrative team of learning support assistants, office based staff and learning support staff. Crucial to this role will be flexibility to lead the facilities management of

both sites collaboratively with the school principal and broader executive team to support improved student outcomes.

This position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn.

Eligibility/Other Requirements:

MANDATORY

This position requires a Working with Vulnerable People (WWVP) registration.

Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

DESIRABLE

Business qualifications or experience in a business-related role.

Financial qualifications or relevant experience

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Howard (02) 6142 0333 Jennifer.Howard@ed.act.edu.au

Office for School

Inner North/ Gungahlin

Campbell High School

Student Services Administrative Coordinator

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 46429)

Gazetted: 06 June 2023

Closing Date: 13 June 2023

Details: Campbell High School is seeking a highly motivated, collaborative, and efficient Student Services Administrative Coordinator for our High School. The successful applicant will work closely with the Business Manager and the Leadership Team and demonstrate a considerable degree of independence, consistently exercise sound judgment, confidentiality, and discretion.

The position is responsible for:

Manage the day-to-day operations and administration of Student Services.

Coordinate and oversee workflow and priorities.

Develop, implement and maintain processes that contribute to the efficient and effective management of the school executive team.

Organising relief staff to cover staff absences, assisting with staff timetabling, reconciling staff leave submissions.

Further duties include general administrative duties including records management.

The applicant will possess excellent time management, communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements:

MANDATORY

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

HIGHLY DESIRABLE

Experience in a school office environment.

Knowledge of Sentral, Timetabling Solutions, SSEMS, SIMS and Microsoft Office packages.

First Aid qualifications.

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

How to Apply: Applicants should submit a response to each Selection Criteria which outlines Skills and Experience relevant to the position no longer than two pages. Applicants should submit a current curriculum vitae and two referee reports. Referees need to have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor.

Interested applicants are encouraged to contact the contact officer prior to submitting an application.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Manders (02) 6142 3166 John.Manders@ed.act.edu.au

School Performance and Improvement

Tuggeranong

Caroline Chisholm School

Student Support Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 53332)

Gazetted: 06 June 2023

Closing Date: 13 June 2023

Details: Caroline Chisholm School is seeking a highly motivated person to fill the role of Student Support Officer. The successful applicant will, in conjunction with the teaching staff, provide in-class support for students in the Learning Support Unit, including supporting the planning and delivery of educational programs. They will be responsible for developing and review student support plans in response to observed student achievement and behaviours.

They will possess the ability to work with and relate to students with additional needs and/or intellectual and/or physical disabilities. The successful applicant will possess the ability to communicate effectively with staff, students and parents/carers, as well as excellent organisational skills.

Eligibility/Other requirements: This SA4 position is full time (33:45 hours per week) and is also required to work six days during stand down periods between school terms (two days within each stand down period) to undertake duties as directed by the Business Manager or Principal's delegate. This can be negotiated with the Principal or Business Manager prior to commencing in this role. A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description (maximum of two pages) and provide a current curriculum vitae with names and contact of two referees. A current referee report is required to be submitted with the application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joseph Jennings (02) 6142 3550 Joseph.Jennings@ed.act.edu.au

Service Design & Delivery

Student Engagement

School Attendance Team

Social Worker - School Attendance Team

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 37334)

Gazetted: 05 June 2023

Closing Date: 12 June 2023

Details: SAT focus is on children and young people of compulsory school age living in the ACT who are either not enrolled or registered in any educational program, or who are enrolled but whose attendance is of significant concern, and all in school attendance procedures and supports have been exhausted. The successful applicant will work closely with schools and parents/carers to assess what are the barriers to attendance, and work to address these to support the reengagement of children and young people in appropriate educational and/or training pathways. The team is also responsible for managing compliance processes related to enrolment and attendance where required under the ACT Education Act 2004 such as Information and Compliance Notices.

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 and experience in working with children, young people and families presenting with complex concerns, such as developmental trauma. 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 applicant will be familiar with education settings.

The ideal candidate will be professionally resilient and be able to build relationships with parents/carers who may be disengaged from services and supports, and the school system. They will be able to work independently and as part of a team as well as have excellent communication and collaborative skills.

Eligibility/Other Requirements:

Tertiary qualifications in Social Work

A minimum of 3 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

Relevant experience in education or a related field is highly desirable.

Notes: This is a temporary position available immediately until 1 December 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In four pages or less, this should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. Please also provide a copy of your current cv/resume and contact details for 2 referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Klose 0468 560 058 Vanessa.Klose@ed.act.edu.au

Service Design & Delivery

Student Engagement

Inclusive Engagement

Director Inclusive Education

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 33861)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Details: The Director, Inclusive Education position, under broad direction, is responsible for managing the program that works with directly students, families, schools and support services to assist them to create inclusive environments in school settings for students with disability. This work takes a student focused and evidence-based approach to support inclusive education and student engagement in all ACT government schools. The position includes communicating and engaging with a diverse range of people to deliver on the Education Directorate's policy of inclusive education for all students. It also includes supervising a team who support the funding and administration of services to students with disability and schools and developing resources to better explain and communicate the processes of supporting students with disability.

Eligibility/Other requirements:

Highly Desirable:

Previous experience working with ACT Government schools.

Relevant tertiary qualifications in Education or Human Services.

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

How to Apply: Please submit a response to the selection criteria (max three pages), a current curriculum vitae and contact details for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan / SDDRrecruitment@act.gov.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

Statutory Planning

Office of the Surveyor-General and Land Information

Assistant Director of Land Information and Addressing

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 13357)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: The Office of the Surveyor-General and Land Information (OSGLI) within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experience and suitably skilled person to fill the role of Director Land Information and Addressing. OSGLI is a small, effective team working to deliver a range of regulatory functions for the surveying industry plus the capture and maintenance of foundation geospatial data within the ACT. Members of the team represent the ACT at numerous national and New Zealand forums. The team is focussed on improving survey information, digitalising internal processes, street addressing, road openings/closure and Unit Plan examination.

This is an exciting ongoing opportunity for a senior geospatial professional to develop, influence and manage incoming spatial information, procedures and systems within the ACT government. Reporting to the Surveyor-General, you will be required to lead a team of highly specialised staff to deliver new digital systems and perform statutory functions. You will be an advocate for change, with positive attitude and innovative outlook, that is also willing to represent the ACT government on national forums.

This is a senior role for a high performer with contemporary industry knowledge and demonstrated experience in Geospatial software such as Geomedia, ESRI ArcPro and ArcGIS Online.

Eligibility/Other Requirements:

A degree or diploma in Spatial Science or related qualification would be an advantage.

Project management experience would be an advantage.

How to Apply: Please apply by submitting a 2-page pitch providing examples demonstrating your suitability against the selection criteria, along with your current Curriculum Vitae, listing 2 referees and their contact details. Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Ledwidge (02) 6205 0083 Greg.Ledwidge@act.gov.au

**Environment, Heritage and Water
ACT Parks and Conservation Service
Urban Reserves
Director, Urban Reserves**

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15656)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: The ACT Parks and Conservation Service is looking for a dynamic, experienced and enthusiastic Director, Urban Reserves. This role oversees the planning and operations for a network of nature conservation reserves adjacent to the urban area of Canberra that includes Canberra Nature Park, Mulligans Flat Woodland Sanctuary, Kowen and Molonglo Gorge, Molonglo River Park, Googong Foreshores and Jerrabomberra Wetlands. Stakeholder collaboration is an important part of the role noting the extensive interface and proximity of urban reserves to suburban Canberra and the associated significant community use of and interest in the management of urban reserves.

This is a key senior position within an agency that is responsible for the management of over 70% of the Australian Capital Territory and offers workplace flexibility, variety and a unique and collegiate team environment. If you are an experienced land manager with high level leadership skills and an ability to foster a positive workplace culture we would love to hear from you.

Eligibility/Other Requirements:

Mandatory:

Willingness and ability to undertake training and fire management duties as a 'fire trained employee' under Section M of the Enterprise Agreement. This includes the ability to pass a fitness test and hold a registration under the Working with Vulnerable People (Background Checking) Act 2011

Highly Desirable:

Relevant tertiary qualifications and experience in conservation, land management, natural resource management or other relevant field.

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 a succinct written application addressing the selection criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Alegria 0429 995 173 Stephen.Alegria@act.gov.au

Environment

resilient landscapes

Biosecurity and Rural Services

Biosecurity Officer

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 54005)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: An opportunity exists within the Biosecurity and Rural Services team for a 'Biosecurity Officer'. The purpose of the role is to form part of a team which will assist with emerging and on-going biosecurity matters across ACT. You will assist with implementing pro-active control in the areas of invasive plants and animals, pest and disease surveillance, and emergency preparedness and response.

The position involves working in remote areas, urban areas, rural lands and requires a close working relationship with both internal and external stakeholders such as ACT Parks and Conservation Service (PCS), rural lessees, neighbouring NSW private landholders and government agencies.

You will effectively engage with stakeholders to educate and assist with invasive species control and engage in compliance actions where required and apply appropriate regulations as they relate to invasive species control.

You will balance role requirements in an environment that is technically complex and often unpredictable and where emergency situations can take precedence over planned activities.

Eligibility/Other Requirements:

Please note this is a fire trained position.

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

How to Apply: Please address the nine (9) selection criteria outlined in the position description with no more than 200 words per criteria. Please also ensure you attach a current curriculum vitae.

Application to be submitted via the Apply Now button below

Contact Officer: Kirsten Tasker (02) 6207 5149 Kirsten.Tasker@act.gov.au

Corporate Services and Operations

Executive Branch Manager, People and Capability

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1016)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Details: The role is fundamental in establishing a positive workforce culture, supporting the Directorate in the delivery of a broad range of strategic human resource functions.

As a leader, you will enable an environment that supports a culture of high performance, excellence and integrity while providing strategic direction, drive HR frameworks, policies and programs, as well as develop and maintain effective relationships across multiple streams, senior managers, executives and external stakeholders. The Executive Branch Manager will need to demonstrate a high degree of energy, resilience, sensitivity and confidentiality, while being adaptive in the workplace to meet requirements and tight deadlines.

In filling this role, you will require strong leadership and communication skills and the proven capability to work collaboratively, have a high level of professionalism, lead engagement activities and provide strong representation for the branch and Directorate.

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

Contract: The successful applicant will be placed on a short-term contract for 13 months - 4 September 2023 to 30 September 2024.

Note: Selection may be based on written application and referee reports.

How to Apply: Interested candidates should submit a two-page pitch that responds to the requirements of the role and how you will fulfill these, a current curriculum vitae and two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Simmons (02) 6207 6322 craig.simmons@act.gov.au

Statutory Planning

Office of the Surveyor-General and Land Information

Graduate Land Surveyor

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 20190)

Gazetted: 06 June 2023

Closing Date: 20 June 2023

Details: The Office of the Surveyor-General and Land Information, a division within the ACT Environment Planning and Sustainable Development Directorate, is seeking a highly motivated, experienced and suitably qualified person to fill the role of Graduate Land Surveyor.

The OSGLI is a small team working to deliver a range of regulatory functions for the surveying industry plus the capture and maintenance of spatial data within the ACT. The office is focused on changes in survey data and the digitalisation of internal processes for the benefit of the ACT spatial industry.

The successful candidate must have a positive attitude to innovation and change management and will be required under limited direction to perform survey plan examination, conduct cadastral investigation surveys (under supervision), perform control surveys and calculations, and actively pursue registration as a Land Surveyor. This is an exciting opportunity to contribute to the ACT's cadastre and digital landscape as part of a diverse, friendly and professional team.

Eligibility/Other Requirements: A Degree in surveying or studying for a degree in surveying, or related qualification, acceptable to the Committee of Reciprocal Surveyors Boards of Australia and New Zealand (CRSBANZ) for registration as a land surveyor. Working towards registration as a land surveyor with BOSSI.

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

Selection may be based on application and referee reports only.

How to Apply: Please submit a pitch which addresses the Selection Criteria of no more than three pages, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Hawkes (02) 6205 0483 Joanne.Hawkes@act.gov.au

Environment

ACT Parks and Conservation

Forestry

Director, Forestry

Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 37053, several)

Gazetted: 06 June 2023

Closing Date: 13 June 2023

Details: This position sits within the forestry section of ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of commercial forestry operations including related bushfire mitigation and preparedness activities, and management of haulage road networks in the estate.

We are seeking applications from suitably qualified, professional leaders to fill the position of Director of Forestry for a temporary period of eight months. You will lead a team to deliver the complex and highly visible commercial softwood forestry program in the ACT.

Eligibility/Other requirements:

Qualifications:

Relevant degree level qualifications in Forestry from an Australian tertiary institution, or a comparable overseas qualification.

Requirements:

You will be required to:

Undertake bushfire related activities, including bushfire suppression.

Work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis. wear a uniform.

Possess a current ACT Working with Vulnerable People accreditation.

Possess and maintain a current driver's licence.

Able to meet the appropriate firefighting fitness standards to at least the moderate level of the national firefighting task-based assessment (assessed annually)

Highly Desirable:

Nationally recognised qualifications in a functional role under the Australian Inter-Agency Incident Management system (AIIMS).

A current First Aid Certificate.

Notes: This is a temporary position available from 26 June 2023 until 28 February 2024. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

This position is classified as "Fire Trained Employee" under the ACT Public Sector Technical and Other Professional Enterprise Agreement 2018-2021. Bushfire related activities, including bushfire suppression and rostered standby, is a mandatory component of the position. Appointment / promotion / transfer to the position is conditional upon successful completion of a nationally recognised firefighting task-based fitness assessment.

How to Apply: Please submit a one-page pitch outlining your skills and experience in relation to 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: PeterD Langdon 0408 358 026 PeterD.Langdon@act.gov.au

Environment

Biosecurity and Rural Services

Senior Vertebrate Pest Officer (Wild Dog Trapper)

General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 11033)

Gazetted: 06 June 2023

Closing Date: 20 June 2023

Details: The Biosecurity and Rural Services team has an exciting opportunity for an enthusiastic, self-motivated person to join our team based at Stromlo depot.

You will assist with implementing proactive pest animal control programs across ACT conservation estate and rural lands, predominately focussed on implementing the ACT wild dog control program.

We are looking for a hard worker who enjoys working independently in a challenging field environment to deliver quality conservation work.

The position requires a close working relationship with both internal and external stakeholders such as ACT Parks and Conservation Service, rural lessees, neighbouring NSW private landholders and government agencies.

This position works a roster of 10 days on and four days off, involves the use of firearms, animal traps and vertebrate pesticides.

It is not a fire designated position.

Eligibility/Other Requirements:

Applicants need to have the following before applying -

Current firearms licence (category A and B).

Possess a class C or equivalent manual drivers' licence.

AQF3 and AQF4 accreditation (prepare and apply chemicals; transport, handle and store chemicals; minimise risks in the use of chemicals; plan and implement a chemical use program).

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

How to Apply: Please provide a response to each criteria listed in the Position Description under 'What You Require'. There are seven criteria in total. A paragraph or two outlining and/or demonstrating your experience to each criteria is sufficient.

Applications should be submitted via the Apply Now button below.

Contact Officer: Warren Schofield (02) 6207 8480 Warren.Schofield@act.gov.au

Statutory Planning

Office of the Surveyor-General and Land Information

Business Support Team

Business Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 47488)

Gazetted: 05 June 2023

Closing Date: 12 June 2023

Details: The Office of the Surveyor-General and Land Information (OSGLI) a division within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, proactive and suitably qualified person to fill the role of Business Support Officer.

The OSGLI is a small team working to deliver a range of regulatory functions for the surveying industry plus the capture and maintenance of spatial data within the ACT. The office is focused on changes in survey data, digitalisation of internal processes and the realisation of ACT digital twin.

The successful candidate must have a positive attitude; skills and experience in an administrative government environment; a keen eye for attention to detail; effective communication and writing skills; the ability to multi-task; and work in a small team to deliver services to clients on time and to a high quality.

This is an exciting opportunity to contribute to delivering high quality and timely business support services to underpin ACT Government initiatives and programs as part of a diverse, friendly and professional team.

Note: This is a permanent part-time position available immediately at 22:03 hours per week. The above full-time salary will be pro rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two-page pitch responding to the Selection Criteria identified in the Position Description. Please include a curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirilly Dickson 0447 977 730 Kirilly.Dickson@act.gov.au

Environment, Heritage and Water

ACT Heritage

Director ACT Heritage Systems Reform

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61652)

Gazetted: 06 June 2023

Closing Date: 20 June 2023

Details: ACT Heritage is seeking an experience program manager to lead improvements to business systems including the heritage database. The position will lead a small team to oversee the development, delivery and implementation of a highly functional spatial database to create business efficiencies and improve the ability to partner with key stakeholders. The position will suit a motivated individual with strong stakeholder engagement and problem-solving skills including an understanding of business systems.

Eligibility/Other requirements: Skills, experience and qualifications in the development of business systems in an environmental or heritage related field are highly desirable.

Notes: This is a temporary position available for a period of six months starting 26 June 2023 until 31 December with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. Please note, this position will be located within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants must submit a current curriculum vitae and a written response to the Selection Criteria. Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Jeffress (02) 6207 8082 Stuart.Jeffress@act.gov.au

Environment, Water and Heritage

Office of Nature Conservation

Strategic Environment Policy

Director Strategic Environment Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57997)

Gazetted: 05 June 2023

Closing Date: 26 June 2023

Details: We are looking for a motivated and collaborative leader, passionate about improving environmental outcomes in the ACT, to drive the ACT Government's involvement and response to the Commonwealth's national environment agenda. The position plays a senior leadership role in the newly established Office of Nature Conservation. The Office brings together policy, science, and data expertise to accelerate unified thinking and action to address the immense conservation challenges facing the ACT. Under limited direction, some of the responsibilities of the role include:

Ensuring ACT conservation interests are represented in development of Commonwealth policy and legislation under the Nature Positive Plan;

Undertaking rigorous analysis of proposed Nature Positive Plan policy and legislation and the intersection with ACT conservation and planning priorities, policies, strategies and legislation;

Developing high quality written material, e.g., Ministerial briefs, government submissions and correspondence; developing and delivering presentations to internal and external stakeholders;

Developing various pieces of project work through cross-government collaboration to ensure the ACT is well positioned to take advantage of reform opportunities; and

Providing strategic leadership to the Office of Nature Conservation, including in the new Office's development.

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

Eligibility/Other Requirements:

Highly desirable:

Tertiary qualifications in environmental policy, environmental science, environmental law, natural resource management, public policy, or related disciplines;

Demonstrated experience in policy analysis and development.

Notes: This opportunity is available from mid-July 2023 for nine months with the possibility of permanency, to cover a period of maternity leave. Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Highlight why you are the best person for the role through a two-page pitch against the Selection Criteria as outlined in the Position Description along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Clark (02) 6205 3021 / 0414 673 506 Victoria.Clark@act.gov.au

Independent Statutory Offices including boards, tribunals and committees

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

President of the ACT Civil and Administrative Tribunal

Gazetted: 02 June 2023

Closing Date: 30 June 2023

Expressions of Interest for Appointment as President of the ACT Civil and Administrative Tribunal

The Attorney-General of the Australian Capital Territory, Mr Shane Rattenbury MLA, invites expressions of interest from eligible and suitably qualified people for appointment as the President of the ACT Civil and Administrative Tribunal from January 2024.

The President of the Tribunal is responsible for ensuring the orderly and prompt discharge of tribunal business and ensuring that tribunal decisions are made according to law.

Expressions of interest are sought from all areas of the legal community, including the private, government and community sectors. Women, people with disabilities, Aboriginal and Torres Strait Islander peoples, people from other culturally and linguistically diverse backgrounds and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility

The President of the Tribunal is appointed by the ACT Executive. In order to be eligible for this appointment, a person must have been a legal practitioner for not less than 5 years.

A person is not eligible to be appointed as President of the Tribunal if they have attained the age of 70 years.

Selection Criteria

The selection criteria for the President are set out in the ACT Civil and Administrative Tribunal (Presidential Appointment Requirements) Determination 2016 which are available for download here.

Remuneration

Remuneration, allowances and entitlements are set by the ACT Remuneration Tribunal. Under Determination 8 of 2022, the President of the Tribunal is entitled to remuneration of \$417,475 per annum.

Enquiries and Expressions of Interest

Written expressions of interest, addressing the selection criteria and accompanied by a detailed curriculum vitae and personal particulars form, see attached, should be emailed to judicialappointment@act.gov.au or posted to:
Ms Jennifer McNeill

Deputy Director-General
Justice and Community Safety Directorate
PO Box 158

CANBERRA ACT 2601

General inquiries should be directed to the Deputy Director-General, Justice and Community Safety Directorate, on (02) 6205 3504 or email jennifer.mcneill@act.gov.au.

Expressions of interest close on 30 June 2023. Late applications may be accepted at the panel's discretion.

Contact Officer: Ms Jennifer McNeill on (02) 6205 3504 or jennifer.mcneill@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

Assistant Commissioner, Community Operations

Temporary Vacancy

(Immediately until 31 July 2023 with the possibility of extension up to nine months)

Justice and Community Safety Directorate

ACT Corrective Services

Position: E704

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA

Date circulated: 1 June 2023

The Justice and Community Justice Directorate is seeking an experienced leader with senior management skills to temporarily fill the Assistant Commissioner of Service Improvement & Community Operations in ACT Corrective Services role from immediately until 31 July 2023 with the possibility of extension up to nine months. This position reports directly to the Commissioner ACT Corrective Services reports and is accountable for the effective management and operations of the Service Improvement & Community Operations Division within ACTCS.

The ACT Government is committed to providing a corrective services system in the ACT that reflects the most modern practices consistent with meeting its aims of promoting rehabilitation, reducing recidivism, protecting human rights and maintaining security and ensure best practice service delivery in a correctional services environment. We are looking for a collaborative leader who can deliver outcomes for clients and the ACT Community, with the ability to work effectively with a range of Government and non-Government stakeholders.

As a key member of the ACTCS Executive Leadership group, the Assistant Commissioner, Service Improvement & Community Operations is responsible for ensuring that the safety of the community is a priority and is required to work within the Justice and Community Safety Directorate and in partnership with internal and external stakeholders to support positive criminal justice outcomes.

The ideal candidate will have senior leadership experience in custodial or community corrections or related government or non-government organisations.

Note: This position is available immediately until 31 July 2023 with possibility of extension up to nine months.

Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

To apply: Interested candidates are requested to submit an Expression of Interest of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees to Mr Bruno ALOISI via email to bruno.aloisi@act.gov.au by COB Thursday 8 June 2023.

Contact Officer: Bruno Aloisi (02) 6205 0547 bruno.aloisi@act.gov.au

Victim Support ACT

ACT Human Rights Commission

Administrative Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 53474, several)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: Are you interested in meaningful work supporting people who deliver services to victims of crime? Do you pride yourself on your excellent organisation skills? If so, Victim Support ACT would welcome an application for the role of Administrative Officer within the ACT Human Rights Commission.

Victim Support ACT (VSACT) has multiple opportunities for permanent Administrative Officer roles across two teams. Administrative Officers at VSACT will provide important support through data entry, managing correspondence, and records management.

Tasks may also include:

Preparing and maintaining induction procedures for new staff

Co-ordinating responses to ad hoc requests from internal and external stakeholders

Providing high-level confidential administrative support to the Senior Director and the VOCC, including taking calls, responding to emails and meeting coordination

Supporting the assessment and payment of Financial Assistance applications through liaison with ACT Policing and service providers, and processing payments.

You will need to be able to demonstrate excellent organisation and administration skills, excellent interpersonal skills and a commitment to managing highly sensitive and confidential information.

For more information, see the attached Position Description.

Eligibility/Other Requirements:

The ability to develop and maintain effective and efficient administration and record-keeping procedures is highly desirable.

Experience working with vulnerable community members is highly desirable.

The ability to work productively in an environment which includes some exposure to detailed content related to family violence, sexual assault and homicide is highly desirable.

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

Note: There are three full-time, permanent positions available immediately. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

How to Apply: Create a maximum two-page pitch that tells the selection panel about your ability to perform the duties (knowledge, experience, skills, behaviour) and why you are the best person for this role.

The pitch should demonstrate your capacity to perform the duties and responsibilities detailed in "What You Require" section of the Position Description and include examples of how you have done this in the past.

Please also submit a copy of your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Woodward (02) 6205 5197 Kylie.Woodward@act.gov.au

Legislation, Policy and Programs

Justice Reform Branch

Restorative Justice Unit

Convenor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42741)

Gazetted: 02 June 2023

Closing Date: 16 June 2023

Details: The Restorative Justice Unit (RJU) is located within the Justice Reform Branch of Legislation, Policy and Programs in the JACS Directorate. The RJU is a high-performing, inclusive and dynamic environment which is guided by trauma-informed and restorative practice, both with clients and with each other. The RJU provides innovative and voluntary restorative justice services to persons harmed by an offence, those responsible, and their

respective communities, assisting them to journey away from harm and toward healing. This often looks like a meeting between those most affected by an offence. Careful assessment, preparation and facilitation ensures a safe and productive environment to meet and discuss what happened; how people are affected; and how to make things better. In doing so, the RJU aims to:

Support people who have been harmed by crime, provide a forum for their voice, and empower them to have their needs met in the aftermath.

Repair and strengthen supportive relationships for both persons harmed and persons responsible.

Encourage responsibility-taking by persons responsible.

Identify outcomes which are forward-looking and which address the interests and needs of persons harmed.

The Convenor plays an integral role in this process by facilitating the restorative justice conferencing process. The Convenor initiates contact with the participants and works with them collaboratively to identify interests, needs and responsibilities arising from the offence. Where assessed as suitable, the Convenor assists the participants to prepare for and take part safely and meaningfully in a conference. The Convenor also monitors any agreements to support persons responsible to follow-through on what they have said they'll do to address the harm caused.

Convenors work closely with Senior Convenors and the Director to identify and manage risks in relation to conferencing, particularly in cases involving family violence and sexual violence. Additionally, Convenors work closely with the RJU's Indigenous Convenor and Indigenous Guidance Partner to respond effectively to the needs of First Nations participants. Convenors also work closely with a variety of government and non-government organisations to manage risks and wholistically address the needs of participants.

The RJU is looking for candidates who have an understanding of the criminal justice system and impacts on victims and offenders. Candidates should also understand and apply trauma-informed practices, as well as restorative justice and human rights principles. The successful candidate would ideally have experience in a frontline role with a criminal justice agency, as well as justice-related group facilitation experience.

This position requires a person of high integrity, and who is committed to ethical work practices with a focus on empowering others to create change in their lives. The successful candidate should possess exceptional communication and interpersonal skills, be highly organised, and demonstrate excellent analysis and judgement in relation to management of complex situations.

This role is a unique and rewarding opportunity to work with voluntary clients in an empowering way to address the impacts of harmful behaviour in their lives. Participants who have worked with the RJU Convenors report: "It was a difficult moment for my family, but RJ allowed us to put the past behind us and look forward to the future."

"I'm glad I got to see him again [the person responsible], I remembered him as being dangerous, but today he just looked scared. I'll never forget how scared I felt when he broke in, but now I see him differently and he doesn't frighten me anymore."

The RJU is committed to building an inclusive and diverse workplace. As part of this commitment Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements:

Driver's licence class C is essential.

This position requires a Working with Vulnerable People Check.

Qualifications in behaviour science or criminology are desirable.

Qualifications in conflict resolution/mediation are desirable.

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

How to Apply: Applicants should submit -

A short cover letter (no more than one page) introducing yourself and why you're interested in this position, as well as outlining your ability to meet compliance requirements/qualifications.

A supporting statement (no more than three pages) providing examples of how your skills and experience demonstrate your ability to meet the Professional/Technical Skills and Knowledge as well the Behavioural Capabilities as set out in the Position Description.

A current curriculum vitae including the name and contact details of two referees (at least one must be your current/most recent manager/supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Denning (02) 6207 0041 Richard.Denning@act.gov.au

Governance & Business Improvement

Ministerial Services Unit

Directorate Liaison Officer

Senior Officer Grade A/B/C \$114,928 - \$157,201, Canberra (PN: 19247)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Details: An exciting opportunity is available for a highly motivated individual to undertake the role of Justice and Community Safety (JACS) Directorate Liaison Officer (DLO) for the Attorney-General portfolio.

The JACS DLO works closely with the Ministerial Services Unit and facilitates information and workflow between the Directorate, the Minister's Offices, the Cabinet Office and other Directorates.

The role coordinates a high volume of cabinet, assembly and ministerial matters on a daily basis in a dynamic and often high-pressure environment.

The successful applicant will bring to the role a solid understanding of government processes, leadership in building and maintaining effective relationships, responsive approach to tight deadlines, excellent communication and negotiation skills, and a high level of organisation skills.

If you are a person who thrives in a busy environment and enjoys managing relationships, this is the role for you.

Eligibility/Other Requirements:

An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of- government processes is desirable.

Experience in the high-level operation of HPE Content Manager (i.e. TRIM) is desirable.

You may be successful in filling a Senior Officer Grade A, B or C position depending on your skills and experience.

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

Notes: This is a temporary position Immediately for 12 months with possible extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The successful applicant will be working from the ACT Attorney-General's Office located in the ACT Legislative Assembly.

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

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

Applications should be submitted via the Apply Now button below

Contact Officer: Chris Bartram (02) 6207 6791 Chris.Bartram@act.gov.au

Legislation, Policy and Programs

Criminal Law

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 60104, several)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: The Criminal Law Branch develops and implements policy, law reform, legislation and programs relating to the criminal justice system. This includes in relation to matters including family violence, sexual assault, bail, evidence, sentencing, corrections, policing, firearms, unexplained wealth, minimum age of criminal responsibility, the construction and framing of offences in ACT legislation and counter-terrorism.

The Senior Director is one of the three Senior Directors who lead the Criminal Law and Royal Commission Branch.

The Senior Director will be an experienced legal policy officer, with a strong legal background and excellent leadership skills, including the ability to lead the development of significant criminal law reforms. The Senior Director will be responsible for the leadership of a small team, working with key justice sector and community stakeholders, to deliver the legislative reform priorities of the Attorney-General and Minister for Police and Emergency Services, and other legislative priorities of the ACT Government.

Eligibility/Other requirements: Relevant tertiary qualifications in law or a related field are highly desirable but not essential to this role.

Notes: There are two temporary positions available for up to 6 months between late July to September 2023.

Selection may be based on application and referee reports only.

How to Apply: Interested applicants are requested to submit an expression of interest of no more than one page addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description and a current curriculum vitae including the details for two referees.

Please forward your expression of interest to Robyn Hakelis at robyn.hakelis@act.gov.au
Contact Officer: Angela Lauman (02) 6207 7364 Angela.Lauman@act.gov.au

ACT Emergency Services Agency

ACT Rural Fire Service

Project Officer, Strategic Bushfire Management Plan

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53862)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: The ACT Rural Fire Service (ACTRFS) is looking for an enthusiastic, experienced, and skilled Project Officer to work closely with the Project Manager to develop and deliver the *Strategic Bushfire Management Plan Version 5* (SBMP V5).

The candidate will be required to have a sound understanding of contemporary practices for bushfire management in Australia and experience in the development of bushfire policy and plans. This role will manage the administrative functions of the SBMP V5 project and support for the *Strategic Flood Risk Management Plan*. You will need excellent communication skills and the ability to build and maintain productive relationships with internal and external stakeholders. Working in collaboration with subject matter experts across ACT Government Directorates, and the broader ACTESA, maintaining discretion and confidentiality.

This project may include work outside of normal hours, which will be remunerated in accordance with the relevant enterprise agreement.

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:

An understanding of bushfire and the emergency management environment.

A minimum of a C Class Drivers Licence is desirable.

Background and Security clearance checks will be conducted including National Police Records 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 \(act.gov.au\)](#) This position may require after hours or weekend work.

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

How to Apply: A two to three page (maximum) written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, in relation to the job requirements.

A current curriculum vitae (CV) with the names and contact details of two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Scott (02) 6205 0544 Rohan.ScottRFS@act.gov.au

ACT Emergency Services Agency

ACT Rural Fire Service

Project Manager, Strategic Bushfire Management Plan

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61480)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: The ACT Rural Fire Service (ACTRFS) is looking for an enthusiastic, experienced, and skilled professional with a background in project management. This role will manage and lead the review, update, development, and delivery of the Strategic Bushfire Management Plan (SBMP) Version 5.

The successful candidate will be required to have a sound understanding of contemporary practices for bushfire management in Australia and experience in the development of bushfire policy and plans. This role will provide high level project support and guidance for the Strategic Flood Risk Management Plan.

You will have excellent oral and written communications skills with the ability to influence and negotiate effectively with both internal and external stakeholders. Working in collaboration with subject matter experts across ACT Government Directorates, and the broader ACTESA, maintaining discretion and confidentiality.

This project may include work outside of normal hours, which will be remunerated in accordance with the relevant enterprise agreement.

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

Eligibility/Other Requirements:

A sound understanding of contemporary practices for bushfire management in Australia, and experience in the development of bushfire policy and plans.

A minimum of a 'C Class Drivers Licence is desirable.

Background and Security clearance checks will be conducted including National Police Records Check.

This position requires the successful applicant to hold a Working with Vulnerable People Registration or be able to obtain one prior to commencement. This position may require after hours or weekend work.

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

How to Apply: A two to three page (maximum) written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, in relation to the job requirements.

A current curriculum vitae (CV) with the names and contact details of two referees (one should be a current Supervisor/Manager).

Potential applicants can phone the contact officer Rohan Scott on 6205 0544 to discuss the role and ask any questions.

Applications should be submitted via the Apply No button below.

Contact Officer: Rohan Scott (02) 6205 0544 Rohan.ScottRFS@act.gov.au

ACT Corrective Services

Offender Reintegration

AMC induction and Screening Unit

Alexander Maconochie Centre (AMC) Induction and Screening Case Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35794)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Offender Reintegration as the Alexander Maconochie Centre (AMC) Induction and Screening Case Manager (ASO6).

This position is based at the AMC and is responsible for ensuring effective inductions and screenings and orientations are undertaken for all detainees once they enter the AMC. The successful applicant will have a strong involvement in issues relating to Aboriginal and Torres Strait Islander detainees and is required to liaise with Aboriginal and Torres Strait Islander people, community members and service providers.

Further to this, you will ensure any identified support needs are addressed either directly or through referrals to culturally sensitive services. You will also build and maintain relationships with Aboriginal and Torres Strait Islander detainees, Elders, stakeholders and community members.

In addition, you will ensure that all offenders are supported in a decent, humane, and respectful environment with a clear focus on rehabilitation and reintegration.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

Eligibility/Other Requirements:

COMPLIANCE REQUIREMENTS/QUALIFICATIONS

Aboriginal or Torres Strait Islander ancestry is considered an occupational requirement of this role (s42, Discrimination Act 1991). As such, a Confirmation of Aboriginality may be requested.

Experience working with offenders and relevant tertiary qualifications are highly desirable.

Background police checks will be conducted.

This position requires a pre-employment medical.

This position requires Working with Vulnerable People registration.

Note: This is an Identified position for Aboriginal and Torres Strait Islanders or People only.

How to Apply: Applicants are required to submit two items -

A one-to-three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements.

2. A current curriculum vitae with the names and contact details of two referees (one should be a current supervisor/manager).

Please ensure you submit all items.

Applications should be submitted via the Apply Now button below.

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

ACT Human Rights Commission

Victim Support ACT

Change Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 49961)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: Victim Support ACT at the Human Rights Commission is seeking a highly motivated Change Manager. Victim Support ACT is a dynamic workplace that provides information, support and advocacy to people to help them recover from the impacts of crime and ensure their rights are upheld when they engage with the justice system.

The Change Manager will play a vital role in planning and implementing change management at VSACT. This role has been created to support and assist with change planning and implementation of recommendations from the 2021 Projects Assisting Victims' Experience and Recovery (PAVER) Review – Final Report. The Change Manager will work closely with VSACT leadership and stakeholders in support of service improvements.

The Change Manager will work with the Director, Service Improvement, to undertake a review of day-to-day service operations, recognising that a significant increase in client demand since the PAVER recommendations were made has impacted VSACT engagement with clients.

To be successful in the role you must be self-driven, with the ability to drive service improvement through effective collaboration and stakeholder engagement.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with a disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Eligibility/Other Requirements: This position requires a Working with Vulnerable People Check and a National Police Check.

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

How to Apply: See the attached role description for further information regarding duties and responsibilities.

Interested applicants should prepare a two-page pitch addressing the Selection Criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with your curriculum vitae and the contact details of at least two referees using the 'apply now' button.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Woodward (02) 6205 5197 Kylie.Woodward@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

Light Rail

Light Rail Stage 2

Project Support Officer, Light Rail Stage 2

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 61695)

Gazetted: 07 June 2023

Closing Date: 5 July 2023

Details: Are you our new Project Support Officer for Light Rail Stage 2?

Major Projects Canberra is responsible for the planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

As the Project Support Officer you will support the project by preparing and drafting complex written documentation, preparing Briefs and Project Board Papers, maintain record keeping standards, collate information for ministerial requests and assist the Light Rail Stage 2 Project team.

You will be situated under the Light Rail Stage 2 stream of the Light Rail Project Team and will report directly to the Senior Director Project Controls.

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

Eligibility/Other Requirements:

Highly Desirable

Experience working in project environment; and

Familiarity with tools and systems used in project management and management of project controls.

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

How to Apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail

Project Management

Panel Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61719)

Gazetted: 06 June 2023

Closing Date: 13 June 2023

Details: Have you managed panel arrangements for large infrastructure projects in accordance with relevant legislation, policies and procedures? Major Projects Canberra is looking for a new Panel Manager who would be responsible for managing the Light Rail Technical Advisors Panel.

As our new Panel Manager, you will lead the management of the panel including providing the team with contract and procurement advice and support, coordination of procurement activities, preparation of deeds and contracts and continuous improvement of systems and processes.

Eligibility/Other requirements:

Highly Desirable:

A good working knowledge of Objective will be an advantage.

An understanding of the ACT government business and administrative processes, or equivalent

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

Selection may be based on application and referee reports only.

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.

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: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Office of the Legislative Assembly

Business Support

Security and Building Services

Senior Security Administration Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 391)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: The Office of the Legislative Assembly (OLA) has an exciting opportunity for an enthusiastic, motivated and skilled Senior Security Administrative Officer to contribute to the development and delivery of the OLAs new protective security strategy and policy agenda.

In this temporary role and under general direction from the Manager, Security and Building Services, you will be responsible for leading and contributing to the development and implementation of OLA security strategy, policy, guidelines, and processes. You will be committed to supporting positive security outcomes for the OLA and be part of a small team that is focused on delivering protective security policy development and advice, security assurance activities and monitoring of the OLAs key security interests.

Key responsibilities include:

Contribute to the development and strengthening of the OLAs Protective Security Strategy and Framework through the preparation of policy documents, briefs, submissions, and general security advice. This includes reviewing, updating and communicating policies, procedures, guidance and training documentation.

Plan and contribute to the development, implementation and maintenance of security assurance and governance related activities.

Develop and maintain relationships with internal and external stakeholders.

Maintain relevant records, from file creation to archiving or disposal.

Other administrative security duties as directed.

We're especially keen to hear from people who have demonstrable experience in undertaking security policy and strategy development, including through research and analysis. If this role sounds like a challenge you are interested in, we want to hear from you.

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

How to Apply: Please submit a cover letter of no more than 800 words, responding to 'What we are looking for' section in the Position Description, a current curriculum vitae, and contact details of two referees, one of which is your current or most recent manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grant Kinsella 02 6205 0441 grant.kinsella@parliament.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

City Services

Roads ACT

General Service Officer Level 7 \$67,760 - \$71,554 , Canberra (PN: 26292)

Gazette Date: 06 June 2023

Closing Date: 04 July 2023

Details: The primary responsibilities of the position are to lead road maintenance crews and contractors carrying out general road maintenance duties, with accountability for administration, productivity, efficiency, quality standards, work, health, safety systems and environmental requirements.

Under limited supervision, you will be responsible for leading teams and oversee the work of the team, employing an independent approach and display a high degree of initiative. The tasks encompass the provision of trade and equivalent level guidance and provide assistance to other members of a work team, including staff training, estimating materials for jobs, planning, programming, prioritising and allocating work to crews. The role will oversee the completion of maintenance records and preparation of minor reports.

The position will primarily lead the signs and lines teams in the Works business unit within Roads ACT. Roads ACT is looking for candidates who have experience in leading teams and working on construction sites on a road environment, preferably installing signs and/or applying line marking to pavements.

The role will plan, and program works for the Signs and Lines teams. Part of the role will ensure that quality standards are met and recording the results in the Asset Management System. The position may sometimes be required to undertake surveillance activities on contractor's line marking application works, identifying defects through reflectivity testing and quality assessment against the technical standards and documenting results.

There is opportunity for permanent staff to occupy other positions across Roads ACT (at level) for the purposes of backfilling staff whilst on leave and for development purposes.

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 LGBTIQIA+ are encouraged to apply.

Eligibility/Other Requirements:

- Driver's licence MR-class (essential).
- Experience working in infrastructure industry (highly desirable).
- Construction Induction White card (essential)
- Asbestos Awareness (essential)
- Crystalline Silica Exposure Prevention (desirable) essential within 3 months of appointment.
- Willingness to work overtime/shifts as and when required.
- Willingness to undertake training activities to meet operational and organisational expectations (essential).
- Willingness to undertake computer and in field technology training and use (essential).
- This position does require a pre-employment medical (essential).
- This position does not require a Working with Vulnerable People Check.
- First Aid (desirable) essential within 3 months of appointment.
- Traffic Control Certificate (desirable) essential within 3 months of appointment.
- Certificate III or above in a Civil Construction related trade or ability to obtain within 12 months of commencement (essential).

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

How to Apply:

- A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.
- A current curriculum vitae
- Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Handley (02) 6207 3861 Matthew.Handley@act.gov.au

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

City Services

City Presentation

Place Management

General Service Officer

General Service Officer Level 3/4 \$53,867 - \$53,867, Canberra (PN: 41613, several)

Gazetted: 07 June 2023

Closing Date: 21 June 2023

Details: If you like working outdoors, if you care about our city's presentation and can take pride in your work, this may be the perfect job for you.

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

Eligibility/Other Requirements:

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

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: Asbestos Awareness Training - WorkSafe ACT

Silica Awareness Training or a willingness to obtain.

Implement Traffic Control Plans qualification or a willingness to obtain.

Driver's licence C Class is essential, Medium Rigid (MR) is preferred.

Permanent resident of Australia.

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: Applicants wishing to apply for these roles should complete the attached application form- Place Management Recruitment Form GSO 3-4 - and not individually address the Selection Criteria.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Tessa Roberts 0419 001 377 Tessa.Roberts@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Strategy, Planning and Policy

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47378)

Gazetted: 02 June 2023

Closing Date: 16 June 2023

Details: The Strategy, Planning & Policy team is responsible for developing strategies, plans and policies for how public transport services are provided in the ACT in order to meet the social, economic and environmental goals of the Territory. The Strategy, Planning & Policy team do this by providing expert policy and planning advice to Government and other stakeholders on how to best design, plan, prioritise and invest in public transport to drive value for the Territory, deliver a quality customer experience and support a sustainable future as part of the integrated transport system.

The team is also responsible for business and commercial planning to optimise business operations and performance, strategic project development including feasibility studies, business cases coordination and identifying investment priorities. The team also articulate and monitor accountability measures to demonstrate that Canberra's public transport delivers value for money in achieving Government's objectives.

Working under the direction of the Director, the Project Officer will assist in the delivery of public transport projects, including critical transport planning studies and investigations, managing assets and undertaking procurement and contract management activities. The Project Officer will have knowledge of and ensure compliance with legislative frameworks, government decision-making and TCCS policy requirements.

The successful applicant will have experience in providing project management support, well-developed verbal and written communication skills and be confident working both collaboratively and independently as required.

The Project Officer will actively engage with key stakeholders, interpret and apply relevant legislation, as well as drafting reports and other correspondence related to the project.

Under limited direction, the Project Officer will draw on well-developed organisational and time management skills, experience in providing project support, procurement, and to assist in delivering projects. The Project Officer will exercise initiative and judgement in providing project support.

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

Eligibility/ Other Requirements

Project management experience or qualifications are highly desirable.

An understanding of public transport or similar field is highly desirable.

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

How to apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Powter (02) 6205 5017 Luke.Powter@act.gov.au

Territory and Business Services

Yarralumla Nursery

Wholesale Nursery Worker

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 41572)

Gazetted: 05 June 2023

Closing Date: 26 June 2023

Details: Are you passionate about plants and the environment and want to take the first steps to a rewarding career in Horticulture? Then you may be the right person for the role of Wholesale Nursery worker at Yarralumla Nursery.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 200,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

We are currently looking for a suitable person to fill a full-time permanent position in our Sales team. The primary responsibilities for this role are to:

Pick plant orders, weed, clean pots, label, and prepare for transport or delivery.

Assist in customer service-related tasks and administrative duties.

This is an excellent opportunity to gain experience in a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will help produce and sell high quality plants to the Canberra community and the surrounding regions.

The role is based at the Yarralumla Nursery in Canberra.

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:

1. Driver's licence Class C is essential.
2. This position requires a pre-employment medical prior to employment to ensure the employee has the ability to:
 - a. Lift heavy materials (16-20kg)
 - b. Bend repeatedly
 - c. Carry out a variety of other heavy manual work
 - d. Work outdoors in all seasons

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months in either the Production or Sales sections of the nursery. Suitable applicants may be offered the opportunity to fill future vacant roles in either Production or Sales over the next 12 months.

How to Apply: Please submit a written application addressing the criteria under the 'What you require' section of the Position Description (maximum 2 pages), along with your current curriculum vitae listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Farley Hayward (02) 6207 2447 Farley.Hayward@act.gov.au

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

Transport Canberra and City Services

Planning and Delivery

Customer Experience Delivery Team

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: A20255)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: The Transport Canberra Customer Experience Delivery team is responsible for delivering on Transport Canberra's Customer Strategy and providing front-line support to customers and the public.

The team works directly with Transport Canberra's operational units to build awareness of customers' needs and incorporate best practice into operational processes so as to deliver the best possible outcome for the community.

The Assistant Director Customer Experience Delivery is responsible for leading a small team to oversee delivery of a quality day-to-day customer service to Transport Canberra customers, whilst supporting the Director Customer Experience Delivery to activate and deliver the Transport Canberra's Customer Strategy.

The Assistant Director Customer Experience Delivery will manage the customer service function of the Customer Experience team, including the management and maintenance of the customer service database, the provision of information in response to customer feedback and the support, supervision and guidance of the customer experience team. This includes monitoring and management of workflows and regular reporting of key customer data achieved through customer feedback. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

Together with the Director Customer Experience Delivery you will drive operational problem solving to meet customer needs, implement our customer service strategy, and build cross-functional partnerships to deliver meaningful customer-centred solutions.

Eligibility/Other Requirements: Tertiary qualifications or demonstrated equivalent experience in customer service, communications, stakeholder consultation or customer engagement or a relevant field is highly desirable.

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: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara Gough (02) 6207 8857 Barbara.Gough@act.gov.au

Transport Canberra and Business Services

Bus Operations

Fleet

Vehicle Cleaner Fueller

EGSO4.2 - Workshop Staff \$73,651, Canberra (PN: C10939, several)

Gazetted: 01 June 2023

Closing Date: 15 June 2023

Details: Transport Canberra Operations is seeking enthusiastic and highly motivated applicants to join our casual Cleaner Vehicle Fueller Team. Experience in industrial or automotive cleaning industry would be considered as desirable but not essential.

Working to rotating rostered shifts, from early morning to late at night including regular weekend rostered overtime, the successful applicants will be required to perform duties associated with the daily cleaning, fuelling, and detailing of Transport Canberra's bus fleet. The successful applicants will be able to maintain a high degree of reliability and consistency in following cleaning procedures and be able to work under limited supervision. This position is required to work under time pressure and is exposed to temperature and weather changes throughout the year.

These positions are generic across the Transport Canberra's fleet services team and applicants may be required to rotate within Transport Canberra to any designated location as directed.

To be successful in this position you will:

Have a basic understanding of cleaning and fuelling duties and the ability to follow procedures in a reliable and consistent manner.

The ability to be self-motivated and demonstrate safe work practices.

Have a 'hands on' approach and a high level of enthusiasm.

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.

Drivers Licence (C-class) is mandatory, with the ability to obtain a Transport Canberra yard licence.

Work rostered shifts, from early morning to late at night including regular weekend rostered overtime.

Notes: There are several casual positions available with the possibility of permanency. This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

A merit pool will be established from this selection process and will be used to fill identical vacancies over the next 12 months.

Successful applicants will be required to undertake a range of pre-employment assessment activities to determine their suitability to the position

How to apply: A two-page statement outlining your experience and abilities to perform the advertised role. The statement should demonstrate that you have the capabilities in the "What You Require" section of the Position Description document including details of Professional Skills and Knowledge.

A current curriculum vitae including details of work history and professional qualifications.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Paul Mascord (02) 6205 8278 Paul.Mascord@act.gov.au

Chief Operating Officer Group

Executive Branch Manager Field Service Solutions

Executive Level 1.1 \$220,460 - \$229,257 depending on current superannuation arrangements, Canberra (PN: E1313)

Gazetted: 05 June 2023

Closing Date: 19 June 2023

Details: Are you an experienced program manager with strong adaptive and progressive leadership skills to drive business solutions and enable change management? Are you experienced in facilitating field service solutions to deliver customer centric outcomes? Then this could be the job for you!

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Field Services Solutions for a period of two years.

The Executive Branch Manager (EBM) Field Service Solutions will manage relationships across TCCS and ACT Government to facilitate and deliver the Field Service platform program management needs for Transport Canberra and City Services (TCCS).

This role is the perfect opportunity for the EBM to demonstrate their innovative and transformative mindset to lead the provision of the Field Service platform that is integrated across government and places the customer as the centre of TCCS service delivery.

The role requires a strategic leader with a strong customer focus and experience in complex and diverse technologies including geospatial, platform scaling, integration and consolidation, and transport and municipal asset management.

The ideal candidate will be an enthusiastic and adaptive leader, who has personal drive and integrity, likes working with people, is resilient and can deliver in a high-pressure environment, with excellent analytical and communication skills.

Remuneration: The position attracts a remuneration package ranging from \$220,460 - \$229,257 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$195,480.

Contract: The successful applicant will be placed on a short-term contract for two years.

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 the name and contact details of two referees.

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

Contact Officer: William Mudge (02) 6205 3936 William.mudge@act.gov.au

Territory and Business Services

Libraries ACT

**Service Delivery
Workforce Officer**

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 34398)

Gazetted: 05 June 2023

Closing Date: 26 June 2023

Details: Once upon a time, Libraries were a place for quiet reflection, studious research and silence.

Oh how times have changed.

Libraries ACT is a vibrant community service encouraging storytelling, learning, growth and fun. Now, we're looking for the next hero to join our story.

The Libraries ACT Workforce Officer plays a critical role in supporting the delivery of library services to the people of Canberra. With a keen attention to detail, a knack for coordinating resources and sound computer skills, this role supports the scheduling of staff resources in our public library branches. With a focus on providing high level service to colleagues, they'll work closely with the Service Delivery leadership team and public library staff daily.

If you thrive in fast-paced service delivery environments, you may just be the hero we're looking for.

Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other requirements:

This position requires a Working with Vulnerable People Check

This position requires a pre-employment medical.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Shortlisted applicants may be invited to attend interview or undertake other assessments to support selection. Selection may also be based off written application and referee reports only.

How to Apply: To apply for this role, please provide a curriculum vitae with the details of two referees, and the answers to the following three questions (no more than three paragraphs per response):

Question 1: How do you manage competing priorities to achieve a goal within a set timeframe? Please provide an example

Question 2: Tell us about a time you've gone above and beyond in the delivery of a service to a customer, colleague or stakeholder

Question 3: Why do you want to work for Libraries ACT and why are you the best fit?

Applications should be submitted via the Apply Now button below.

Contact Officer: Lela Hopkins (02) 6207 6607 Lela.Hopkins@act.gov.au

**City Services
City Presentation
Place Management
Irrigation Overseer**

General Service Officer Level 9 \$79,105 - \$89,398, Canberra (PN: 18147)

Gazetted: 05 June 2023

Closing Date: 26 June 2023

Details: City Presentation is a Branch within the City Places and Infrastructure Division and is responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for, city rangers and the protection of trees on public and private land.

The Place Management team is looking for an experienced and motivated person to fill the role of Irrigation Officer. Successful candidates will be self-reliant, team players who enjoy working outdoors.

As Irrigation Officer you will often be required to work independently, taking the lead in ensuring irrigation practices, programs and asset maintenance requirements are delivered on time and that relevant quality standards are being met.

Join Transport Canberra and City Services as we deliver quality services that make Canberra a great place to live.

We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community. We value our people; we support diversity, and we strive to be a great place to work.

Eligibility/Other Requirements:

Demonstrated technical knowledge and practical experience in irrigation management in relation to amenity horticulture/turf management.

Demonstrated knowledge and experience relating to contract supervision and experience in the delivery of small-scale projects.

Demonstrated ability to review and provide technical advice on landscape and irrigation plans and projects.

Sound communication skills (oral and written), negotiation and conflict resolution skills and the ability to liaise effectively with management, staff and members of the public.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and ability to work in a safe manner and identify risks in accordance with safe work practices, including standard operating procedures and temporary traffic management.

Certificate III in Turf Management/Horticulture is essential.

Certificate III in Irrigation Technology or willingness to obtain within 24 months is highly desirable.

An understanding of urban landscape management is desirable.

Competent in mobile and irrigation software applications.

6. Workplace Health and Safety Induction (White Card), Asbestos awareness card, driver's licence C Class, permanent residency essential.

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

How to Apply: Please provide a written response of no more than four pages, a curriculum vitae and contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Jeffrey VanAalst (02) 6205 8257 Jeffrey.VanAalst@act.gov.au

APPOINTMENTS

ACT Health

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

Noelyn Perriman, Section 68(1), 1 June 2023

Canberra Health Services

Specialist / Senior Specialist, \$188,151 - \$254,198

Dilini Hemachandra: 84781560, Section 68(1), 06/06/2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Kylie Kyung Yoon Jung, Section 68(1), 05 June 2023

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

Ashlee Adams, Section 68(1), 6 June 2023

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

Ninamma Bantawa Rai, Section 68(1), 7 June 2023

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

Simone Greaves, Section 68(1), 5 June 2023

Administrative Services Officer Class 1 \$53,868 - \$59,258

Andrew Irons, Section 68(1), 5 June 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Dandan Jin, Section 68(1), 5 June 2023

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

Harpreet Kaur, Section 68(1), 23 May 2023

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

Swarupini Kurakula, Section 68(1), 1 June 2023

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)

Troy Rimando, Section 68(1), 5 June 2023

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

Krishna Sharma, Section 68(1), 8 June 2023

Administrative Services Officer Class 1 \$53,868 - \$59,258

Connor Stanford, Section 68(1), 5 June 2023

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

Soly Y, Section 68(1), 8 June 2023

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

Qian Zhao, Section 68(1), 8 June 2023

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Alex Amalos, Section 68(1), 29 May 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Lily Campton, Section 68(1), 5 June 2023

Teacher Level 2 \$114,979

michele mckell, Section 68(1), 5 June 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Kaitlin Wickens, Section 68(1), 29 May 2023

Chief Minister, Treasury and Economic Development

General Service Officer Level 3 \$53,867 - \$55,873

Nathan Atkin, Section 68(1), 5 June 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Jianna Catbagan, Section 68(1), 5 June 2023

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

Shoshana Cohen, Section 68(1), 5 June 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Marysheillah Maxwell, Section 68(1), 5 June 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Shilpa Mulpuru, Section 68(1), 5 June 2023

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

Kayla Smith, Section 68(1), 5 June 2023

Community Services

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

Kylie Abraham, Section 68(1), 6 June 2023

Director of Public Prosecutions

Paralegal Grade 2 \$70,403 - \$76,255

Shearn Lee, Section 68(1), 1 June 2023

Paralegal Grade 2 \$70,403 - \$76,255

Madeline McBride, Section 68(1), 1 June 2023

Education

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

Cvija Ruzic: 87013663, Section 68(1) 1 June 2023

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

Angas Quantrill: 87896654, Section 68(1) 17 June 2023

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

Sharon Hoffmann: 83544766, Section 68(1) 8 June 2023

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

William Houghton: 87641360, Section 68(1) 5 June 2023

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

Isabelle Mackay-Sim: 84902940, Section 68(1) 17 July 2023

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

Benedict Van De Rhee: 86571911, Section 68(1), 5 June 2023

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

Alison Johnson: 87640288, Section 68(1), 8 June 2023

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

Albert Palazzo: 84915856, Section 68(1), 8 June 2023

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

Andrew Yallop: 87638305, Section 68(1), 8 June 2023

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

Heather Rapp: 87267559, Section 68(1), 5 June 2023

School Assistant 3 \$58,404 - \$62,857

Michael Blundell, Section 68(1), 25 May 2023

School Assistant 4 \$70,028 - \$75,827

Candace Cord, Section 68(1), 1 June 2023

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

Hannah Kimber, Section 68(1), 31 May 2023

School Assistant 4 \$70,028 - \$75,827

Tareq Parter, Section 68(1), 29 July 2023

School Assistant 3 \$58,404 - \$62,857

Jennifer Rosewarne, Section 68(1), 31 May 2023

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

Brittany Ross, Section 68(1), 31 May 2023

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

Deepa Walia, Section 68(1), 31 May 2023

Environment, Planning and Sustainable Development

Park Ranger 1 \$68,685 - \$73,920

Jack Bowman, Section 68(1), 30 May 2023

Justice and Community Safety

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Joshua Farrugia, Section 68(1), 5 June 2023

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Billy Kelso, Section 68(1), 5 June 2023

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Rebecca Llewelyn, Section 68(1), 5 June 2023

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

Toni Millar, Section 68(1), 7 June 2023

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Bailey Patterson, Section 68(1), 5 June 2023

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

Sharn Soldo, Section 68(1), 8 June 2023

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Henry Waldren, Section 68(1), 5 June 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Tully Webb, Section 68(1), 5 June 2023

Transport Canberra and City Services

Bus Operator - Training \$74,582

Sara McCulloch, Section 68(1), 27 May 2023

General Service Officer Level 3/4 \$53,867 - \$58,825

Hone Peri, Section 68(1), 8 June 2023

General Service Officer Level 3/4 \$53,867 - \$58,825

Luke Scanes, Section 68(1), 8 June 2023

TRANSFERS

Environment, Planning and Sustainable Development

Teagan Lee

From: Senior Officer Grade C \$123,710

Justice and Community Safety

To: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 29256) (Gazetted 3 April 2023)

PROMOTIONS

ACT Health

Policy Partnerships and Programs

Funding Policy

Funding Policy

Meera Mohideen Ahamed Fareed

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

Canberra Health Services

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

ACT Health, Canberra (PN. 24112) (Gazetted 5 April 2023)

Corporate and Governance

People Strategy and Culture

People Support Services

Louise Kael

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

ACT Health

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

ACT Health, Canberra (PN. 61730) (Gazetted 29 September 2022)

Corporate and Governance

Governance and Risk

Governance and Compliance

Raffaele Mallamace

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

ACT Health, Canberra (PN. 39813) (Gazetted 13 April 2023)

Canberra Health Services

Deborah Adeyemi

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 54917) (Gazetted 11 April 2023)

Allied Health

Acute Allied Health Services

Psychology

Erica Boulter

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 38917) (Gazetted 1 April 2023)

Rehabilitation, Aged and Community Services

Oral Health Services

Ouday Deeb

From: Dental Assistant Level 1/2 \$50,872 - \$70,887

Canberra Health Services

To: Dental Assistant Level 3 \$82,566

Canberra Health Services, Canberra (PN. 20546) (Gazetted 9 March 2023)

Healthcare Technology Management (HTM)

Medical Services

David Hanxomphou

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 59733) (Gazetted 1 May 2023)

Meg Lillie

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 2235822358) (Gazetted 17 March 2023)

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Garima Maharjan

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 12192) (Gazetted 21 April 2023)

Clinical Services

Surgery

Surgical Wards

Jeslin Martin

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. 22444) (Gazetted 22 March 2023)

Rehabilitation, Aged and Community Services

Community Care Program

Kara The

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. 22637) (Gazetted 31 March 2023)

Canberra Institute of Technology

Corporate Services

Facilities Department

Tomislav Butkovic

From: General Service Officer Level 5 \$59,713 - \$62,860

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 61639) (Gazetted 24 February 2023)

Chief Minister, Treasury and Economic Development

Policy and Cabinet Division

Regional, Infrastructure, Planning and Transport Branch

Regional, Infrastructure, Planning and Transport Branch

Kristie Cockfield

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. 24276) (Gazetted 31 March 2023)

Office of Industrial Relations and Workforce Strategy

Centre for Leadership and Innovation

Diverse and Inclusive Talent

Sheridan McElligott

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. 52111) (Gazetted 24 March 2023)

Community Services

Housing Assistance

Infrastructure and Contracts

Infrastructure Delivery

Briar Champness

From: Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra

To: †Infrastructure Officer 5 \$163,315

Community Services, Canberra (PN. 04077) (Gazetted 2 March 2023)

Family Safety

Family Safety

Kelly Lokan

From: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety

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

Community Services, Canberra (PN. 39959) (Gazetted 27 October 2022)

Housing Assistance

Infrastructure and Contracts

Contract Management Team

Kyrsty Robson

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

Community Services

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

Community Services, Canberra (PN. 40784) (Gazetted 26 April 2023)

Family Safety

Family Safety

Kate Thornber

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

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

Community Services, Canberra (PN. 51492) (Gazetted 27 October 2022)

Education

Office for Schools

Tuggeranong Network

Taylor Primary School

Fenella Glynn

From: School Leader C \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 14293) (Gazetted 29 March 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Business, Governance and Capability

Corporate Services and Operations

Business Services and Sustainability

Esther Duffy

From: Senior Officer Grade C \$114,928 - \$123,710

Education

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

Environment, Planning and Sustainable Development, Canberra (PN. 61312) (Gazetted 19 April 2023)

Suburban Land Agency

Suburban Land Agency

Development Delivery

Urban Development

Julia Forner

From: Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development

To: †Infrastructure Manager/Specialist 1 \$175,124

Suburban Land Agency, Canberra (PN. 59304) (Gazetted 24 April 2023)

Transport Canberra and City Services

City Services

City Presentation

Urban Treescapes

Mark Johnson

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 08065) (Gazetted 27 March 2023)

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 Operations

City Services

Infrastructure Planning

Clara Rice

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

Education

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

Transport Canberra and City Services, Canberra (PN. 22459) (Gazetted 1 May 2023)

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.