



ACT Government Gazette

Gazetted Notices for the week beginning 22 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>

Executive Branch Manager, Population Health Policy

Temporary Vacancy (01 July 2023 to 30 September 2023 with the possibility of extension up to nine months)

ACT Health

Population Health Division

Position: E711

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS SOGA, ACTPS Senior Executive List

Date Circulated: 28/06/2023

ACT Health is seeking an experienced senior executive with a strong commitment to providing high leadership to develop and implement the ACT Government's priorities in preventive, population and public health policy as part of the Population Health Division.

Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day. The Population Health Division, lead by the ACT Chief Health Officer provides a range of services and programs aimed at improving the health of the ACT population through interventions which promote behaviour changes to reduce susceptibility to illness; alter the ACT environment to promote the health of the population and promote interventions that remove or mitigate population health hazards.

The Population Health Policy Branch Leads system change to improve the health and wellbeing of all Canberrans through preventive, population and public health legislation, policy and strategy.

Reporting to the Chief Health Officer, the Executive Branch Manager is a critical leadership role in the Division.

The successful applicant will model our values of respect, integrity, collaboration and innovation.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. An immediate start will be required for this position.

Remuneration: The position attracts a remuneration package ranging from \$251,374 - \$261,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,205.

To apply: Interested candidates are requested to submit an EOI of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Laura McNeill via email, laura.mcneill@act.gov.au by COB (One week from circulation)

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

Executive Branch Manager, Communication and Engagement

Temporary Vacancy (ASAP for up to three months)

ACT Health

Infrastructure, Communication and Engagement

Position: E1176

(Remuneration equivalent to Executive Level 1.2)

Circulated to: ACTPS SOGA, ACTPS Senior Executive List

Date Circulated: 22/06/2023

The ACT Health Directorate is seeking an experienced leader with executive management skills to undertake the role of Executive Branch Manager, Communication and Engagement. The occupant will need an established track record conceptualising, designing, implementing and delivering contemporary and emerging communications and engagement initiatives and services. The successful applicant will have an expertise in strategic communications and engagements including experience providing critical and high level advice to key stakeholders.

The Executive Branch Manager leads the Directorate's professional communications and engagement staff to deliver an efficient and effective internal and external communications and engagement function.

The role leads the Communication and Engagement Branch, and works closely with business and policy teams across the Directorate to:

- Provide advice and leadership in communications and engagement strategy and delivery
- Lead significant campaign activity
- Provide our stakeholders, including non-government organisation (NGO) health service partners information, consultation and engagement channels
- Lead communication and engagement delivery for the benefit of the act community in partnership with business and policy areas, including media, strategic, internal, and online communications, including multimedia and design.
- Work with business units to facilitate clear understanding of the communication needs of Canberrans

The position reports to the Executive Group Manager, Infrastructure, Communication and Engagement, and works collaboratively with the Ministers' offices, Director-General, Executives and officers across the ACTP as well as with numerous key external stakeholders.

The successful applicant will model our values of respect, integrity, collaboration and innovation.

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 \$235,922 - \$245,343 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$209,347.

To apply: Interested candidates are requested to submit an EOI of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Catherine Loft via email, Catherine.Loft@act.gov.au by COB 29 June 2023

Contact Officer: Catherine Loft 0468 573 605 or Catherine.Loft@act.gov.au

Corporate and Governance

People Strategy and Culture

People Support Services

Director, People Support Services

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60683)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: The People Strategy and Culture Branch delivers strategic and operational human resources services including industrial relations for the ACT Health Directorate (ACTHD) and delivers 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 leadership and management skills and proven experience in delivering HR initiatives in an organisation.

The successful candidate must be flexible in thinking, adaptable, and responsive to changes in priorities. They should be able to promote and manage key strategic relationships within the broader ACTPS and across the health system to achieve organisational goals. They will have demonstrated experience in leading the delivery of complex work programs including the ability to provide advice that influences strategic direction in culture, capability and workforce.

This position will have significant engagement with ACTHD Executive and management team. The position will drive people related support to business units including delivery of operational HR support, development and implementation of a range of people initiatives and strategies to build an environment where workforce feel safe to seek support, resolve concerns, question and report on matters that are not aligned to the culture that ACTHD is aspiring for. This role is critical to modelling and supporting business areas in enhancing psychological safety for their 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.

Notes: This is a temporary position available from 20 July 2023 for 11 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a response (no more than two pages) to the 'What You Require' section of the Position Description, outlining your relevant skills, knowledge, and experience along with your current curriculum vitae and contact details of two referees (one must be current or recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Sangeeta Gupta (02) 5124 9825 Sangeeta.Gupta@act.gov.au

Office of the Director-General

Office of the Director-General

Ministerial and Government Services

Administration Officer – Health Ministerial Liaison Unit

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 24325)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: The Ministerial and Government Services team works closely with the Office of the Director-General, broader executive team and across the Directorate, in supporting the Director-General, executive, and Ministers' Offices, in the overarching strategic direction and management of the Directorate.

The Ministerial Liaison Unit within the Ministerial and Government Services team is looking for someone who is highly motivated, with strong time management and effective organisational skills, to undertake a range of administrative tasks associated with coordination, tracking and monitoring of ministerial correspondence. The role encompasses a variety of tasks to support the day-to-day operation of the team including monitoring of incoming requests, preparing the Ministerial event register and ensuring items are progressing in a timely manner.

This is an exciting opportunity for anyone who works well under pressure, is able to achieve deadlines and has a great attention to detail to proofread and edit ministerial documents, schedule and track the movement of documents within the ACT Health Directorate and the Ministers' Offices.

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:

Knowledge and understanding of HP Records Management system (TRIM) or Objective would be desirable and well regarded.

Knowledge and/or experience in a Ministerial or Government Business Unit in management and coordination roles would be well regarded.

Notes: This is a temporary position available 17 July 2023 until 4 November 2023 with the possibility of permanency. An order of merit will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Aleks Pond 5124 9831 Aleks.Pond@act.gov.au

Population Health

Public Health, Protection and Regulation, Health Protection Service

Communicable Disease Control, Immunisation Unit

Vaccine Management and Delivery Officers

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 49531, several)

Gazetted: 23 June 2023

Closing Date: 30 June 2023

Details: Vaccine Management and Delivery Officers are responsible for the distribution and management of Government funded vaccines to immunisation providers in the ACT, including GP practices, pharmacies, ACT Government immunisation clinics and hospitals.

Officers are also responsible for entering data onto the inventory management system and answering calls on the Immunisation Information Line.

Officers are required to participate in manual handling, driving a government vehicle and work within a cool room environment.

Eligibility/Other Requirements:

Undergo a pre-employment National Police Check.

Hold a current ACT drivers' licence.

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

How to Apply: Applicants should submit a current curriculum vitae and a written application of no more than two pages responding to 'What You Require' in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Raleigh Evans (02) 5124 9244 Raleigh.Evans@act.gov.au

Mental Health and Suicide Prevention

Office for Mental Health and Wellbeing

Director - Lived Experience

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61830)

Gazetted: 22 June 2023

Closing Date: 13 July 2023

Details: Mental Health Lived Experience Leadership Opportunity

The ACT Health Directorate, and Canberra Health Services (CHS) are seeking passionate people for leadership opportunities in lived experience across the mental health sector in the ACT.

The two Lived Experience Director positions are exciting new roles that will:

Guide and lead a lived experience perspective across policy, program development, and delivery of mental health services across the ACT.

Bring strong relational skills to work with a wide range of stakeholders around a shared vision and pathway for action.

About the roles

One position is in the Office for Mental Health and Wellbeing in the ACT Health Directorate. This is an independent Office which has a focus on change management, and systemic quality improvement, including all aspects of the experience of mental health and mental illness. A core value and commitment of the Office is community engagement including with people who have lived experiences across all aspects of its work.

The second position is in Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS) in CHS which delivers public mental health inpatient and community services across the ACT. MHJHADS is committed to delivering exceptional health care together with consumers and carers who need mental health care and support. MHJHADS is also dedicated to fostering and building consumer and carer participation and networks across all levels of the mental health services it delivers.

About you

We are seeking applicants who have:

A lived or living experience of mental health distress and/or suicidality, challenge, and wellbeing journey, and demonstrated ability to apply learnings as your primary knowledge and practice approach.

A background in applying lived experience in a strategic role as well as a strong understanding of the lived experience lens and/or experience contributing this in a role, program, system, or consultation setting.

Knowledge and understanding of mental illness and mental health and wellbeing; the social and economic environment of the act and policy issues related to mental health; and co-designing services for people in relation to mental illness, health or wellbeing.

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

How to Apply: Applicants are asked to provide a response to the Selection Criteria in the "What You Require" section of the Position Description. Your response should be no more than three pages and incorporating clear examples of your experience and skills related to the criteria.

If only applying for one position, please clearly state which position you would like to be considered for.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lee-Anne Rogers (02) 5124 9862 Lee-Anne.Rogers@act.gov.au

**Office of the Director General
Executive Officer**

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 18592)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

Details: Do you thrive in a dynamic environment of changing priorities? The Office of the Deputy Director-General is seeking an organised and delivery focussed person for the position Executive Officer to the Deputy Director-General.

The Deputy Director-General oversees and manages key strategic functions within ACT Health Directorate. As the Executive Officer, you will be responsible for leading ministerial and government business activity in a high pressure and fast paced office.

To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. The Executive Officer will work closely with administration teams to mentor and support staff in the workflow, provision of executive support and government business coordination.

ACT Health Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability 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.

How to Apply: Interested candidates are requested to submit a two-page pitch against the Selection Criteria and duties of the position, a curriculum vitae demonstrating prior experience in a government environment (using examples to demonstrate your Skills, Knowledge and Behavioural Capabilities) and the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelli Briebe (02) 6207 3240 Kelli.Briebe@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

Division of Medicine

Infectious Diseases

Specialist/Staff Specialist – Infectious Diseases Physician

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 20143 - 02BHG)

Gazetted: 23 June 2023

Closing Date: 6 July 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

Applications are invited from suitably qualified medical graduates with Fellowship of the Royal Australasian College of Physicians who have or are eligible for medical specialist registration with the Medical Board of Australia.

Infectious Diseases provides specialist inpatient, outpatient and Hospital in the Home care to patients with infectious diseases including, but not limited to, serious bacterial infections, prosthetic joint infections, long-term antibiotic use, splenectomy. Infectious Diseases supervises two advanced trainee positions for registrars and assists in the training of a third.

The successful applicant will be expected to have a role in undergraduate teaching and assessment within the Australian National University Medical School and be regularly involved in education and training of medical students and junior medical staff. The successful applicant will also be expected to be active in clinical and/or basic research, quality assurance activities and continuing medical education.

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

DUTIES

Under limited direction of the Clinical Director of Medicine, you will perform:

Provide clinical infectious diseases services comprising inpatient care and consultation, outpatient clinics, hospital in the home care, antimicrobial stewardship, attendance at clinical meetings, and telephone advice

Provide specialist infectious disease advice pertaining to infection prevention and control (including outbreak control), disease surveillance activities, staff health and occupational exposure management

Active engagement in educational activities related to infectious disease medicine including under-graduate and post-graduate education through the Australian National University Medical School

Active contribution to the quality improvement and research activities of the Infectious Diseases department including policy and procedure development, attendance, and presentation of research at major national and international meetings, and supervision of research projects of junior medical staff.

Supervision of allocated medical students and junior medical officers (interns, resident medical officers, and registrars), including the provision of feedback and appraisals.

Equitable participation with other specialists in the department's after-hours on-call and weekend rosters

Undertaking other duties, within approved clinical scope of practice, as required by the Director of Infectious Diseases, Canberra Hospital

To be available to perform these duties at Canberra Hospital and Calvary Public Hospital Bruce as required; and in the case of telephone advice, to affiliated NSW hospitals within the surrounding region.

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

High level communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.

A demonstrated record of achievement in implementing organisational strategies to enhance service delivery and business functions.

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

Position Requirements / Qualifications

Mandatory

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

Fellowship of the Royal Australasian College of Physicians and/or equivalent specialist qualification, including sub-specialty training in Infectious Diseases; and eligible for registration as an Infectious Diseases Specialist with the Medical Board of Australia

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.

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:

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.

Note: This is a temporary position available for a period for 5.5 months with the possibility of extension and/or permanency.

Contact Officer: Sanjaya Senanayake 02 5124 2105 Sanjaya.Senanayake@act.gov.au

Strategy and Governance

Policy

Senior Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57274 - 02BGJ)

Gazetted: 26 June 2023

Closing Date: 10 July 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

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The Branch includes Policy, Government Relations, Risk Management, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community. The Senior Policy Officer position works as part of a dynamic team to support policy development and governance processes across Canberra Health Services. This will provide you with a unique opportunity to be involved in both strategic and operational policy, contributing directly to safeguarding the high standards of care at CHS and improving the health of our community. This position reports to the Director, Policy.

DUTIES

Under direction of the Director, Policy, you will:

1. Provide advice on strategic policy as it relates to health and health service design.
2. Undertake research and analysis on strategic policy priorities, including identifying emerging issues.
3. Contribute to the development of briefing papers, including Ministerial and Executive briefings, and other evidence-based policy material on strategic policy matters.
4. In collaboration with divisions and business units, support and facilitate the development of policy documentation as it relates to operational policy governance.
5. Facilitate liaison and consultation with a diverse range of internal and external stakeholders, including representing the Strategy and Governance Branch and Canberra Health Services at relevant internal and external forums.
6. Provide secretariat support to committees and working groups.
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

Effectively communicate with a wide range of stakeholders.

Flexible to accommodate change, with critical thinking and analysis.

Communicate complex matters to a wide range of audiences.

A sense of humour.

Position Requirements/Qualifications:

Mandatory

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

Desirable:

Tertiary qualification in a relevant discipline (e.g., public policy, social science, research, or related fields).

Knowledge acquired either through formal studies or work experience, in relation to policy governance and development and evidence-based practice as applied to the health setting.

Clinical background desirable but not essential

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Gulnara Abbasova 0251249590 gulnara.abbasova@act.gov.au

Women, Youth and Children

Enhanced Health Services

Strengthening Health Responses to Family Violence (SHRFV) Project Coordinator

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 46882 - 02BC3)

Gazetted: 26 June 2023

Closing Date: 12 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

Training Team, Enhanced Child Health Service

The Training Team are responsible for the development and delivery of training for CHS staff, stakeholders, and consumers. All CHS staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection and family violence. This team develops, provides, and evaluates all mandatory child protection and Strengthening Health Responses to Family Violence (SHRFV) training for CHS. This includes information around roles and responsibilities according to legislation and policies. Working within the Training Team, the SHRFV Project Coordinator is responsible for the development, coordination, and delivery of evidenced based learning to CHS staff to strengthen the capacity of the workforce to identify and safely respond to disclosures of family violence.

The position provides an opportunity to enhance skills in the translation of practice knowledge through the delivery of quality training to a broad range of health professionals.

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, leadership, and interpersonal skills

Adaptability and flexibility to accommodate change and provide responsive services.

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

Position Requirements/Qualifications:

Mandatory

Relevant Health Professional qualifications and a minimum of five years' experience working professionally in a relevant clinical area is preferred.

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers.

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.

Certificate IV Training and Assessment or an equivalent certificate in group facilitation.

Hold a current driver's licence.

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 temporary position available for 12 months.

Contact Officer: Anna McLeod 51245223 anna.mcleod@act.gov.au

FBI Operations

Procurement & Supplies

Supply Operations Officer – Logistics

Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 60563 - 02BJS)

Gazetted: 26 June 2023

Closing Date: 10 July 2023

POSITION OVERVIEW:

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

website: www.canberrahealthservices.act.gov.au

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

This position is rotated between the CHS Distribution Centre and the Canberra Hospital.

ABOUT YOU:

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

Behavioural Capabilities

- Strong organisational skills with a high degree of drive.
- Understanding of supply chain processes within a warehouse environment.
- Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory

- Current forklift licence
- Unrestricted Class C drivers licence
- Relevant work 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 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

- Minimum 2 years experience in supply chain operations or similar discipline

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: Rob Swain 51243100 rob.swain@act.gov.au

Procurement and Supply

Supply Operations

Supply Operations Officer – Inventory Workflow

Health Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 60574, several - 02BJM)

Gazetted: 26 June 2023

Closing Date: 10 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Canberra Health Services has several exciting opportunities for experienced Supply Operations Officers who will provide operational inventory and workflow support within Canberra Health Services. The roles are essential inventory workflow positions to ensure the safe and efficient delivery of services to the Canberra Health Sector. The roles offer salary sacrifice arrangements.

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

The positions are primarily located at the Canberra Hospital and the CHS Distribution Centre and may be required to work periodically at either site.

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

Responsible and dependable team member

Strong organisational skills with a high degree of drive

Adaptive and flexible

Creative problem solver who can influence successful outcomes

Position Requirements / Qualifications

Mandatory

Current forklift licence

Unrestricted Class C drivers' licence

Excellent numeracy skills

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

Minimum 3 years' experience in supply chain operations or similar discipline

Rigid truck licence (minimum MR)

Basic Microsoft Office Word and Excel skills

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: Rob Swain 51243100 rob.swain@act.gov.au

Clinical Services

Women Youth and Children

Neonatal Nursing

Neonatal Intensive Care Nursing Foundation Program

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 34090, several - 02BKW)

Gazetted: 23 June 2023

Closing Date: 7 July 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 Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care, Special Care, ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

NICU and SCN are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care.

You will be provided with a 12-month supported Neonatal Intensive Care Foundation program designed for nurses new to neonatal intensive care setting. It is a supported program consisting of dedicated study days, supernumerary days, and intensive learning packages. At the completion of this program, you will be competent to care for sick neonates and their families.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive.

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

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

Position Requirements / Qualifications

- Registered Nurse with a minimum of two years' experience working professionally in an acute care setting.
- The successful applicant will be required to work mornings, evenings and night shifts, on a seven days a week rotating roster.
- 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)
- Be available rotational shift work roster which includes weekends and night duty.

Note: These are temporary positions available immediately for 12 months.

Contact Officer: Lori Grlj (02) 5124 7333 Lori.grlj@act.gov.au

Infrastructure and Health Support Services

Sterilising Services

Team Leader TO2

Sterilising Services Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 29401 - 02BKC)

Gazetted: 23 June 2023

Closing Date: 7 July 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

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

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

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration

Sterilising Services Unit at CH

Sterilising Unit at CPHB

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

Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital)

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements / Qualifications

Highly Desirable

Certificate III in Sterilising (HLT37015) (If an employee does not possess a current certificate when they commence employment, they must obtain it within two years of commencement).

Certificate IV in Sterilising (HTL47015) or Certificate IV in Leadership and Management (BSB40215), is highly desirable

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

A sound knowledge of AS/NZS4187:2014 is essential

A current driver's license

Experience in leading and mentoring teams is preferred

This position is required to work across all Sterilising Services sites and participate in a rotating roster that includes a 24 hour/7days per week roster, including public holidays, if required.

Mandatory

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

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.

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

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

Contact Officer: Sandra Wheeler 5124 2283 Sandra.Wheeler@act.gov.au

Medical Services

Medical im

Specialist/Staff Specialist – Radiologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 44344 - 02BMC)

Gazetted: 23 June 2023

Closing Date: 5 July 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

Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency.

Duties include provision of clinical services, participation in the on-call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PET/CT and The Interventional Radiology section has two state of the art interventional suites with a complex and interesting workload.

The successful candidate would also be required to rotate to work at Weston Creek Medical Imaging Satellite department and University of Canberra hospital campus. The Weston Creek Medical Imaging Satellite department has CT, Ultrasound and Xray. The University of Canberra Hospital campus has a combined Fluoroscopy and Xray unit.

The preference would be for a full-time appointment, however fractional appointments may be considered. The preference would be for a radiologist with sub-speciality skills with Interventional Radiology Tier B capability.

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

DUTIES

Under broad direction of the Clinical Director of Medical Imaging and the Executive Director of Medical Services.

You will:

Provide high quality clinical services in General radiology and Interventional radiology to meet the demonstrated needs of the Canberra Hospital Services.

Contribute to the education and training of: Junior medical officers, students, registrars in Medical Imaging including non-medical staff in Medical Imaging.

Contribute to the on call/after hour's roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year.

Promote research in medical imaging and participate in development of research programs.

Work in a multidisciplinary team to promote a high-quality patient centred focused care.

Under the direction of the Clinical Director of Medical Imaging, provide high level leadership in the Medical Imaging Department, ensuring that strategies are patient centred and meet the changing needs of the community.

Undertaking other duties as directed, within the approved scope of clinical practice.

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.

Strong attention to details, reliable and punctual

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

Position Requirements / Qualifications

Mandatory

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.

Fellowship of the Royal Australian and New Zealand College of Radiologists / Physicians or equivalent specialist qualifications or equivalent specialist qualifications.

Eligibility for an unrestricted Medicare provider number to work at the Canberra Health Services.

Hold a current driver's license

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Desirable

Experience and qualifications in General Diagnostic Radiology with a subspeciality interest or Interventional Radiology would be desirable to meet the current and future demands of our community and department.

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.

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:

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: Dr Apurv Garg 02 5124 4324 Apurv.Garg@act.gov.au

Clinical Services

Surgery

Intensive Care Unit

Intensive Care Unit Foundations Program

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 34120, several - 02BJG)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

An exciting and rewarding opportunity exists with the Intensive Care Unit Foundations Program for nurses looking to expand and develop their skills in a critical care environment!

CHS is a growing tertiary hospital that cares for patients with a wide variety of health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

The Canberra Hospital offers its' employees the opportunity to work with the latest technology and facilities, with the new Critical Services Building due for completion in 2024.

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
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval
- Discounted gym memberships
- Scholarships for education support

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

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

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POSITION OVERVIEW

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

The Division of Surgery provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services, and the Capital Region Retrieval Service.

The Intensive Care Unit is a 39 bed level 3 Territory Referral Centre, which admits over 2200 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

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

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

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

Ability to work a flexible rotating roster.

High level communication, interpersonal, negotiation and conflict resolution skills.

Position Requirements / Qualifications

- A minimum of 12 months experience working professionally in a hospital-based environment.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the [National 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 available immediately for six months with possibility of extension and/or permanency.

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mccarthy@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol & Drug Program

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 28469 - 02BEM)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

Details: POSITION OVERVIEW:

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

website: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health and Alcohol & Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and 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 people's home. These services include:

- Rehabilitation and Speciality Services
- Adult Community Mental Health Services
- Adult Acute Mental Health Services
- Alcohol & Drug Services
- Child & Adolescent Mental Health Services (CAMHS)
- Justice Health Services

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

Under supervision of the Assistant Director of Nursing, the Registered Nurse role at this level is responsible for the provision to provide sound clinical services and interventions to clients of Alcohol and Drug Services.

This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies. The Registered Nurse position is supported by a cohesive and multi-disciplinary team.

This position(s) maybe required to participate in overtime, and/or rotation roster.

ABOUT YOU:

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Behavioural Capabilities

1. Ability to provide leadership and management.
2. Ability to apply critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
3. Ability to manage confidential and sensitive information.
4. Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Position Requirements/Qualifications:

Mandatory

- Relevant qualifications and a minimum of 5 years' experience working professionally in an Alcohol and Drug facility and/or previous experience as a RN 3.1 or above is preferred.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for weekend and after-hours work if required.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Have an understanding of how the National 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 Billington 0251242591 sally.billington@act.gov.au

Chief Operating Officer

Patient Navigation

Paediatric Care Navigator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 57691 - 02B81)

Gazetted: 26 June 2023

Closing Date: 10 July 2023

POSITION OVERVIEW:

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

The Paediatric Liaison and Navigation Service is a new service which has been established to improve the coordination of care and outcomes for children with chronic complex health care needs and support families to navigate the complexities of shared care with interstate hospital and health services. There will be 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 at Canberra Health Services as well as specialist paediatric care interstate.

The service is comprised of a multidisciplinary team that assists children and families to navigate the multiple services involved in their paediatric care. The service provides, and supports child and family centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges families face when required to access multiple services to ensure the highest quality of care for their child.

The Paediatric 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 family-centred service.

The role will work with families to provide support, advocacy, system navigation and connection with appropriate services. It will champion the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

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

The role will be a point of coordination with interstate hospitals and work with the CHS services and the current specialty care coordinators to support individual families and improve the formal networks and pathways for information sharing, coordination and ED diversion.

The position will work to develop the clinical scope of the role with the intention to undertake practical clinical support and interventions to reduce the need for emergency department presentations, to work directly with paediatric outpatient and community services to minimise the need for acute care presentation.

ABOUT YOU:

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Behavioural Capabilities

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

The ability to listen to, connect with, build rapport and understand the clinical and psychosocial needs of children, adolescents and their families with complex presentations

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

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

Position Requirements/Qualifications:

- Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 5 years post graduate nursing experience in Paediatric/Adolescent acute and /or primary health.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

- Primary health assessment and treatment experience.
- Experience in providing or coordinating care across acute and primary care settings
- Experience which provides insight into the consumer perspectives of families managing complex ongoing healthcare for children.
- Tertiary level qualification OR Post Graduate course work or study.
- 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:

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

Contact Officer: Phyto Courtis 0402 087 474 phyto.courtis@act.gov.au

Finance and Business Intelligence

Chief Financial Officer

Procurement and Supply

Supply Operations Officer – Hospital Workflow

Health Service Officer Level 6 \$63,169 - \$65,888, Canberra (PN: 60573, several - 02BJP)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

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POSITION OVERVIEW

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

The positions are primarily located at the Canberra Hospital and may be required to work periodically at the CHS Distribution Centre.

Canberra Health Services has several exciting opportunities for experienced Supply Operations Officers who will provide operational hospital workflow support within Canberra Health Services. The roles are essential workflow positions to ensure the safe and efficient delivery of services to the Canberra Health Sector.

The roles offer salary sacrifice arrangements.

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

- Responsible and dependable team member.
- Strong organisational skills with a high degree of drive.
- Adaptive and flexible.
- Creative problem solver who can influence successful outcomes.

Position Requirements / Qualifications

MANDATORY

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

DESIRABLE

- Minimum three years' experience in supply chain operations or similar discipline.
- Rigid truck licence (minimum MR).
- Basic Microsoft Office Word and Excel skills.

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

Clinical Services

Women, Youth and Children

Maternity

Registered Midwife Level 2 - Continuity

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 22266, several - 02BJ1)

Gazetted: 26 June 2023

Closing Date: 10 July 2023

Are you an experience Registered Midwife looking for your next challenge? Are you ready to jump into clinical leadership? Then we are looking for you!

The Midwifery Continuity of Care service is midwifery led care with an emphasis on partnership with families. You will work within a team, providing continuity of care to a caseload of women, coordinating safe and effective delivery of care to women and babies during pregnancy, birth, and postnatal period. Midwives will work in the community, women's homes and within CHWC.

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.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval.
- Discounted gym memberships.
- Scholarships for education support.

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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

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

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

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

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

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

Reporting to the Clinical Midwifery Manager, the level 2 Registered Midwife is responsible for providing midwifery leadership within a continuity team, providing continuity of care to a caseload of women. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services.

The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

ABOUT YOU

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

Demonstrated high level interpersonal, communication and customer service skills.

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

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

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

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

Position Requirements / Qualifications

MANDATORY

- Relevant midwifery and/or nursing qualifications.
- Eligible for registration as a Midwife with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- This is an on-call position and when on call need to be available within 30 minutes of the Centenary Hospital for Women and Children

Must hold a current driver's licence.

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

DESIRABLE

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Chloe Norton (02) 5124 7348 chloe.p.norton@act.gov.au

Clinical Services

Medicine

Renal Service

Clinical Nurse Consultant Dialysis Clinic

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 61851 - 02BPO)

Gazetted: 23 June 2023

Closing Date: 7 July 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

The CHS Renal Service provides inpatient and outpatient care to people with renal dysfunction across the ACT. The scope of services provided by the Renal Service is designed to support a continuum of care for people with kidney dysfunction. Services provided have a multidisciplinary focus and include care from acute kidney injury, chronic kidney disease, dialysis, home dialysis, kidney transplantation and renal supportive care.

The Dialysis Clinic CNC role is a rewarding and exciting position that will require someone with the ability to be flexible and manage change within the service. The successful applicant will play a crucial role in the operational management of the unit and responsible for clinical nursing support. The successful applicant will have strong

leadership skills, advanced clinical skills, experience in managing systems of clinical governance, leading quality improvement and participating in research.

The Dialysis Clinic CNC will be expected to work at various dialysis clinics across the CHS Renal Service and reports to the Renal Assistant Director of Nursing, Division of Medicine.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

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

High level communication skills and the ability to critically think.

Position Requirements / Qualifications

MANDATORY

- Holds or working towards a Post Graduate qualification in renal nursing and a minimum of five years' experience working professionally in renal nursing.
- 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.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Alison Winsbury (02) 5124 8366 alison.winsbury@act.gov.au

Clinical Services

Medicine

Renal Service

Clinical Nurse Consultant Dialysis clinic

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 61850 - 02BPR)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

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POSITION OVERVIEW

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The Dialysis Clinic CNC role is a rewarding and exciting position that will require someone with the ability to be flexible and manage change within the service. The successful applicant will play a crucial role in the operational management of the unit and responsible for clinical nursing support. The successful applicant will have strong leadership skills, advanced clinical skills, experience in managing systems of clinical governance, leading quality improvement and participating in research.

The Dialysis Clinic CNC will be expected to work at various dialysis clinics across the CHS Renal Service and reports to the Renal Assistant Director of Nursing, Division of Medicine.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

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

High level communication skills and the ability to critically think.

Position Requirements / Qualifications

MANDATORY

- Holds or working towards a Post Graduate qualification in renal nursing and a minimum of five years' experience working professionally in renal nursing.
- 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.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Alison Winsbury (02) 5124 8366 alison.winsbury@act.gov.au

Clinical Services

Medicine

Emergency Department

Registered Nurse - Emergency Department

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 24556, several - 02BCB)

Gazetted: 22 June 2023

Closing Date: 20 July 2023

Details: Canberra Health Services (CHS) is undergoing massive growth, and we want you to be a part of our team! Work with the latest technology and facilities, with the new Critical Services Building due for completion in 2024. Canberra Hospital Emergency Department is the major tertiary, trauma and referral centre for the ACT and surrounding regions. Our ED provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. A dynamic and highly skilled team that aims for excellence in care. Successful candidates will be provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for patient with a wide range of needs.

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click Lifestyle | Canberra to find out more about why you should live and work in Canberra.

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
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval
- Discounted gym memberships
- Scholarships for education support

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

Canberra Hospital's Emergency Department (ED) is the major tertiary, referral and trauma centre for the ACT and surrounding region. More than 85,000 patients are seen each year, and our ED provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. A dynamic and highly skilled team that aims for excellence in care.

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications

MANDATORY

- Registered with the Australian Health Practitioner Regulation Agency (AHPRA).

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Note: These are temporary positions for six to 12 months with the possibility of extension and/or permanency.
Contact Officer: Julie Allen (02) 5124 3753 julie.allan@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Nutrition

Dietitian

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 51183 - 02BHY)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

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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 Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: reliability, progressive, respectful, kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population.

Community Care Nutrition services are offered from community health centres and in patient homes across the ACT. The team provides nutrition assessment and intervention for a wide range of complex and chronic medical conditions including enteral nutrition; chronic renal failure; weight management; gastrointestinal disorders; malnutrition; and wound healing. Community Care Nutrition provides services for National Disability Insurance Scheme participants. As a service, we pride ourselves on high quality patient care, supervision and professional development.

This posting is for an expected vacancy to fill a temporary position. This temporary position is 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. 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.

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 and ability to work independently with a high degree of initiative

Adaptability and flexibility to accommodate change

Strong interpersonal skills and confidence communicating across a range of media

Position Requirements / Qualifications

Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent.

Eligible for membership of Dietitians Australia and eligible to hold Accredited Practising Dietitian (APD) credential.

Hold a current Driver 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.

Understand 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.

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

Note: This posting is for an expected vacancy to fill a temporary position. This temporary position is 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.

Contact Officer: Kate O'Brien 51241479 kate.o'brien@act.gov.au

Cancer and Ambulatory Services

Radiation Oncology

Radiation Therapy Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: C13546, several - 02BEC)

Gazetted: 23 June 2023

Closing Date: 22 September 2023

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POSITION OVERVIEW

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The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is responsible for the provision of a range of cancer care services, immunology, specialist palliative care, medical physics, radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

The Radiation Oncology Department at the Canberra Region Cancer Centre, Canberra Hospital provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, a dedicated CT Simulator, Eclipse and iPlan SRS treatment planning systems, ExacTrac and ARIA Oncology Information System.

Working under the supervision of an AHPRA registered Radiation Therapist, the Allied Health Assistant (Radiation Therapy) will aid and support the Radiation Therapy team in a range of direct and indirect clinical activities, administrative duties and patient support activities.

ABOUT YOU

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Behavioural Capabilities

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

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

High level communication and interpersonal skills.

Position Requirements / Qualifications

Mandatory

Cert IV (or equivalent) in Allied Health assistance.

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.

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

Note: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

Applications will be assessed as they are received.

Contact Officer: Martin Seng 5124 2284 Martin.Seng@act.gov.au

Cancer Ambulatory Support

Walk in Centres

Advance Practice Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 59167, several - 02BFU)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Walk in Centre's (WiC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds.

Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by clinical treatment protocols, medication standing orders and clinical decision making.

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:

Relevant registered nurse qualifications and a minimum of 5 years' experience working professionally in primary health assessment experience is preferred.

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

Minimum of 5 years post graduate nursing experience.

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

Desirable:

Primary health assessment and treatment experience.

Tertiary level qualification OR Post Graduate course work or study.

The successful applicant must be available for a rotating roster with weekend, Public Holidays and evening work. Have a high-level understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Successful candidates will be:

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kylie Rosin 0466860721 kylie.rosin@act.gov.au

Infrastructure and Health Support Services

Food Services - Staff Cafeteria

Cafeteria Supervisor

Health Service Officer Level 6 \$63,169 - \$65,888, Canberra (PN: 23281 - 02BHC)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

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POSITION OVERVIEW

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The Food Services Department of The Canberra Hospital is seeking Expressions of Interest for an experienced Staff Cafeteria Supervisor to coordinate the day to day running of the department in the areas of customer service and delivery of meals to clients. The successful applicant must have senior supervisory experience and industry recognised qualifications in food safety, staff competency-based training and hospitality management. Applicants must be able to demonstrate a sound understanding of office computer systems as well as Food Service Management IT Systems and need to possess oral and written communications skills of a particularly high order. The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food & Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services. The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa & other Community Centres.

ABOUT YOU

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Behavioural Capabilities

Strong communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs

Strong organisational, coordination and planning skills and a focus on outcomes.

High degree of self-drive and initiative.

Position Requirements/Qualifications:

Relevant Food Industry recognized qualifications and a minimum of 5 years' experience working professionally in food services is preferred.

Highly Desirable:

Industry recognized 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.

Desirable

Relevant experience in Microsoft Office applications.

Relevant food service IT systems.

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Current class C Driver's License.

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

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

Prior to commencement successful candidates will be required to:

Complete the Food Safety certificate.

Undergo a pre-employment National Police Check.

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

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

Successful applicants will be required to work on a seven-day rotating roster. Selection may be based on written application and referee report only.

Contact Officer: Sanjay Prasad 5124 2177 Sanjay.Prasad@act.gov.au

Specialist / Senior Specialist - Neurology (Epileptologist)

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 61731 - 02B70)

Gazetted: 22 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

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An exciting opportunity exists for a suitably qualified neurologist with a high level of sub-speciality expertise in epilepsy to join the Neurology Department at the Canberra Hospital on a part-time basis.

The Department of Neurology at Canberra Hospital is a well-established service with consultant medical staff positions supported by two accredited Neurology Advanced Trainees and two unaccredited Neurology Fellows, in addition to Basic Physician Trainees, Junior Medical Officers, specialist nurses, and neurophysiology scientists. The neurology department provides inpatient and outpatient services to the ACT and surrounding region. It is level 6 acute stroke centre providing 24/7 endovascular clot retrieval (ECR) service to the region. The department manages approximately 2,300 in-patient admissions annually, with a dedicated ward, and an acute stroke unit. The neurology outpatient service provides up to 3,800 episodes of care annually in general neurology and sub-speciality areas of neuroimmunology and Multiple Sclerosis, Movement Disorders, Botulinum Toxin, and clinical neurophysiology. There is a close working relationship with Neurosurgery, Radiology, General Medicine, Cardiology, the Acute Medical Unit, and public partners Calvary Bruce.

It is expected that approximately 80% of the staff specialist's time will be allocated to their substantive clinical service delivery role, and approximately 20% to non-clinical duties with some teaching, research and administrative responsibilities.

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

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

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

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

Note: This position is available with a fractional FTE of up to 0.2 FTE

DUTIES

Under limited direction of the Neurology Unit Director, you will:

Provide clinical services to clients with epilepsy through sub-specialty clinics.

Participation in the on-call rosters is optional and can be negotiated at the time of appointment.

Contributing to the planning, development, and provision of the epilepsy service at CHS.

3. Assist the Neurology Unit Director to ensure appropriate clinical governance mechanisms are in place for the Department.

4. Actively engage in quality and safety activities, service redesign, and model of care development for the Department and the Division of Medicine.

5. Contribute to teaching and training of Neurology Advanced Trainees, Fellows, Junior Medical Officers, Specialist Nurses, and Allied Health Staff.

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

ABOUT YOU

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Position Requirements/Qualifications:

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

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

Hold a Fellowship of the Royal Australasian College of Physicians (FRACP) in Neurology or an equivalent higher specialist qualification.

Fellowship training in Epilepsy.

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.

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.

Note: This is a part-time permanent position available at 8 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Dr Rajat Lahoria 02 5124 7090 Rajat.Lahoria@act.gov.au

Office of the CEO

Assistant Director - Workplace Resolution and Support Service

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50496 - 02BN6)

Gazetted: 26 June 2023

Closing Date: 23 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 Workplace Resolution and Support Service (WRSS) is responsible for providing strategic leadership and operational implementation of workplace resolution strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS divisions, WRSS delivers strategically aligned workplace resolution options including involvement with workplace conflict resolution mediation and counselling options.

ABOUT YOU

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Behavioural Capabilities

Strong contemporary HR experience in the areas of restorative practice, disciplinary matters and conflict resolution is highly desirable.

Strong relationship management skills, with the ability to provide high level advice and support to employees and managers about a range of workplace and/or interpersonal issues.

A solid understanding of, and proven experience in successfully conducting facilitated discussions/mediation to achieve dispute resolution.

A high degree of emotional intelligence, tact and empathy, with the ability to assess and resolve complex interpersonal issues between individuals and/or groups.

Experience and understanding of the need for confidentiality and sensitivity involved in working for a CEO.

Position Requirements/Qualifications:

Desirable

Tertiary qualifications in conflict resolution/restorative practice are highly desirable.

Over three years hands-on experience working in similar roles is preferred.

The successful applicant may need to be available for occasional after-hours work.

Part time hours will be considered.

Prior to commencement successful candidates will be required to:

Provide confirmation of education/professional body accreditation; and

Undergo a pre-employment National Police Check.

Contact Officer: Samantha Marwick 0400631029 samantha.marwick@act.gov.au

Infrastructure Management and Maintenance

Infrastructure and Health Support Services

Sterilising Services

Sterilising Technician

Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications), Canberra (PN: 29363 - 02BIY)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

Sterilising Services is organised into the following functional areas:

- Sterilising Services Unit at Mitchell, including management and administration
- Sterilising Services Unit at CH
- Sterilising Unit at CPHB
- Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CH

Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour / 7 days per week roster, including on-call. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital)

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Well-developed interpersonal skills.

Position Requirements / Qualifications

- HSO 3 – No qualifications are required at this level, but experience would be preferred. If you do not have a Certificate III in Sterilising (HLT37015) you have two years from commencement of employment to obtain this Certificate.
 - HSO 4 – Certificate III in Sterilising (HLT37015) is mandatory to be employed at this level and minimum three (3) years working in a Sterilising Services unit are mandatory to be employed at this level.
 - HSO 5 - Certificate III in Sterilising (HLT37015) and IV in Sterilising Services (HTL47015), or Certificate III in Sterilising (HLT37015) and Certificate IV in Leadership and Management (BSB40215); and minimum five (5) years working in a Sterilising Services unit are mandatory to be employed at this level.
 - A current driver's license is preferred.
 - This position is required to work across all Sterilising Services sites and participate in a rotating roster that includes a 24 hour/7days per week roster, including public holidays, if required.
 - CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
 - 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: Sandra Wheeler (02) 5124 2283 sandra.wheeler@act.gov.au

Women, Youth and Children

Enhanced Health Services

Health Professional, Enhanced Child Health Services

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 61361 , several - 02BFO)

Gazetted: 27 June 2023

Closing Date: 19 July 2023

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

Enhanced Child Health Service (ECHS)

This service encompasses the Child and Family Counselling Team, the Multidisciplinary Assessment, Intake and Navigation (MAIN) Team, and the Training Team. These teams of allied health and nursing clinicians provide support and intervention to children and families who are at risk of poor health and development outcomes due to an intersection of complex health and psychosocial needs. These range from brief, short-term interventions, to extended counselling support and specialist education and training.

This is an exciting opportunity to work within teams in a rewarding and vibrant service. This position is suitable for a dynamic, flexible, and skilled Health Professional who is committed to the delivery of high quality, trauma informed, and holistic care.

ABOUT YOU

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

Behavioural Capabilities

Strong clinical, communication and interpersonal skills.

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

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

Position Requirements / Qualifications

Mandatory

Relevant Tertiary qualifications in Social Work or Psychology and a minimum of 3 years' experience working professionally, preferably in the delivery of health services to women and/or children, young people, and families. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers.

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.

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

Contact Officer: Renata Kiss 5124 2712 renata.kiss@act.gov.au

Clinical Services

Mental Health, Justice Health, and Alcohol and Drug Services

Adult Community Mental Health Services

Team Leader

Registered Nurse Level 4.1 \$130,846, Canberra (PN: 57609 - 02BSN)

Gazetted: 28 June 2023

Closing Date: 5 July 2023

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POSITION OVERVIEW

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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

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Behavioural Capabilities

- Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service.
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Position Requirements / Qualifications

MANDATORY

- Hold a qualification in nursing and be unconditionally registered as a Registered Nurse 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

- Strong understanding of adult community mental health services with minimum of five years post qualification experience.
- Post Graduate Qualification in Mental Health Nursing or working towards such is highly desirable.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Carla Ormston (02) 5124 1236 Carla.Ormston@act.gov.au

People and Culture

Talent

Talent Acquisition Advisor

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 25942 - 02BWU)

Gazetted: 28 June 2023

Closing Date: 6 July 2023

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POSITION OVERVIEW

Do you have Talent Acquisition experience and love working in a fast-paced customer service work environment that provides you with fantastic conditions and benefits? Then we would love to hear from you!

You'll be a self-starter who takes initiative and works well in a small team. You must have a strong track record of meeting deadlines while achieving high levels of quality and accuracy.

Benefits of working with CHS

- Competitive pay rates and excellent working conditions.
 - Salary packaging with full fringe benefits tax concessions.
 - Reimbursement for relocation expenses.
 - Flexible working, purchased leave, attractive superannuation.
 - Free parking
 - Employee Assistance program for staff and members of immediate family
 - We take the health and wellbeing of our team members very seriously. We provide a range of services to help our staff. We are a breastfeeding friendly workplace and hold Silver Status as a Healthier Workplace. Visit the [Enterprise Agreements page](#) for more information on rates of pay, allowances and leave.
- We are expanding Canberra Hospital to include a new emergency, surgical and critical health care building. Construction is well underway, and the facility is due to open in 2024. The links below show a sneak peak of the facility <https://www.facebook.com/CanberraHealthServices/videos/5951301138215129>
<https://www.facebook.com/CanberraHealthServices/videos/214958260483971>

The Talent Acquisition Function sits within the People and Culture (P&C) Division is responsible for providing strategic leadership, across talent management and workforce planning; talent acquisition; compensation, conditions and employee benefits; training and development; workplace safety and wellness; reward and recognition; people data and analytics. P&C works closely with all CHS Divisions, to deliver workforce solutions to meet business strategy and operational objectives.

The Talent Acquisition function is responsible for identifying, attracting, assessing, hiring, and onboarding candidates to fill open positions across CHS as well as manage talent pools for future workforce needs. It includes developing, implementing, and evaluating programs for sourcing, recruiting, hiring and orientating talent. The Talent Acquisition Officer will be responsible for providing administration support to assist in meeting workforce needs through the delivery of customer focused recruitment, selection, and onboarding activities.

DUTIES

Under the direction of the Talent Acquisition Team Leader the position will:

1. Provide Talent Acquisition support activities that include, but not restricted to, completing:
 - a. Advertising Requests
 - b. Hiring Manager Creations
 - c. Initial review of Position Descriptions
 - d. CV and Selection Criteria Review
 - e. Creation of candidate profiles via HRSD
 - f. Creation of stream specific talent pools
2. Assist the Team Leader with managing attraction strategies, talent identification and building candidate pools.
3. Liaise by phone and email with internal and external stakeholders (candidates, hiring manager, third party providers).
4. Provide accurate and timely advice on talent acquisition processes and activities when responding to a high volume of email and phone enquiries.
5. Provide high level customer service to both candidates and relevant stakeholders.
6. Coordinate candidate onboarding via Service Now.
7. Process recruitment tasks and manage recruitment activities via the e-recruitment system.
8. Undertaking other duties appropriate to this level of classification which contribute to the operation of the talent acquisition team to align with CHS's focus of delivering patient focused care.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive to deliver successful outcomes to your stakeholders. Adaptability and flexibility to accommodate changing demands and provide responsive services to meet clients' needs.

Position Requirements/Qualifications:

Mandatory

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

An understanding of both medical and standard recruitment practices in a public service environment

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

Fulfil the responsibilities of this role 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.

Contact Officer: Alana Matthews Alana Matthews (02) 5124 0838 alana.matthews@act.gov.au

Women, Youth and Children

Enhanced Health Services

Health Professional, Enhanced Child Health Services

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 61363, several - 02BG2)

Gazetted: 28 June 2023

Closing Date: 19 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

An exciting opportunity for a dynamic, flexible, and skilled Social Worker or Psychologist to join the multi-disciplinary Enhanced Child Health Services team. This team delivers high quality, trauma-informed, holistic support and intervention with children and families who are at risk of poor health and development outcomes due to an intersection of complex health and psychosocial needs. Clinicians will be supported via professional development opportunities and supervision to fulfil the duties of this role.

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people and families. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team. The Enhanced Health Services (EHS) includes the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

Enhanced Child Health Service (ECHS)

This service encompasses the Child and Family Counselling Team, the Multidisciplinary Assessment, Intake and Navigation (MAIN) Team, and the Training Team. These teams of allied health and nursing clinicians provide support and intervention to children and families who are at risk of poor health and development outcomes due to an intersection of complex health and psychosocial needs. These range from brief, short-term interventions, to extended counselling support and specialist education and training.

This is an exciting opportunity to work within teams in a rewarding and vibrant service. This position is suitable for a dynamic, flexible, and skilled Health Professional who is committed to the delivery of high quality, trauma informed, and holistic care.

ABOUT YOU

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

Behavioural Capabilities

Strong clinical, communication and interpersonal skills

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

The ability to work respectfully in partnership with staff and stakeholders

Position Requirements / Qualifications

Mandatory

Relevant Tertiary qualifications in Social Work or Psychology and a minimum of 5 years' experience working professionally, preferably in the delivery of health services to women and/or children, young people, and families. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers.

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.

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

Note: There are both permanent and temporary positions available. Consideration will be given to full-time and part-time applicants.

Contact Officer: Renata Kiss 5124 2712 Renata.Kiss@act.gov.au

Medicine

Renal Service

Dialysis Clinic Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 61901, several - 02BRW)

Gazetted: 28 June 2023

Closing Date: 12 July 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 Renal Service provides inpatient and outpatient care to people with renal dysfunction across the ACT. The scope of services provided by the Renal Service is designed to support a continuum of care for people with kidney dysfunction. Services provided have a multidisciplinary focus and include care from acute kidney injury, chronic kidney disease, dialysis, home dialysis, kidney transplantation and renal supportive care.

The Dialysis Clinic Registered Nurse position uses clinical knowledge and skills to assist in coordinating and delivering care to patients with chronic kidney disease.

The successful applicant will be expected to work a rotating roster at various dialysis clinics across the CHS Renal Service. This position includes participation in provision of after-hours care, including the on-call roster haemodialysis roster.

The Dialysis Clinic RN 1 position reports to the Dialysis Clinic Clinical Nurse Consultant (CNC).

Please note selection may be based on written application and referee report only.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills and a high degree of drive.

Excellent interpersonal skills to build relationship within the multidisciplinary team to provide excellent care.

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

Strong communication skills to work effectively with multiple services to provide a coordinated approach to patient care.

Position Requirements / Qualifications

Mandatory

Relevant Bachelor of Nursing qualifications and a minimum of 1 years' experience working professionally in renal nursing is preferred.

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.

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.

Contact Officer: Alison Winsbury 51248366 alison.winsbury@act.gov.au

Medicine

Renal Service

Dialysis Clinic Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 61897, several - 02BRT)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The CHS Renal Service provides inpatient and outpatient care to people with renal dysfunction across the ACT. The scope of services provided by the CHS Renal Service is designed to support a continuum of care for people with kidney dysfunction. Services provided have a multidisciplinary focus and include care from acute kidney injury, chronic kidney disease, dialysis, home dialysis, kidney transplantation and renal supportive care.

The Dialysis Clinic RN 2 position requires an advanced level of nursing skill and knowledge and an ability to work across a multidisciplinary team environment. The successful applicant must demonstrate a high level of skill and the ability to perform a more demanding role covering the domains: clinical care, leadership, education, safety, and communication.

The successful applicant will be expected to work a rotating roster at various dialysis clinics across the CHS Renal Service. This position includes participation in provision of after-hours care, including the on-call roster haemodialysis roster.

The Dialysis Clinic RN 2 position reports to the Dialysis Clinic Clinical Nurse Consultant (CNC).

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

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

High level communication skills and the ability to critically think.

Position Requirements / Qualifications

Mandatory

Holds or working towards a Post Graduate qualification in renal nursing and a minimum of 3 years' experience working professionally in renal nursing.

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.

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.

Contact Officer: Alison Winsbury 51248366 alison.winsbury@act.gov.au

Cancer and Ambulatory Services

Ambulatory Care

Dermatology Advanced Practice Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 60938 - 02B59)

Gazetted: 27 June 2023

Closing Date: 4 July 2023

Details: POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Central Outpatients Department provides clinical and administrative support for specialist outpatient services.

The Dermatology Service is a tertiary level service that provides clinical assessment and treatment for patients living with dermatological conditions. The Dermatology team cares for patients of all ages across the inpatient and outpatient contexts. Consults are provided by Medical Officers supported by registrars and junior doctors. The service is a high volume, high demand service.

The Advanced Practice Nurse (APN) provides comprehensive Dermatology related nursing assessment with advanced skill sets in the care of patients, as per the APN scope of Practice and Model of Care. This position will work collaboratively with the medical team and relevant allied health personnel to provide an efficient, effective, and tailored clinical service for patients and their families living with dermatologic conditions. The role will manage and implement pathways for outpatient dermatologic care including specific advanced nursing care, provide nurse led care and assist in the overall running of the service.

ABOUT YOU

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Behavioural Capabilities

Strong clinical assessment skills and decision-making ability in Dermatology nursing and wound management.
Ability to provide clinical leadership across the inpatient and outpatient areas.
Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.
Commitment to ongoing personal and professional development and the ability to work at an advanced practice level.

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.

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

Relevant post graduate qualifications and a minimum of three years' experience working professionally in the relevant field.

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.

Contact Officer: Ella Luttrell 0468 595 585 ella.luttrell@outlook.com

Chief Executive Officer

ACT Pathology

Chemical Pathology

Technical Officer

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 45524 - 02BS6)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

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POSITION OVERVIEW

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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, seven days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The successful applicant will primarily be based in the core Routine Chemistry section, however, may also be rotated through the Endocrinology, Point of Care Testing and Special Chemistry section as required. Under direction, the successful applicant will be required to run and maintain laboratory instrumentation, instrument troubleshooting, running of Quality Control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for the Chemical Pathology laboratory.

ABOUT YOU

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Behavioural Capabilities

Good organisational skills.

Adaptability and Flexibility.

Ability to communicate effectively.

Ability to work as part of a team.

Position Requirements / Qualifications

- 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

- Experience with Laboratory Information Systems will be an advantage.
- Previous experience in a diagnostic laboratory would be an advantage.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Carmen Oakman (02) 5124 2843 Carmen.Oakman@act.gov.au

Infrastructure Management and Maintenance

Infrastructure and Health Support Services

Facilities Management

Facilities Operations Manager

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 61705 - 02BR9)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

A growing health service with exciting opportunities.

Join a collaborative team of Facilities Operations Managers leading FM best practice delivery to Canberra Health Services (CHS).

- Lead the commissioning and transition to FM operations of CHS newest facility.
- Work in one of the world's most liveable cities located within two hours of some of the best skiing and pristine beaches in Australia.
- An attractive remuneration package will be negotiated.

The Infrastructure and Health Support Services (IHSS), Facilities Management (FM) Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

This portfolio will expand to include the new Critical Services Building which is under construction at the exiting hospital campus in Woden and is due for completion in 2024. The nearly 40,000sqm new facility will enable a bigger, better Canberra Hospital to meet the needs of our growing city and region. It is the largest healthcare infrastructure commitment ever undertaken by the ACT Government.

This state-of-the-art building is Australia's first all-electric hospital mitigating around 1,886 tons of carbon emission each year. The building incorporates various sustainable design features including a high performing façade, advanced HVAC automation, recycled water for irrigation and other initiatives that make this building unique.

Benefits

Facilities Operation Managers employed at CHS enjoy excellent conditions. Our Enterprise Agreement is available at [Enterprise Agreements - ACTPS Employment Portal](#)

Facilities Operation Managers remuneration and benefits include:

- Salary for this role range between \$115,193 - \$126,450 and up to 11.5% super.
- Where reasonable, up to \$12,000 in reimbursement of relocation expenses for permanent and long-term appointments.
- Generous leave provisions, including up to four weeks annual leave per annum and where appropriate flex-time provisions.
- Salary packaging opportunities, allowing staff to pay for specific items directly from your pre-tax salary. (Please note specific conditions apply).

Living and working in Canberra

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

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

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

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Infrastructure and Health Support Services (IHSS), a Division of Canberra Health Services, are responsible for:

- Capital project delivery
- Facilities Management
- Minor Works Team and Off-Site Maintenance
- Safety and Risk
- Domestic and Environmental Services
- Food Services
- Sterilising Services
- Security Services
- Fleet Management

Facilities Management (FM) Branch is part of IHSS and, is responsible for planned and reactive asset maintenance, asset management, and management of utilities, contracts and leasing for the CHS property portfolio across the ACT.

The Facilities Operations Manager will work collaboratively with a range of areas in CHS. The role will be responsible for managing maintenance activities across the Canberra Hospital Campus, managing internal trade persons and contractors within a selected area, ensuring a healthy, safe and productive workplace.

ABOUT YOU

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Behavioural Capabilities

High-level interpersonal skills to provide key information to support decisions made by a diverse stakeholder group.

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders.

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

Position Requirements / Qualifications

MANDATORY

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

HIGHLY DESIRABLE

- Hold a relevant professional qualification in Engineering, Architecture, Project Management and/or trade qualification in the areas of electrical or mechanical maintenance.
- Have significant proven experience in the management of multiple facilities and building services maintenance.
- Accreditation with a professional body recognised within Australia.
- 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.
- Hold a white card and asbestos awareness training.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Undergo a pre-employment medical examination.

Contact Officer: Bibiana Uzabega 0403 103 292 Bibiana.Uzabeaga@act.gov.au

Women, Youth and Children

Registered Midwife – Transition to Practice Program, Continuity Program

Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 23542, Several - 02BJ4)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: Are you looking for an exciting and rewarding opportunity to further your Midwifery career? Then this is the role for you!

The Midwifery Continuity of Care service is midwifery led care with an emphasis on partnership with families. You will work within a team, providing continuity of care to a caseload of women, coordinating safe and effective delivery of care to women and babies during pregnancy, birth, and postnatal period. Midwives work with a reduced caseload to ensure time and space for learning and reflection under the guidance of a mentor.

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

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

Discounted gym memberships

Scholarships for education support

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POSITION OVERVIEW

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 to join our midwifery continuity of care team. Your professional growth will be supported by our midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Manager (CMM).

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

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

The Midwifery Continuity of Care service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. CHWC staff are committed to providing care that is focussed on the individual's unique needs, expectations, and aspirations; recognises the individual's right to self-determination in terms of choice, control,

and continuity of care; and address their social, emotional, physical, psychological, spiritual, and cultural needs and expectations. We provide family-based care with an emphasis on partnership with families at this important time. The environment is breast feeding friendly and we provide a safe, functional, and comfortable work environment for all staff. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of midwifery led care.

Reporting to the Clinical Midwifery Manager, the level 1 Registered Midwife will work within a continuity team, providing continuity of care to a caseload of women. The midwife is responsible for coordinating safe and effective delivery of care to women and babies during pregnancy, birth, and postnatal period. The midwife is responsible for providing care that meets quality and safety standards and will work collaboratively with the multidisciplinary team and with consumers of maternity services. The level 1 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

Successful midwives will work with a reduced caseload (75% FTE) to ensure time and space for learning and reflection. They will be allocated a buddy/mentor, who is passionate Level 2 midwife that nominated for the role. Expected engagement in the program includes regular meetings with your mentor, regular meetings with peers, demonstrated commitment to working across the full scope of midwifery practice (including suturing and intravenous cannulation) and demonstrated commitment by the end of the program to be working towards a level 2 continuity midwife duty statement. This rotation is subject to 6 monthly reviews with the CMM to ensure that midwives are supported to be achieving their goals as set out in their performance plans.

ABOUT YOU

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Behavioural Capabilities

Demonstrated sound level interpersonal, communication and customer service skills

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating safe and effective midwifery care

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

Ability to work autonomously and effectively within a small team environment.

Position Requirements / Qualifications

Relevant tertiary qualifications and completion of a 12-month midwifery graduate program.

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

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

Must hold a current driver's license.

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

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.

Contact Officer: Chloe Norton 02 5124 7348 chloe.p.norton@act.gov.au

Chief Executive Officer

Allied Health

Acute Allied Health Physiotherapy

Paediatric Physiotherapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60283 - 02BIF)

Gazetted: 26 June 2023

Closing Date: 10 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient and specialised outpatient settings, including but not limited to paediatric inpatient wards, neonatal intensive care and special care nursery, physiotherapy-led outpatient services and multidisciplinary paediatric clinics including Cystic Fibrosis, Hip Dysplasia, and Growth and Development Clinics. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams locally and interstate, to achieve safe, high quality patient care. Physiotherapists play a key role in the multidisciplinary management of paediatric patients across the care continuum.

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.

Effective communication and interpersonal skills.

Position Requirements / Qualifications

MANDATORY

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

DESIRABLE

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

Prior to commencement successful candidates will be required to:

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

- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Kerry Boyd (02) 5124 2670 / 0421 577 709 Kerry.Boyd@act.gov.au

Strategy, Policy and Planning

Strategic Communication and Engagement

Web developer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52389 - 02BLR)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: We are looking for an energetic and capable ASO6 Web Officer to join the Canberra Health Services (CHS) Strategic Communication and Engagement Branch for three months from July, with possibility of extension.

As our Web Officer, you will be responsible for managing the day-to-day delivery of the Directorate's key digital channels, including the Canberra Health Services external facing website and internal intranet site. You will work closely with officers from across CHS to develop, publish and improve content across these channels.

You will have expertise in producing and publishing digital content using content management systems; Squiz and SharePoint experience will be highly regarded. You do this with an audience first lens and are always looking for ways to improve engagement and usability.

The CHS Strategic Communication and Engagement Branch are a dedicated, fun, hard-working team committed to supporting our staff to deliver quality health care and to help drive positive cultural change through effective, timely and progressive communication activities.

This could be a great opportunity for an existing ASO6 web officer to get some experience in a different directorate or an ASO5 seeking an acting opportunity.

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

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

This position is responsible for managing the day-to-day delivery of the Directorate's digital channels.

You will work with officers from across CHS to develop, publish and improve content across channels and manage this with key stakeholders.

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

Ability to gather and critically analyse information from diverse sources to explore ideas and complete tasks.

Demonstrates a flexible approach to work, displaying to explore opportunities as they arise.

Manages own time effectively to accomplish tasks, monitoring task completion against milestones.

Position Requirements / Qualifications

Relevant tertiary qualifications and experience working professionally in the fields of strategic communications, media or public relations is preferred.

Experience with SharePoint Online is highly desirable.

The ability to work flexibly with some out of hours work, with access to flex time, is required.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

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

Contact Officer: Katherine Ninnies 0422567767 Katherine.ninnies@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Services

Clinical Nurse Educator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 37270 - 02BJ6)

Gazetted: 26 June 2023

Closing Date: 17 July 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, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with 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 people's home.

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Justice Health Services

Child & Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

Dhulwa Mental Health Unit (DMHU) and the Gawanggal Mental health (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility providing 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Gawanggal Mental Health Unit (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs, and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by MHJHADS Division.

At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic secure environment. This position reports to the Assistant Director of Nursing and

will liaise with the Clinical Nurse Consultant to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working at the DMHU.

In this role you will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

ABOUT YOU

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

Behavioural Capabilities

Strong leadership and management skills.

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

Higher level communication skills and the ability to develop and maintain networks across CHS and external parties with the ability to work within a multi-disciplinary team.

Individual initiative with strong problem solving and consultation skills.

Position Requirements / Qualifications

Mandatory

Relevant Certificate IV in Training and Assessment qualifications or is working towards post graduate qualifications in health education and a minimum of 3 years' experience working professionally in mental health with a sound understanding of forensic mental health; and

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

Current driver's license.

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

Desirable

Holds or is working towards a post graduate qualification in health education, and/or has demonstrated experience in adult education and clinical practice development.

Post Graduate Qualification in Mental Health Nursing.

Experience in managing and influencing teams, processes, and practice improvement in a health environment.

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Peta Kleinig 0428393961 Peta.Kleinig@act.gov.au

Clinical Services

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

Adult Inpatient Mental Health Services (AAMHS)

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 31734, several - 02BQN)

Gazetted: 26 June 2023

Closing Date: 10 July 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 Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Acute Mental Health Services Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability.

MHSSU is a low dependency six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the HP3 Occupational Therapist position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally and clinically to the Allied Health Manager and Allied Health Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Discipline Principal Occupational Therapy (MHJHADS).

This is a full-time position working Monday to Friday within the Allied Health team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital.

The Allied Health team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the Adult Mental Health Inpatient facilities.

ABOUT YOU

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Behavioural Capabilities

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

Ability to mentor more junior staff and students and external parties in a collaborative and influential manner.

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

Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements / Qualifications

MANDATORY

- Relevant Degree (or recognised equivalent) in Occupational Therapy and registered with the Occupational Therapy Board of Australia and a minimum of three years (preferably five) experience working professionally as an Occupational Therapist.
- Eligible for professional membership of Occupational Therapy Australia.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current passenger vehicles driver's licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

DESIRABLE

- Experience of working within mental health in either an inpatient unit or community setting.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: David Warren (02) 514 5401 david.warren@act.gov.au

Finance and Business Intelligence

Chief Financial Officer Division

Procurement and Supply

Procurement Specialist

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59029 - 02BK1)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

This position will initially be located at the Canberra Hospital and may be required to work periodically at other CHS sites including the CHS Distribution Centre.

Canberra Health Services has an exciting opportunity for an experienced Procurement Specialist who will provide advice and support to stakeholders to facilitate the successful delivery of procurement activities, in accordance with CHS procurement processes.

- Grow your career, broaden your procurement knowledge and support the growth of Canberra Health Services.
- Role offers work flexibility and salary sacrifice arrangements.

ABOUT YOU

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Behavioural Capabilities

- Responsible and dependable team member.
- Strong organisational skills with a high degree of drive with an organised approach to work and management of competing priorities.
- A high-level communicator with demonstrated interpersonal skills to establish and maintain effective working relationships across the organisation.
- Adaptive and flexible with the ability to work with a high degree of autonomy.

- Creative problem solver who can think about future challenges with ability to influence the team and stakeholders to implement innovative solutions.
- Displays critical thinking skills and attention to detail.

Position Requirements / Qualifications

MANDATORY

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

DESIRABLE

- Diploma in Procurement and Contracting and relevant work experience are highly desired.
- Experience and training in software systems used for data management, communication and word processing, such as Microsoft SharePoint and Microsoft Excel, are highly desirable.
- Knowledge of ACT Government procurement legislation and processes would be an advantage.

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: James Robinson (02) 5124 3105 James.robinson@act.gov.au

Clinical Services

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

Gawanggal Mental Health Unit

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 37268 - 02BMM)

Gazetted: 26 June 2023

Closing Date: 10 July 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

Dhulwa Mental Health Unit (DMHU) and the Gawanggal Mental Health Unit (GMHU) provide high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers, and other key services.

The Gawanggal Mental Health Unit (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs, and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition.

Both units are managed by the Forensic Mental Health Service program in the MHJHADS Division.

These positions will provide senior nursing leadership for the clinical and administrative operations across both the DMHU and GMHU. This includes the day-to-day management of nursing care and the allocation of human and material resources to ensure the provision of safe, efficient, cost-effective, high-quality health care services.

This position is primarily located within the Secure Mental Health Services. You may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

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:

Proven advanced clinical experience in a leadership role.

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

Strong organisational skills with a high degree of drive.

Position Requirements / Qualifications

MANDATORY

- Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum three years' experience working in a Mental Health clinical role.

Strong understanding of mental health services and demonstrated advanced clinical knowledge, skills and experience in the area of practice.

- 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.

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.
- Holds or is working towards post-graduate qualification in Mental Health Nursing.
- Recent 12-month experience working within a secured mental health setting.
- 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.
- Approve for reference checks.

Contact Officer: Peta Kleinig 0428 393 961 Peta.Kleinig@act.gov.au

Medical Services Group

Medical Imaging

MRI Radiographer

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 19408 - 02BL3)

Gazetted: 26 June 2023

Closing Date: 10 July 2023

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Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the Southeast Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

This MRI level 4 Radiographer position will need to perform all aspects of MRI while always observing departmental protocols and MRI Safety. The position will participate in more complex procedures in MRI including interoperative MRI. In addition to the provision of excellent patient care, the position contributes to scheduling and throughput of patients, as well as immediate interactions with students and staff across the multidisciplinary team.

Positional responsibilities include effective utilisation of available resources to support MRI in the Medical Imaging Department, the provision of leadership, management, and supervision to junior staff and students to ensure high quality clinical service, and timely patient care.

The position is required to support the Medical Imaging Department in the provision of a 24 hour, 7 days a week service. This role may include shift work, overtime and on-call duties outside normal working hours when required.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a strong work ethic and ability to work within a multi-disciplinary team.

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

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

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications in Medical Radiation Science (Radiography) or equivalent.

Be registered or be eligible for registration as a Medical Radiation Practitioner in the division of Radiography with AHPRA.

Eligible for membership with the Australian Society of Medical Imaging and Radiation Therapy.

Australian Society of Medical Imaging and Radiation Therapy MRI Level 1 certification.

Minimum 5 Years MRI Experience

Eligible to be registered under the Working for Vulnerable People Act.

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

Desirable

Experience in a trauma and teaching hospital.

Experience teaching and/or mentoring Medical Imaging MRI staff and students.

Qualification and/or experience in a relevant education field e.g. Graduate Certificate in MRI and/or willingness to work towards relevant education qualifications.

As required, hold or be eligible for an ACT Radiation licence.

Expertise in advanced MRI applications

Other:

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

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

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

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

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

Undergo a pre-employment National Police Check.

Note: A merit list may be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Sam Wilson 02 51244328 Sam.Wilson@act.gov.au

Clinical Services

Medicine

Renal Service

Dialysis Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 61886, several - 02BSA)

Gazetted: 26 June 2023

Closing Date: 10 July 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Renal Service provides inpatient and outpatient care to people with renal dysfunction across the ACT. The scope of services provided by the Renal Service is designed to support a continuum of care for people with kidney dysfunction. Services provided have a multidisciplinary focus and include care from acute kidney injury, chronic kidney disease, dialysis, home dialysis, kidney transplantation and renal supportive care.

The Dialysis Clinic Registered Nurse position uses clinical knowledge and skills to assist in coordinating and delivering care to patients with Chronic Kidney Disease.

The successful applicant will be expected to work a rotating roster at various dialysis clinics across the CHS Renal Service. This position includes participation in provision of after-hours care, including the on-call roster haemodialysis roster.

The Dialysis Clinic RN 1 position reports to the Dialysis Clinic Clinical Nurse Consultant (CNC).

Please note selection may be based on written application and referee report only.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills and a high degree of drive.

Excellent interpersonal skills to build relationship within the multidisciplinary team to provide excellent care.

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

Strong communication skills to work effectively with multiple services to provide a coordinated approach to patient care.

Position Requirements / Qualifications

MANDATORY

- Relevant Bachelor of Nursing qualifications and a minimum of one years' experience working professionally in renal nursing is preferred.
- 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.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Contact Officer: Alison Winsbury (02) 5124 8366 alison.winsbury@act.gov.au

CHS Allied Health

Acute Allied Health Services

HPO3 Physiotherapy Emergency Dept - training position

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 52277 - 02BHF)

Gazetted: 26 June 2023

Closing Date: 10 July 2023

Details: POSITION OVERVIEW:

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

website: www.canberrahealthservices.act.gov.au

The Canberra Health Services Division of Allied Health provides a range of allied health services across clinical Divisions of Canberra Hospital. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

Primary Contact Physiotherapy positions will support the delivery of extended hours of service provision in the Emergency Department. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

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

You will be required to participate in a shift, overtime and/or restricted on-call roster.

ABOUT YOU:

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory

Relevant Tertiary qualifications and a minimum of three years' post qualification experience working professionally in Physiotherapy.

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

Commitment to complete relevant Primary Contact Training programme including mandated external coursework within 12 months.

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kerry Boyd 0421 5777090 Kerry.Boyd@act.gov.au

Clinical Services

Medicine

Renal Service

Registered Nurse Dialysis Clinic

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 61879, several - 02BS9)

Gazetted: 26 June 2023

Closing Date: 10 July 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 CHS Renal Service provides inpatient and outpatient care to people with renal dysfunction across the ACT. The scope of services provided by the CHS Renal Service is designed to support a continuum of care for people with kidney dysfunction. Services provided have a multidisciplinary focus and include care from acute kidney injury, chronic kidney disease, dialysis, home dialysis, kidney transplantation and renal supportive care.

The Dialysis Clinic RN 2 position requires an advanced level of nursing skill and knowledge and an ability to work across a multidisciplinary team environment. The successful applicant must demonstrate a high level of skill and the ability to perform a more demanding role covering the domains: clinical care, leadership, education, safety, and communication.

The successful applicant will be expected to work a rotating roster at various dialysis clinics across the CHS Renal Service. This position includes participation in provision of after-hours care, including the on-call roster haemodialysis roster.

The Dialysis Clinic RN 2 position reports to the Dialysis Clinic Clinical Nurse Consultant (CNC).

ABOUT YOU

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

Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

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

High level communication skills and the ability to critically think.

Position Requirements / Qualifications

MANDATORY

- Holds or working towards a Post Graduate qualification in renal nursing and a minimum of three years' experience working professionally in renal nursing.
- 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.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Alison Winsbury (02) 5124 8366 alison.winsbury@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 36784 - 02BJ8)

Gazetted: 26 June 2023

Closing Date: 24 July 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 & Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and 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.

AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

Under the broad direction of the Assistant Director of Nursing (ADON), the Clinical Nurse Consultant (CNC) is responsible for provision of clinical leadership for the clinical operations of AMHRU and the maintenance of the education and therapeutic environment. The CNC plays a pivotal role in the implementation of direct clinical care and the coordination of clinical operations for key members of a busy multidisciplinary team. The CNC position also works collaboratively with the ADON and Clinical Director for the provision of evidence-based clinical interventions within standardised clinical processes, reporting against key performance indicators and promote a learning environment for the team.

The CNC is required to undertake professional development and supervision, participate in quality initiatives, contribute to the multidisciplinary team processes, manage the nursing roster as well as provide leadership and supervision of all nursing staff.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologist, Occupational Therapist, Social Worker, Allied Health Assistants, Peer Workers, Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

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

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

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

Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive.

Able to effectively liaise with key stakeholders.

Position Requirements/Qualifications:

Mandatory:

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

3 years equivalent fulltime experience in mental health nursing.

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

Significant experience providing clinical leadership within a mental health setting.

Current Driver's licence.

Post Graduate Qualifications in Mental Health Nursing.

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Susan Jacques 5124 0220 susan.jacques@act.gov.au

CHS Allied Health

Acute Allied Health Services

HP1 New Graduate Physiotherapists

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 29651, several - 02BI4)

Gazetted: 26 June 2023

Closing Date: 10 July 2023

Details: POSITION OVERVIEW:

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

website: www.canberrahealthservices.act.gov.au

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

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient wards and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Acute physiotherapy inpatient care is delivered across 7 days with extended hours of service provision. New graduate physio therapists rotate across 5 clinical areas across inpatient and outpatient settings during the new graduate year.

Clinical supervision and support and professional development is provided through team structures, clinical supervision, competency-based skills assessments, on the job training, and internal and external professional development opportunities.

ABOUT YOU:

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory:

Relevant Tertiary qualifications or equivalent in Physiotherapy.

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

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

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

Desirable:

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

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

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.

Contact Officer: Kerry Boyd 5124 2670 Kerry.Boyd@act.gov.au

Division of Medicine

Department of Neurology

Registered Nurse Level 2 – Multiple Sclerosis

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 57304 - 02BPS)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: Are you a motivated and enthusiastic person, are you interested in helping people with Multiple Sclerosis?

Here's your opportunity to join our team!

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

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

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

Discounted gym memberships

Scholarships for education support

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

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

The Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality.

The Multiple Sclerosis service aims to provide a multidisciplinary service to patients suffering from MS and their families. This service is governed by the Division of Medicine and incorporates the clinical unit of Neurology, along with support from the Hospital in the Home (HITH), pharmacy, pathology and imaging. The MS Nurse will support the medical staff in providing such care. This will involve working alongside the consultant in the Multiple Sclerosis outpatient clinic, taking responsibility for organising the specialist treatments for these patients, maintaining databases and, where appropriate, participating in research.

ABOUT YOU

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

Behavioural Capabilities

Highly organised and motivated

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

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

Excellent interpersonal and communication skills

Position Requirements/Qualifications:

Mandatory:

Eligible for registration with the Nursing and Midwifery Board through 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:

3 years post graduate experience

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

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

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

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

Undergo a pre-employment National Police check

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Note: This is a temporary position available for six months. Part-Time and Full-Time applicants will be considered.

If Part-time, the full-time salary noted above will be pro-rata.

Contact Officer: Kim Bailey (02) 6207 9977 Kim.Bailey@act.gov.au

Clinical Services

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

Adult Inpatient Mental Health Services

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48189, several - 02BQO)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

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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 Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Acute Mental Health Services Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability.

The successful applicant of the HP2 Occupational Therapist position is responsible for conducting skilled clinical assessments and delivering individual and group based Occupational Therapy interventions to people and facilitate group programs through the Therapeutic Group Program. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. The position will report operationally and clinically to the Allied Health Manager and Allied Health Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Principal Occupational Therapist (MHJHADS).

This is a full-time position working Monday to Friday within the Allied Health team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital.

The Allied Health team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the Adult Mental Health Inpatient facilities.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Be flexible, adaptable and comfortable with change in the working environment.

Commitment to achieving positive outcomes for mental health consumers.

Position Requirements / Qualifications

MANDATORY

- Degree in Occupational Therapy and registered with Occupational Therapy Board Australia.
- Eligible for professional membership of Occupational Therapy Australia.
- Minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service post qualification experience.
- Current passenger vehicles 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.

HIGHLY DESIRABLE

- Experience working within mental health in either an inpatient unit or community setting.

DESIRABLE

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
 - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
 - Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: David Warren (02) 5124 5401 david.warren@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

Student Services Project Leader

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46703)

Gazetted: 28 June 2023

Closing Date: 5 July 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.

In this position staff will need to:

Demonstrate high-level customer service and an ability to connect students with other support services and work with them from enquiry through to enrolment and completion.

Assist with the management of the day-to-day operations of a CIT Student Services location, including supervising and effectively managing staff.

Collect, analyse, and report data on; first-point-of-contact inquiries; all general counter services; enrolments and re-enrolments; use of student information systems; phone and specialist student services, including referrals to appropriate services and information sources.

Lead communication, reporting and operational improvements to enhance efficient and effective work outputs of staff.

Work with Client Service Coordinators and Managers to ensure clean digital data is collected from each Student Service location.

Collaborate with staff from across CIT to communicate and share up-to-date quality information to ensure a consistent and streamlined approach to client-centred services.

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

Eligibility/Other requirements: To be successful in this role, you must have exceptional communication and customer service 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 while employing excellent attention to detail and the ability to work to tight timeframes. Possess a knowledge of Vocational Education and ability to produce and analyse reports in an education setting.

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

How to Apply: To apply please submit:

A two-page pitch on why you would be the perfect candidate for this role. Your pitch should outline your experience, skills, and knowledge you will bring to the role, using the Selection Criteria and Duties/Responsibilities on the Position Profile as a guide.

Current curriculum vitae with the details of two referee's

Applications should be submitted via the Apply Now button below.

Contact Officer: Kayla Rothnie (02) 6207 1678 Kayla.Rothnie@cit.edu.au

Strategic Finance and Transformation

Finance Business Partners

Assistant Business Support Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59152)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: The Business Support team in CIT Finance is seeking an individual with management accounting experience in a client focused role.

The Assistant Business Support Manager works collaboratively with the Business Support Manager team, specifically reporting to the Business Support Manager.

The primary focus of the position is to work collaboratively with the Business Support Manager team to provide management accounting and administrative support to Colleges, Divisions and the Executive and as required, to act as a liaison point for external parties.

This position requires a client focused outlook, flexibility, and willingness to take on additional tasks as required to support 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Post-Secondary/Tertiary qualifications or the equivalent (or progress toward) in Finance and Accounting will be highly regarded.

Essential requirements for this role include:

Prior experience with management accounting experience in a client focused role.

This position requires strong MS Excel skills, a client focused outlook, flexibility, and willingness to take on additional tasks as required to support the team.

The ability to work autonomously and in a team environment and being able to communicate clearly and concisely in all forms with internal and external stakeholders.

In meeting deadlines, the ability to reset priorities and tasks in accordance with known and ad-hoc requirements.

Demonstrable competency in utilising financial systems and the Microsoft Office suite, in particular Excel.

Eligibility/Other requirements:

Relevant post-secondary qualifications in accounting, commerce or business will be highly regarded.

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

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 maximum three page response addressing the Selection Criteria located in the Position Description that clearly outlines your skills and experience against each criterion.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Wallace (02) 6207 3192 Joanne.Wallace@cit.edu.au

**Education and Training Services
Health, Community and Science
Wellbeing**

Teacher - Dental Assistant

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51951)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: Are you a qualified Dental Assistant 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 the tools to the next generation? Or maybe you are just a little curious....?

WHAT'S THE POSITION?

CIT is seeking suitably qualified Dental Assistant to join us in shaping the 'Dental and Oral Health of the future!'

As a teacher with us you have the power to directly impact the future of Dental and Oral health 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.

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:

WHAT DO I NEED?

To be successful in this position you must have the following:

Relevant formal vocational qualifications (relevant trade qualification or equivalent minimum, Australian equivalent)

Minimum of five years' experience as a Dental assistant, Oral Hygienist etc

Demonstrate a broad range of current industry skills and experience.

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

Hold A Training and Assessment Certificate IV Level Qualification (Such as A TAE40116 Or Equivalent).

Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the standards for RTOS (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set).

Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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

INDUSTRY EXPERIENCE

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

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

Notes: This temporary position will be available immediately for six 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.

How to Apply: Please provide a written response (maximum of four pages) to the selection criteria outlining your skills and experience. Applications should include a current curriculum vitae and details of two referees. Applicants may be requested to provide referee's reports later.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Burgess (02) 6207 3879 Richard.Burgess@cit.edu.au

Strategic Finance and Transformation

Financial Services

Financial Services Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 54681)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

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

This position is currently operating under a partial remote working and campus-based arrangement (predominantly at CIT Reid).

The successful applicant will provide administrative support in a range of office support functions including in accounts, office services, purchasing, procurement (including preparation of purchase requests and obtaining quotes) and corporate credit card purchases.

Other responsibilities include preparing journals and managing accounts payable and accounts receivable transactions, processing and actioning travel requests and acquittals and maintenance of appropriate records and documentation.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Notes: This is a temporary position available from 23 August 2023 until 22 February 2023 with the possibility of extension up to 12 months. This process will undergo at least two forms of assessment. This could be in the form of an application and Referee Reports, or application and interview, or application, interview and Referee Reports.

How to Apply: Please provide a written response (maximum 800 words) to the Selection Criteria outlined in the Position Description, including a current curriculum vitae and reference reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ildi Lee (02) 6207 3466 Ildi.Lee@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

OFFICE OF INDUSTRIAL RELATIONS and WORKFORCE STRATEGY

RECORD SERVICES

PHYSICAL RECORDS SUPPORT

Records Project Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 59407)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: The successful applicant will be primarily responsible for inventorying and sentencing of records in accordance with legislation and the *Territory Records Act*. Demonstrate sound knowledge and experience of legislation and policy frameworks governing the management of ACT Government records and information. Utilising technical expertise, you will assist in managing and the administration of file management systems to deliver an effective and high-quality records management service. Demonstrated ability to possess a good working knowledge of record keeping systems (e.g., HPE Content Manager), including the ability to record and maintain accurate records. You will be required to assist with the analysing records to identify Directorate ownership and sentence accordingly. Therefore, the successful applicant will have the ability to gain or have a fundamental understanding of the present ACT Government structure.

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 the ability to work in a manual handling environment.

An ACT Government CMTEDD Baseline clearance may be required for this position.

Driver's license class C mandatory.

Note: This is a temporary position available immediately for up to 2.5 years with a possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referees only.

How to Apply: To apply, please send a personal pitch (two-page maximum) in response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tayla Jenkins (02) 6207 0447 Tayla.Jenkins@act.gov.au

Access Canberra

Strategy & Planning

Major Procurement & Projects

Director, Major Procurement and Projects

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59224)

Gazetted: 22 June 2023

Closing Date: 29 June 2023

Details: The Major Procurement and Projects team is looking for a Director with excellent leadership and collaborative skills as well as an ability to problem solve that is second to none. In this fast-paced role you will get to work with a wide variety of areas both within Access Canberra and across the ACTPS to deliver on Access Canberra's strategic goals and objectives.

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: Strong communication skills are key to this role, as is the ability to read, write and interpret policy and legislation.

Notes: This is a temporary position available immediately for 9 weeks with the possibility of extension up to three months. A merit pool may be used from this process to fill similar positions in the branch over the next 6 months. Selection may be based on application only.

How to Apply: Please submit a one page 'pitch' that demonstrates your capabilities against the selection criteria, along with your current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Linda Muscat (02) 6207 5014 Linda.Muscat@act.gov.au

Digital, Data and Technology Solutions

Technical Services

Cloud and Platform Services

Senior Identity and Access Management Active Directory Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 21315)

Gazetted: 23 June 2023

Closing Date: 30 June 2023

Details: ACT Government's Digital, Data and Technology Solutions division is seeking a skilled Active Directory administrator. You will have experience in providing:

High level technical support for past and current versions of Microsoft Identity solutions.

Designing and implementing Active Directory and Azure Active Directory.

Designing and implementing Identity and Access Management solutions across a diverse and changing landscape.

Analytical ability in determining project business and technical requirements that will integrate with Directory Services and Identity Management infrastructure as well as provide suitable recommendations for implementation.

Experience in assessment of Microsoft Risk assessment programs (RAP's) and remediation / development of recommendations.

Experience in Active Directory Virtual and physical infrastructure lifecycle management and in place upgrades. Please see position description for more granular requirements.

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 Baseline clearance is required for this position.

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

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

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

Applications should be submitted via the Apply Now button below. Details: ACT Government's Digital, Data and Technology Solutions division is seeking a skilled Active Directory administrator. You will have experience in providing:

High level technical support for past and current versions of Microsoft Identity solutions.

Designing and implementing Active Directory and Azure Active Directory.

Designing and implementing Identity and Access Management solutions across a diverse and changing landscape.

Analytical ability in determining project business and technical requirements that will integrate with Directory Services and Identity Management infrastructure as well as provide suitable recommendations for implementation.

Experience in assessment of Microsoft Risk assessment programs (RAP's) and remediation / development of recommendations.

Experience in Active Directory Virtual and physical infrastructure lifecycle management and in place upgrades.

Please see position description for more granular requirements.

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 Baseline clearance is required for this position.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Hawke (02) 6207 2493 Peter.Hawke@act.gov.au

Digital, Data and Technology Solutions

Technical Services

Cloud and Platform Systems

Microsoft 365 Administrator

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 14333)

Gazetted: 23 June 2023

Closing Date: 30 June 2023

Details: The role of the Microsoft 365 Specialist is to act as a subject matter expert for the Microsoft 365 environment.

You will Provide support for Microsoft Exchange 2010 and above in a Hybrid Architecture.

You will Provide Microsoft O365 technical support for, on-line maintenance, fault diagnosis and the identification and implementation of remedial action including monitoring and reporting as required.

Work with immediate team members and other teams within Digital, Data and Technology solutions to troubleshoot and deliver outcomes for the ACT Public Service.

Handle Tier 2 and Tier 3 Microsoft 365 cases.

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 an Australian Government NV1 security clearance, or be prepared to transfer an existing security clearance, which will be sponsored by the Chief Minister, Treasury and Economic Development Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Current Australian Driver's license

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Hawke (02) 6207 2493 Peter.Hawke@act.gov.au

Economic and Financial Group

Executive Branch Manager, Economics and Financial Analysis Branch

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E402)

Gazetted: 27 June 2023

Closing Date: 4 July 2023

Details: ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to temporarily fill the position of Executive Branch Manager, Economic and Financial Analysis Branch, Economic and Financial Group.

This position is available from 17 July 2023 until 30 September.

The Executive Branch Manager Economic and Financial Analysis leads and manages the teams responsible for providing microeconomic, revenue and regulatory policy advice to the government, infrastructure and commercial advice and, oversight of government business enterprises. The successful applicant will be responsible for ensuring the branch operates effectively and produces high quality output including complex briefing material, cabinet submissions, briefs, research reports and ministerial correspondence.

For further information please see the attached position description.

Note: The successful candidate may be selected based on written application and referee reports only.

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.

How to apply: Please submit a pitch style response of no more than one page demonstrating your experience against the Executive Capabilities in the attached position description, details of two referees, and a current curriculum vitae to Mitch Pirie via email Mitch.Pirie@act.gov.au (by 4pm one week from Gazette date)

Applications should be sent to the Contact Officer

Contact Officer: Mitch Pirie 0405 118 676 mitch.pirie@act.gov.au

Property and Shard Services

ACT Property Group

Strategic Estate Management, Procurement and Contracts

Procurement Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 26131)

Gazetted: 26 June 2023

Closing Date: 10 July 2023

Details: ACT Property Group purchases a large volume of goods and services, including construction and trade services, for the maintenance, management, and upgrade of ACT Government owned and managed properties. This role works within the organisation and team to ensure that procurements occur in a timely manner, in alignment with relevant legislation and regulations, and that staff in the organisation have the right skills, policies and processes in place. The team performs the role of Panel Manager for ACT Property Group managed panel contracts. This role is a blend of governance, coordination and hands on procurement and contract management. The role also contributes to implementation of an updated site induction system for contractors.

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

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

Eligibility/Other Requirements:

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

Hold a current driver's licence (Class C).

Relevant training and/or qualifications in procurement or property management are desirable.

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Natasha Newman (02) 6207 8686 actpgcorporate@act.gov.au

Access Canberra

Service Delivery & Engagement

Land Titles

Client Service Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 18050, several)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: The Land Titles Office is seeking an innovative and committed person to join us to support the provision of high quality services to all Canberrans.

The role involves dealing professionally with legal practitioners to ensure compliance with the ACT's laws, including through industry engagement and education as well as compliance investigations and enforcement.

Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

The Land Titles Office currently works under a hybrid working model, with the working week split between time in the Dickson Office and working from home.

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

Notes: This is a temporary position available for 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. 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 review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit a written application, of no more than two pages. Outline your ability, ingenuity, experience, and qualifications and how they make you the best person for this role. Please include contact details of at least two referees and current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tayla Summerell (02) 6207 0479 Tayla.Summerell@act.gov.au

Economic Development

National Arboretum Canberra

Tourism Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61971)

Gazetted: 22 June 2023

Closing Date: 13 July 2023

Details: We want to hear from you if you enjoy the great outdoors, as well as creating, delivering and communicating commercial visitor experiences. This is an identified role for an Aboriginal or Torres Strait Islander person, with a focus on creating new commercial programs, as well as delivering existing Indigenous Australian visitor experiences to local, national and international visitors. You will have the ability to deliver student education experiences and also possess practical communication skills to promote visitor programs to the wider tourism industry. We are looking for a creative, commercial solutions-focused person, with sound administration, presentation and communication skills. You will enjoy working with diverse people and have strong local community relationships and networks.

The National Arboretum Canberra was opened in 2013 and comprises a collection of approximately 44,000 trees in 94 forests featuring different types of rare, threatened and symbolic trees from around Australia and the world. It also houses the National Bonsai and Penjing Collection Australia and includes the award-winning Village Centre, Margaret Whitlam Pavilion, Pod Playground, display gardens, unique sculptures and a range of other facilities to enhance the visitor experience. The National Arboretum Canberra is managed jointly with Stromlo Forest Park, a world-class, multi-use recreational sporting facility available to both recreational and professional users.

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:

Ability to work weekends, public holidays or evenings as required.

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

Possess a manual driver's licence and a willingness to obtain, including undertaking any necessary health checks for a commercial bus licence.

General fitness level to deliver onsite public and private tours across a 250 hectare site.

First Aid Certificate or ability to acquire.

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) (ability to acquire).

Notes: This is a temporary position available immediately for six 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: Applicants are to submit a one page 'pitch' that demonstrates your skills against 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: Christine Callen (02) 6205 4468 Christine.Callen@act.gov.au

Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)

ACT Insurance Authority

Risk Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 61917)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: Do you have experience in coordinating training programs and administering reporting systems in either the private or public sector environment? Do you have strong attention to detail and thrive in an exciting, dynamic, and fast-paced environment? Do you have strong interpersonal skills and enjoy working as part of a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive, and motivated individual who has an understanding of, or an interest in risk management, who can work collaboratively as part of an integrated risk, insurance and governance team, to deliver and administer innovative risk initiatives.

Reporting to the Director, Risk Management, the Risk Officer is responsible for administering the ACTIA Risk Management Training offering and providing organisational support to the training team to deliver risk training, across a variety of territory locations. The position will also work with risk teams across the ACT Government, coordinating and promoting a risk management forum and facilitating whole of government risk reporting, using ACTIA's Insurance Management System.

We are looking for an individual with a willingness to learn, who can communicate clearly and effectively with a wide range of stakeholders. This role requires an individual who is excited to be part of a team that values diversity and practices inclusiveness, in line with the ACT Public Service values.

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

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Damian Black (02) 6205 0360 Damian.Black@act.gov.au

Economic Development

Venues Canberra

Safety and Security Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53829)

Gazetted: 28 June 2023

Closing Date: 19 July 2023

Details: Venues Canberra manage GIO Stadium, Manuka Oval and Exhibition Park in Canberra (EPIC). We are seeking a Safety and Security Officer to join the Safety, Security and Emergency Management team. The successful applicant will have excellent communication skills to engage with stakeholders including contractors and emergency services. The ideal candidate will have demonstrated experience in operational security and workplace safety preferably within a crowded place environment. An understanding and working knowledge of workplace health and safety legislation, its application and security and risk frameworks is essential as is technical expertise in data management and information for reporting 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 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:

Essential:

- C Class Driver's License.
- Availability to perform regular after hours, public holidays and weekend work in support of booked events.
- The ability to acquire an ACT Working with Vulnerable Persons check.

Desirable:

- Possession of or the ability to acquire a first aid certificate.

How to Apply: Please supply a current curriculum vitae including referee details and a written response to the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Gray (02) 6256 6714 Adam.Gray@act.gov.au

Property and Shared Services

ACT Property Group

Strategic Estate Management, Procurement and Contracts

Director, Strategic Contract Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45633)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: ACT Property Group purchases a large volume of works and services, including construction and trade services, for the maintenance management and upgrade of ACT Government owned and managed properties. This role is a key part of the organisation to ensure that procurements occur in a compliant and timely manner, there is strategic oversight and coordination of contract management and that staff in the organisation have the right skills and are following appropriate, policies and processes. This team performs the role of Panel Manager for ACT Property Group managed panel contracts. This role is a blend of strategic oversight and coordination, and hands on procurement and contract management. This role works closely with the Director Strategic Procurement Management in a collaborative team structure.

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

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

Eligibility/Other requirements:

Qualifications and/or extensive experience in procurement/contract management and project management preferred.

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

a current driver's licence (car)

Training and/or qualifications in construction, building, property management are highly desirable

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Joseph Smith (02) 6207 3533 actpgcorporate@act.gov.au

Property and Shared Services

ACT Property Group

Corporate Governance

WHS and Quality Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53648)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: This role provides administrative support for the work health and safety (WHS) and quality assurance functions in the Quality, Risk, Compliance and Safety (QRCS) team. The role assists in supporting our staff to ensure we deliver excellent client service to our customers and other stakeholders.

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

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

Eligibility/Other requirements: This position requires a current driver's licence and car.

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebekka Bjarnadottir (02) 6207 5529 actpgcorporate@act.gov.au

Economic Development

National Arboretum Canberra and Stromlo Forest Park

National Arboretum Canberra and Stromlo Forest Park

Senior Director - Operations Manager

Senior Officer Grade A \$157,201, Canberra (PN: 54359)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: The National Arboretum Canberra and Stromlo Forest Park Branch is seeking an experienced and highly motivated candidate to temporarily fill the Operations Manager (Senior Director) role within its dynamic team. Based predominantly at the Arboretum, the successful candidate will report directly to the Executive Branch Manager, and will be responsible for directly supervising, coordinating and overseeing a range of teams within the branch, including horticulture, the National Bonsai and Penjing Collection Australia, facilities, assets and data management, and venue and land management at Stromlo Forest Park. Management of relevant horticultural, land management and trail maintenance contracts are also overseen by this role.

Excellent communication and interpersonal skills are vital in this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders, volunteers and throughout the ACT Government, whilst maintaining a high degree of professionalism.

The candidate will also need to adhere to and promote the principles of Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

If you are an experienced and passionate problem solver, strategist and leader, who takes pride in your work and your ability to unite and motivate your team members, we want to hear from you.

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

Notes: This is a temporary position available 31 July 2023 until 7 June 2024. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the selection criteria of no more than four pages (in Word or PDF), 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: Amalie Shawcross (02) 6207 7603 Amalie.Shawcross@act.gov.au

Economic Development

Skills Canberra

ACT Migration

Senior Program Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 31725)

Gazetted: 28 June 2023

Closing Date: 5 July 2023

Details: Skills Canberra is seeking a motivated, proactive individual to support the work of the ACT Migration team. The successful candidate needs to be able to think both strategically as well as administratively, have excellent attention to detail without losing sight of the 'big picture', and be able to manage competing priorities effectively. ACT Migration is responsible for the delivery of the ACT Skilled Migration program as well as providing high level policy advice about the role of skilled migration in the broader workforce needs of the Territory. As senior program officer you will coordinate the delivery of the ACT nominated migration programs. This includes the skilled migration, business migration, and employer nominated regional certification pathways. You will work with the team to ensure an efficient delivery of these programs, which will include ensuring consistent decision-making between program officers, overseeing settlement services, reporting on program delivery, and managing the administrative responsibilities associated with the delivery of the program. You may also be required to use your experience to inform policy advice and conduct other duties as appropriate to your level.

You will work in a small team, but you may have to consult and collaborate with teams across Skills Canberra and the Directorate more broadly.

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

Note: This is a temporary position available immediately until 1 August 2024. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next twelve months. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a one-page cover letter addressing the Selection Criteria, a current curriculum vitae, and contact details for two referees.

Please ensure your application outlines how your skills, qualifications, and/or experience make you an ideal candidate for the role. You should consider both the duties/responsibilities of the position and The Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hans vanDeursen (02) 6207 0839 Hans.vanDeursen@act.gov.au

Strategic Finance

Budget Policy and Capital Works

Director - Budget Policy and Capital Works

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 46382)

Gazetted: 28 June 2023

Closing Date: 5 July 2023

Details: CMTEDD Strategic Finance is looking for an experienced and motivated manager to fill a short term vacancy in the division (11 weeks).

Reporting to the Chief Finance Officer, you will be a key member of the division's leadership group. You will lead a small team in coordinating the Directorate's Capital Works program reporting requirements, including all end of financial year processes and commencing the 2023-24 reporting cycle, including the establishment of detailed project forecasts and strategic, monthly reporting to the CMTEDD Executive Management Group. You will also be involved in the preparation of CMTEDD's Annual Financial Statements for 2022-23 and planning work associated with the Directorate's input to the 2022-23 Budget Review, as well as other budget related matters.

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:

A university degree in a related field is highly desirable.

Completion of, or substantial progression towards, full membership of CPA Australia or Chartered Accountants Australia and New Zealand is desirable.

Note: This is a temporary position available immediately for up to six months. This position sits within a team with a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on written applications only.

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

How to Apply: Please submit your current curriculum vitae and a pitch (no longer than two pages) outlining why you are the ideal candidate for the position. This pitch should clearly articulate why you are interested in the position and highlight key attributes and achievements with reference to the Professional/Technical Skills and Knowledge and Behavioural Capabilities as outlined in the Position Description.

Applications should be sent to the Contact Officer.

Contact Officer: Zachary Thomas (02) 6207 8423 Zachary.Thomas@act.gov.au

Policy and Cabinet

Better Regulation Taskforce

Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54185)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: This position in the Better Regulation Taskforce is part of a team at the centre of government.

Here, you will experience how to bring the strands of government policy together from all directorates, within a complex and evolving economic environment. You will undertake interesting and impactful work that directly influences the prosperity of ACT businesses, industries and the community.

The work in the Better Regulation Taskforce is dynamic and fast paced. This is a great place to gain all the skills you need to confidently support Government Ministers as a policy officer. At any time, you may be contributing to Cabinet submissions, Ministerial and Chief Minister's briefings, Question Time Briefings, and Ministerial Correspondence, sometimes at very short notice.

You will also be analysing complex policy issues and may find yourself working closely with stakeholders across the ACTPS, including in Access Canberra, and in the ACT business community. Your interpersonal skills are essential to maintaining productive working relationships across directorates and agencies, so that this critical whole of government work can be delivered.

The Better Regulation Taskforce is a small team with big responsibilities. We think hard and creatively, and our rewards come from the quality and impact of our advice. We have a highly collegiate and supportive culture, always making the time to connect, catch up and have fun too. If you would like to develop your career with us, please get in contact with the contact officer and submit an application.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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: Skills in data analysis, economic analysis, and/or legal analysis are highly desirable.

Notes: Selection may be based on application and referee reports only. A merit pool will be established from this process and future vacancies may be used from this process within the next 12 months. 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 at least two referees. The pitch should indicate your capacity to perform the duties and responsibilities outlined in the position description and outline how your abilities, experience and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Donna Hosie (02) 6205 4133 Donna.Hosie@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Coordination Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 45726)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: An exciting six-month opportunity is available within the Cabinet, Assembly and Government Business Branch!

As Coordination and Support Officer, you will be at the forefront of Government decision making, supporting the passage of material being considered by Cabinet and the Legislative Assembly.

To undertake this role successfully, you will have, or have the ability, to gain a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities, applying your knowledge to support the development of Cabinet papers and Assembly procedures. You will play a key role in supporting other directorates' Cabinet and Assembly liaison teams. You will also liaise with officers across government agencies to communicate information and ensure timelines are well communicated and met.

This diverse and interesting role supports a high functioning branch, who willingly support each other in meeting critical timeframes.

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

Notes: This is a temporary position available immediately until 24 November 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.

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: Potential candidates should include a two-page pitch outlining why you are the ideal candidate based on the positions behavioural, technical skills and knowledge. Please also include a copy of your curriculum vitae and contact details of two referees.

Applications should be sent directly to the contact officer.

Contact Officer: Rachel Gilks (02) 6207 6472 Rachel.Gilks@act.gov.au

Community Services

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

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

Corporate

Governance

Building Services

Building Services Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36245)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: The Building Services Team manages the office and non-office accommodation. The team also manages the repair, maintenance, upgrade and replacement program for the Community Services Directorate's (CSD) properties, fleet services, building security and sustainability.

The position includes these functions:

Daily management of CSD's office and non-office accommodation.

Management and delivery of BIF (Better Infrastructure Funding) and budgets.

Managing team performance for day-to-day service, responsiveness, and standards in the provision of repairs, maintenance and upgrading works to facilities.

Providing policy and strategic advice to senior management and executive.

Daily management of the CSD's fleet of vehicles.

Management of building security for 8 CSD facilities.

Responsibility for CSD Sustainability and implement the ACT Governments sustainability objectives such as the Carbon Neutral ACT Government Framework within CSD, which underpins the *Climate Change and Greenhouse Gas Reduction Act 2010*.

The Building Services Team operates during normal business hours of 8:30am - 5:00pm.

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: Experience in managing an operational environment.

Note: This is a temporary vacancy available for 12 months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referees 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: Lynda Condon (02) 6205 1037 Lynda.Condon@act.gov.au

Children, Youth and Families

Youth Justice

Bimberi Youth Justice Centre

Program and Services Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02344)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

Details: Bimberi Residential Services is seeking an experienced, committed suitably qualified applicant to permanently join our team as Program and Services Manager.

The Program and Services Manager is a key youth justice leadership role and works as part of the senior management team of Bimberi Residential Services to deliver high quality outcomes for young people in detention. The Program and Services Manager is responsible for the overall coordination of rehabilitation, case management, recreational and educational programs of the Bimberi Youth Justice Centre. The position reports to the Principal Practitioner, Bimberi Youth Justice Centre. The successful applicant will have an opportunity to work within a multidisciplinary team to ensure a holistic statutory service response to all children and young people.

The Program and Services Manager will engage and liaise with a range of internal and external stakeholders including young people, their families, community agencies, government services, legal representatives, courts and tribunals. The suitable applicant will also have experience in working with families and stakeholders and a desire to work within a management team that is committed to providing positive outcomes for young people.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services (BCRS), including Narrabundah House Indigenous Supported Residential Facility (NHISRF).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

BCRS provides supported accommodation to young men, aged between 15 and 18 years old, on a youth justice order. All facilities operate 24 hours a day, 7 days a week.

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:

Demonstrated experience in a management role developing or delivering youth custodial or residential services.

Must be prepared to actively participate on the on-call manager's roster.

Must be prepared to participate in mandatory training.

Proficiency with Microsoft Office products and database systems.

Possession of a current driver's licence and Senior First Aid Certificate.

Working With Vulnerable People (Background Checking) ACT 2011 will be required

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

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

Desirable qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science, Youth Justice/Criminology, or related discipline.

3 years' experience working with children, youth and/or families.

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 include:

Supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your knowledge, experience, professional/technical skills and behavioural capabilities in carrying out the duties outlined in the Position Description; and

Current curriculum vitae; and

Names and contact details of at least two referees, including your most recent/current supervisor or manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Spencer (02) 6207 0016 Kate.Spencer@act.gov.au

Corporate

People, Capability & Culture

Safety & Wellbeing

Senior Advisor, Safety & Wellbeing

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61199)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

Details: People, Capability & Culture provides strategic advice in relation to industrial matters; performance management; workplace diversity; delegations and authorisations; the Graduate program; learning and development; the Employee Assistance Program; safety and wellbeing matters, and the management for the SLA for Shared Services.

Reporting to the Director of Safety & Wellbeing, the Senior Advisor, Safety & Wellbeing provides support, assistance and guidance on safety and wellbeing frameworks, psychosocial hazards, psychological safety, legislation, policies and best practice.

The role is required to support the team with continuous improvement of the Community Services Directorate's (CSD) early intervention and wellbeing frameworks, including identification of trends based on collection, analysis and reporting of hazard and risk data and providing general advice on safety and wellbeing matters.

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:

Experience in human resources, health and wellbeing, particularly in a public sector context is highly desirable.

Driver's license Class C is essential.

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

How to Apply: Please submit a two-page pitch addressing the behavioural capabilities, professional/ technical skills and knowledge, along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: BecL Smith (02) 6207 4094 BecL.Smith@act.gov.au

Corporate

Executive Branch Manager, Chief Information Officer

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1093)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

Details: The Community Services Directorate delivers integrated 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.

Reporting to the Executive Group Manager, Corporate Services, the Executive Branch Manager, Chief Finance Officer (CFO) is responsible for the provision of financial advice, management and reporting for the Directorate.

The role also provides advice in relation to financial budget and strategic matters working with the Director-General.

The role requires a high degree of sensitivity, confidentiality, as well as agility in responding to tight deadlines. Currently the Directorate is embarking on organisational wide reform which will underpin how services are delivered to support government and the community.

The CFO will bring a proven record and in-depth understanding of public-sector financial management, budgeting processes and requirements. Whole of government collaboration is critical in this position and high-level stakeholder engagement skills are paramount.

Strong candidates will have a proven record in leading, managing and developing your staff creating a culture of excellence.

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

Contract: The successful applicant will be placed on a short-term contract for 12 months with possibility of extension up to two years. If the position becomes vacant, the successful applicant may be offered a long-term contract up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Please provide your curriculum vitae, a two-page pitch aligned to the ACTPS Executive Capabilities that address why you are the best person for this role, plus the contact details of two referees. For further information, please see the Candidate Information Packs.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ailsa Borwick (02) 62077719 ailsa.borwick@act.gov.au

Education

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

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

Service Design & Delivery

Universal School Support

Senior Director Universal School Support

Senior Officer Grade A \$157,201, Canberra (PN: 31884)

Gazetted: 28 June 2023

Closing Date: 5 July 2023

Details: The Senior Director Universal School Support is a key leadership role in the Directorate and is responsible and accountable for the development of strategic planning and system leadership across a broad range of areas including:

Student Pathways Reform covering Vocational Education and Training (VET), careers education and transitions Using a collaborative approach to work across branches in the ESO as well as schools to support school improvement strategies as applied through a service delivery model.

Development of policies relating to the delivery of programs, supports and curriculum in schools Provision of advice to senior executive, advisory and statutory bodies and the government on matters relating to education policies and programs

Fostering strong relationships and collaborating with key external stakeholders including other ACT Government agencies and industry

Representing the Directorate at meetings when required both locally and nationally.

The Senior Director reports to the Executive Branch Manager Universal School Support and is a member of the USS leadership team.

A comprehensive understanding of governance and excellent oral and written communication skills are required, along with experience in programme development and implementation, and customer engagement strategies.

Eligibility/Other requirements: Highly Desirable:

Previous experience in program management and policy development in an education context.

A deep knowledge of the VET sector.

Notes: This is a temporary position starting 7 August 2023 until 29 September 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page pitch on how your skills align to the selection criteria, a current curriculum vitae and contact details for two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Anita Wesney (02) 6207 3593 Anita.Wesney@act.gov.au

Business Services

Governance

Project Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61818)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: The Education Directorate is seeking an experienced and skilled project manager to lead and manage a discrete project relating to school governance. This is an exciting opportunity to tackle a complex project that will address a range of governance matters to deliver on previous review recommendations. The successful applicant will be self-motivated and have excellent stakeholder engagement skills. They will work closely with the Executive Branch Manager Governance and the school principal to ensure project deliverables and outcomes are achieved. The project timeline will extend to the end of 2023 but an extension may be considered if needed.

Eligibility/Other requirements: We are looking for someone with proven experience in achieving outcomes for complex projects and with an excellent understanding of principles and practices that support effective governance.

Notes: This is a temporary position available immediately until 22 December 2023 with the possibility of extension up to 12 months.

How to Apply: Applicants must submit a current curriculum vitae and a response to the Selection Criteria outlining their experience and skills (maximum two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Sonam-X Pelden 0435875886 Sonam-X.pelden@act.gov.au

School Improvement

Narrabundah College

School Administrative Officer - Finance

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 31613)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: Narrabundah College is a large college located in the inner-South. The college offers three streams of learning (ACT Senior Secondary, International Baccalaureate and French Baccalauréat). Narrabundah College is a diverse community of students and staff. The school engages with all stakeholders to ensure that all students are supported in their respective endeavours.

As part of the administration team the Finance and Administrative Officer will be required to work independently and collaboratively with the executive staff across the school. Narrabundah College has approximately 120 staff and 1,000 students, the successful applicant will manage the daily finance requirements within the school.

The applicant will organise the purchasing of supplies, payment of suppliers, the raising of invoices and oversee the receipting of income through the front office. They will assist with the organisation and acquittals of excursions throughout the College. The applicant will have experience in finance, strong communication skills, high level customer service as well as a demonstrated ability to work in a team environment and engage with students, parents, carers, and teachers.

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

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

Note: This is a temporary position available immediately for 6 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 (no more than two-pages) 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: Jenny Street (02) 6142 3200 Jenny.Street@ed.act.edu.au

School Improvement

Tuggeranong Network

Taylor Primary School

School Administration/Enrolments Officer - Taylor Primary School

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 40577)

Gazetted: 26 June 2023

Closing Date: 3 July 2023

Details: Taylor Primary School is looking for a dynamic and organised person to join the Front Office team.

The successful applicant will play a vital role in providing service and support to the school community and is the first point of contact for all visitors to the school. The position will support the Business Manager, Principal and administrative team in providing excellent customer service and solution focused support to the school community. The role is responsible for assisting with financial requirements including but not limited to receipting payments, bank reconciliation, initiation of purchase orders/invoices and enrolments.

Key to this role is a high standard of customer service and well-developed interpersonal skills, including the ability to communicate effectively with various people such as staff, parents/carers and the ability to relate to students.

You will need to work effectively as part of a team while also using initiative and working independently when necessary, applying strong organisational skills and the ability to set priorities and meet deadlines.

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)

A First Aid Certificate or a willingness to undertake appropriate training.

Experience in a business-related role is highly desirable.

Financial qualification or relevant experience is highly desirable.

Notes: This is a temporary position available 17 July 2023 until 26 January 2024 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities) as detailed in the position description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Francis (02) 6142 3000 Linda.Francis@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.

The Woden School

Team Leader

School Leader C \$132,293, Canberra (PN: 32598)

Gazetted: 26 June 2023

Closing Date: 10 July 2023

Details: Position Overview

Our vision at The Woden School is to be leaders in authentic personalised learning pathways, ensuring all students are empowered, able and connected through and beyond their schooling. Our mission is that all learners will achieve success in their learning pathways with:

Access to highly engaging curriculum and effective pedagogies

Genuine voice and agency in all aspects of their learning

Deeply embedded student-centred Learning Communities

We are seeking a collaborative, innovative and dynamic School Leader to join our team. The successful applicant will demonstrate expert and proven ability to bring together a community of learners – inclusive of students,

educators, families and the wider community. They will be a leader of learning with a deep curriculum knowledge and high-level skills in supporting staff to implement personalised and engaging learning programs that allow all students to learn.

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: 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 following School Leader Capabilities in your application (maximum of three pages in total).

Leading teaching and learning

Developing self and others

Leading improvement, innovation, and change.

A curriculum vitae is also required (maximum of two pages).

Please provide contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Malone (02) 6142 0200 James.Malone@ed.act.edu.au

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

Business Services

Strategic Finance and Procurement

Business Improvement and Support

Director, Business Improvement and Support

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50156)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

Details: The Education Directorate (the Directorate) identifies education priorities and the development of strategies, policies and planning for improved learning outcomes, delivering educational services to empower each child and young person in ACT Public Schools. ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

DIVISION OVERVIEW

The major responsibilities of the Business Services Division are:

Provision of strategic advice to the Minister and the Directorate.

Promotion of a strong and collaborative culture through effective communication and links with internal and external partners and the broader community.

Provision of enabling services such as People and Performance (HR), Infrastructure and Capital Works, Strategic Finance and Procurement, and Governance and Community Liaison.

The Director, Business Improvement and Support, will work as part of a small team to support, assist and build capability in the business of schools including ensuring compliance, accountability and best practice is being met. This includes providing advice to schools on a broad range of school operation issues and activities to meet the business needs effectively and consistently across the system.

This role is responsible for the achievement of outcomes within agreed timeframes and within a framework of operational and strategic goals and objectives. The Director works with a significant degree of independence in day to day activities in delivering support and service to the business of schools.

Eligibility/Other requirements:

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)

Highly Desirable:

Experience in a school business role

How to Apply: Please provide a written response addressing the Selection Criteria within 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: Peter Podnar (02) 6205 3145 Peter.Podnar@act.gov.au

Service Design & Delivery

EGM Office

Executive Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45771)

Gazetted: 23 June 2023

Closing Date: 30 June 2023

Details: Service Design and Delivery Group is looking for a high performing individual for the role of Executive Officer.

The successful applicant will report directly to the Group Manager and will be responsible for the development of strategic direction and provision of advice on the alignment of the Group's activities with strategic priorities.

Sound knowledge demonstrated experience and understanding of the operations of government, high level conceptual, analytical, research and problem-solving skills to manage change and high level written, negotiation, interpersonal, liaison and representational skills are a must for this role.

Notes: This is a temporary position available immediately until 30 October 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: Please submit a response to the selection criteria maximum two pages, current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan . SDDRecruitment@act.gov.au

Service Design & Delivery

DSST

Director - Senior Data Business Analyst

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 33986)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

Details: The Senior Data Business Analyst, is passionate about building data analytics dashboards that customers love. As part of our critical leadership position, you will join a dynamic and fast-paced environment and work with cross-functional teams to design, build and roll-out products that deliver the Education Directorate's vision and strategy.

We are looking for an individual who will work with business and technology stakeholders to consult, define and implement digital dashboards for the ACT Education Directorate. Our candidate can define and assure best practice whilst influencing, leading and mentoring others. You will help embed the dashboards within our service delivery to ensure the needs of the ACT Education Directorate are met.

Our ideal candidate will translate ideas into strategy and features and follow dashboard development from start to finish. You will be confident in articulating the requirements or roadmaps and incorporate feedback and input from stakeholders on product suitability. To succeed in this role, you should be a perceptive and creative leader and a reliable problem-solver.

Eligibility/Other requirements:

Mandatory

Australian Citizens, Permanent resident of Australia

Highly Desirable

Extensive experience in design, analysis best practice

Experience in an Education setting will be highly regarded

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

How to Apply: Please submit a response to the selection criteria (maximum three pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jai Vaitheswaran (02) 6205 1310 Jai.Vaitheswaran@act.gov.au

School Improvement

Narrabundah College

School Administrative Officer - Reception

School Assistant 2 \$51,548 - \$56,919, Canberra (PN: 52288)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

Details: ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

Narrabundah College is a large college located in the inner-South. The college offers three streams of learning (ACT Senior Secondary, International Baccalaureate and French Baccalauréat). Narrabundah College is a diverse community of students and staff. The school engages with all stakeholders to ensure that all students are supported in their respective endeavours.

As part of the administration team the Receptionist will be required to work independently and collaboratively with all staff across the school. Narrabundah College has approximately 120 staff and 1,000 students, the successful applicant will be responsible for the operation of the reception desk, telephone, website and central email address.

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

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

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 are to address the Selection Criteria located in the Position Description (no more than two-pages) 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: Jenny Street (02) 6142 3200 Jenny.Street@ed.act.edu.au

School Improvement

Narrabundah College

School Administrative Officer - Absences and Excursions

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 51130)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

Details: ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

Narrabundah College is a large college located in the inner-South. The college offers three streams of learning (ACT Senior Secondary, International Baccalaureate and French Baccalauréat). Narrabundah College is a diverse community of students and staff. The school engages with all stakeholders to ensure that all students are supported in their respective endeavours.

As part of the administration team the Absences and Excursions Officer will be required to work independently and collaboratively with the Student Services Team and Administration staff across the school. Narrabundah College has approximately 120 staff and 1,000 students, the successful applicant will manage the daily Student Absences and the Excursion Process for the College.

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

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

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 are to address the Selection Criteria located in the Position Description (no more than two-pages) 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: Jenny Street (02)6142 3200 Jenny.Street@ed.act.edu.au

School performance and improvement

North Canberra Gungahlin

Gold Creek School

Staffing Officer Gold Creek School

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 58894)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

Details: Gold Creek School is a P-10 School located in the Gungahlin area. Our School is made up of Hall Preschool, Gold Creek Junior site (K-6) and Gold Creek Senior site (7-10). We support individualised learning through the implementation of the International Baccalaureate programmes, as a framework for teaching the Australian Curriculum.

As part of the administration team the staffing officer will be required to work with general direction and in collaboration with Associate Principals and Business Manager. This position is an active member of the administration team assisting with the operations of the school. The staffing officer will work with established priorities, task methodology and work practises to provide support in the day-to-day administration of the school in line with school requirements and directorate priorities. The position will provide high level administrative support across staffing processes and across the school as required. This role is vital to the daily operations of the school and heavily dependent on meeting timeframes and the needs of teaching staff, students and the school. They will have excellent attention to detail, use initiative, have high level communication skills and the ability to manage multiple tasks effectively and efficiently in a timely manner.

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)

Notes: Selection may be based on applications only.

How to Apply: Please submit a current curriculum vitae and a maximum two-page response to the Selection Criteria outlining your experience, qualifications and suitability to fulfil this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Schmidt (02) 6142 1340 Melissa.Schmidt@ed.act.edu.au

Office for Schools

South Weston Network

Telopea Park School

Staffing / Human Resource Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 61849)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

Details: Telopea Park School is seeking a highly motivated individual to work as a Staffing Officer across Telopea's K-10 School.

The successful applicant will work closely with the Business Manager and the leadership team and show a considerable degree of independence and consistently exercise sound judgment, confidentiality and discretion.

The position is responsible to organise relief staff absences, assisting with staff timetabling, reconciling staff leave submissions, preparing and lodging staff contracts, providing advice and support to executive and all staff relating to HR and staffing matters. Further duties include 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:

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: Knowledge of SSEM, Sims and Kronos.

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

How to Apply: Please submit a written response addressing the Selection Criteria, current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mary Ryan (02) 614 23388 Mary.Ryan@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Environment, Heritage and Water

ACT Heritage

Registrations

Research and Assessment Conservation Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 28313)

Gazetted: 28 June 2023

Closing Date: 19 July 2023

Details: The Research and Assessment Conservation Officer will work within the ACT Heritage Registrations Team to:

Provide high quality advice to the ACT Government and ACT Heritage Council about heritage significance and conservation management.

Assist with the administration of the *Heritage Act 2004* in relation to the registration of heritage places and objects.

Assist in the development of policy and procedures for the management of heritage places and objects.

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 candidate will ideally have knowledge of applying heritage significance criteria. Skills in heritage management, history, architecture, archaeology, planning, cultural geography or a related discipline are highly desirable.

Notes: This is a temporary position available immediately for six months. Whilst the position has been advertised as full-time, the hours and working conditions of the position can be negotiated with the successful applicant. 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. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application addressing the selection criteria limiting responses to 300 words per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Hekimian (02) 6207 8538 Richard.Hekimian@act.gov.au

Planning and Urban Policy

Major Projects - City

Director, Urban Design and Planning Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 19179)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: The Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate is seeking an experienced urban design and planning professional to lead our Major Projects – City team.

The Planning and Urban Policy Division supports the Government's ambition for Canberra to be a city for the people that continues to be a city in the landscape. Together with the community and other Government agencies, we support this vision through policy and strategies that make Canberra a sustainable, competitive and equitable city that is responsive to the future and resilient to change.

The role of the Director Urban Design and Planning Policy comprises leading a team in a multi-disciplinary environment to deliver strategic planning and urban design policies, projects, and programs to facilitate land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

This is a unique opportunity to contribute to the future shaping of the city by leading the development of strategic planning and design policy and projects for the ACT Government with a focus on achieving good land use planning and built form design outcomes.

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.

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

Relevant tertiary qualifications and/or demonstrated equivalent industry/professional experience in urban design, urban planning, architecture, landscape architecture or a related field.

Significant work experience in urban design, urban planning and planning policy reform or a related field.

Leading the implementation of new technologies and processes to improve business practice and outputs.

Note: A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply:

Applications are sought from potential candidates and should include a -

Two-page pitch addressing the Selection Criteria.

Curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: JamesP Bennett (02) 6205 4877 JamesP.Bennett@act.gov.au

Corporate Services and Operations

Governance, Compliance and Legal

Information Governance

Information Governance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49099, several)

Gazetted: 26 June 2023

Closing Date: 3 July 2023

Details: Do you have a strong passion for enabling open and transparent government? A commitment to supporting the Canberra community's access to government records? A drive to deliver high-level customer service? If you have a secret (or not so secret) love for the Freedom of Information legislation, then this is the job for you!

The Information Governance Team plays a key role within the Environment, Planning and Sustainable Development portfolio in developing, promoting and delivering initiatives to achieve open government and maintain compliance with the *Territory Records Act 2002*, *Freedom of Information Act 2016* and *Information Privacy Act 2014*.

The Information Governance Team are looking to fill several temporary information Governance Officer positions, with possibility of extension and/or permanency. As an Information Governance Officer with EPSDD, you will work

as part of a passionate, collaborative and supportive team responsible for providing timely responses to information access requests, accurate legislative and policy advice to internal and external customers and Information Officers and contribute to ongoing improvement in information governance maturity and open government across the portfolio.

To succeed in this role you will be approachable, engaged and engaging, have a strong understanding of, and passion for, information access and governance, and a commitment to meeting strict deadlines.

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

Eligibility/Other requirements: Previous experience working in an information access role or with Objective EDRMS is highly desirable.

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

How to Apply: Please apply by submitting a two page application providing examples demonstrating your suitability against 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: Melinda Hughes (02) 6207 6502 Melinda.Hughes@act.gov.au

Environment, Heritage and Water

Office of Water

Water Information Services

Assistant Director - Senior Hydrological Analyst

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54376)

Gazetted: 23 June 2023

Closing Date: 14 July 2023

Details: The ACT Office of Water is looking for a senior hydrological analyst to join a new multi-disciplinary water information services team. The successful applicant will have a strong interest and experience in applying technical information to develop strategic policy advice on a wide range of water resource and catchment management activities. These activities include, but are not limited to, urban water security, water salinity and Murray-Darling Basin water reforms. This role will provide opportunities to work across government agencies within the ACT, and interstate.

If you have a technical background in hydrology and data analysis but want to influence change through evidence-based policy and strategy, this could be the role for you.

Notes: This is a temporary position available immediately until 30 June 2024 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical roles over the next 12 months. These future positions may include both temporary and permanent positions.

How to Apply: Please submit a succinct written application addressing the selection criteria limiting responses to two A4 pages, along with your Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danswell Starrs (02) 6207 7032 Danswell.Starrs@act.gov.au

Corporate Services and Operations

People and Capability

Workplace Relations, Safety and Wellbeing

Director Safety and Wellbeing

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38765)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

Details: Do you want to contribute to a high performing, safe and healthy culture?

The Environment Planning Sustainable Development Directorate (EPSDD) is looking for an experienced, enthusiastic, qualified, and client-focused individual to lead the Safety and Wellbeing team. As the Director of Safety and Wellbeing you will be responsible for implementing and reporting on initiatives related to EPSDD Strategic Plan, Safety and Wellbeing Strategy and WHS Audit and Assurance programs. You would be part of Branch that is engaged, collaborative and committed to making a difference.

The successful applicant will lead the team in the provision of strategic advice and support on safety and wellbeing systems, risk assessments, psychosocial safety, WHS legislation, policies and best practice, including injury management and early intervention.

This role will need to collaborate with a wide range of internal and external stakeholders so well-developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be important.

We are looking for someone who has experience in the delivery of contemporary and connected WHS strategy, projects, and practices in a public sector environment with a diverse range of functions, with a focus on continuous improvement.

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

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jaime Elton (02) 6207 9151 Jaime.Elton@act.gov.au

Environment Heritage and Water

Resilient Landscapes

Licensing and Compliance

Assistant Director – Licensing and Compliance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 37541)

Gazetted: 22 June 2023

Closing Date: 13 July 2023

Details: As the Assistant Director - Licensing and Compliance, you will lead a small team to work across EPSDD to assist in the investigation of breaches of relevant legislation.

We are wishing to engage somebody who can manage staff to provide guidance to authorised officers who may identify a breach of legislation and assist in determining the appropriate course of action to be taken.

You will lead the preparation of briefs of evidence for issues referred to the ACT Director of Public Prosecutions, and officers from your team may be required to attend associated court proceedings and give evidence.

You will develop the skills of authorised officers to ensure investigations and compliance activities are undertaken in accordance with legislative requirements and demonstrated best practice.

You will be responsible for the administration of fauna and flora licences under the *Nature Conservation Act 2014*, which typically includes licences for:

Private animal keepers.

Pet shops and zoos.

Import and export of native and exotic animals.

Scientific and environmental purposes.

You will have strong negotiation skills, with the ability to lead investigations against a range of legislation administered by EPSDD as well as developing strong networks and relationships across government as required.

You will have the capacity to prepare strategic briefings for the executive on a broad number of regulatory matters that impact on EPSDDs functions.

Eligibility/Other Requirements:

Your suitability for this position will be assessed based on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed above.

Demonstrated ability to manage a small team delivering a regulatory and compliance services including the ability to interpret explain and implement legislation.

Demonstrated ability to manage investigations into breaches of legislation.

Demonstrated ability to exercise sound judgement, resource, time and project management skills to achieve objectives.

Proven excellent communication skills, and the ability to effectively consult, liaise and negotiate with a diverse range of internal and external stakeholders, to further working relationships.

Demonstrated ability to consistently display commitment and leadership to high quality customer service principles, practices and attributes.

Demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the *Territory Records Act*.

Qualifications and experience:

Experience in a regulatory environment is highly desirable, as is previous experience in developing / delivering training programs. A Certificate IV in Government Investigation or equivalent is also highly desirable. Tertiary or vocational qualifications and/or experience in environmental management, natural resource management or environmental law are desirable. A driver's licence is required.

How to Apply: Please submit a written response, an up to date curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Glennon (02) 6205 9023 Chris.Glennon@act.gov.au

Statutory Planning

Planning Support and Development Assessment

DA Gateway and Merit Assessment

Senior Officer - DA Gateway and Merit Assessment

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49319, several)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

Details: Statutory Planning is looking to employ a number of positive new staff to assess and determine a wide range of development proposals and provide planning advice to a range of stakeholders. The Division is keen to find enthusiastic people who enjoy problem-solving and who like to work as part of a team, both in the office and remotely.

A number of ongoing positions are available in the Merit Assessment and Gateway teams, EPSDD, to assist with development applications, as well as to assist in progressing key Government priority projects and policies.

Candidates should have proven written and oral communication skills, the ability to think critically and strategically, ability to assist in the management of staff, and a sound understanding of statutory and/or administrative processes. Candidates should also have well developed stakeholder management and liaison skills.

Eligibility/Other Requirements: Experience and qualifications in architecture, urban planning, landscape architecture, urban design, planning/environmental law, or similar is highly desirable.

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

How to Apply: An application is to be undertaken that responds to the Selection Criteria that is provided in the Position Description. The response to the Selection Criteria should be no more than three pages, including any pitch. Applications should be accompanied by an up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trent Varlow (02) 6207 9997 Trent.Varlow@act.gov.au

Environment

ACT Parks and Conservation Service

Urban Reserves North

Ranger in Charge, Canberra Nature Park North

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 15690)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

Details: We are seeking an enthusiastic team leader to fill the position of Ranger-In-Charge for Canberra Nature Park, North. This position is responsible for the supervision of Rangers, Technical Officers and Field staff in the coordination and delivery of a broad range of conservation and land management programs within a specific management unit.

The position is outcome focused and works closely with the Area Manager in ensuring the efficient and effective delivery of coordinated programs, adhering to the development of operational works and risk management plans. The Ranger-In-Charge also maintains effective and courteous relationships with all other stakeholders including neighbours, other government agencies and members of the public.

Eligibility/Other Requirements:

HIGHLY DESIRABLE

A degree in natural resource management with diversified experience of five – eight years plus AND/OR equivalent associated natural resource management qualifications (e.g., cert IV, associate diploma) and extensive experience in a relevant field.

Manual drivers' licence.

DESIRABLE

Infectious Waste and Sharps.

Chainsaw – Trim and Crosscut.

Chem Cert III and IV.

ATV and/or Quad Bike, 4WD.

Remote Area First Aid, Senior 1st Aid.

WHS White Card.

Note: This is a temporary position available immediately until 30 June 2024. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Wade Young 0432 990 896 Wade.Young@act.gov.au

Justice and Community Safety

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

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

ACT Courts and Tribunal

Corporate Services and Strategy

Senior Director, Strategic Finance

Senior Officer Grade A \$157,201, Canberra (PN: 43696)

Gazetted: 28 June 2023

Closing Date: 19 July 2023

Details: ACT Courts and Tribunal (ACTCT) is seeking an experienced and motivated leader to lead a team who will develop and implement strategic finance solutions to meet the specific objectives of ACTCT. You will join a high functioning corporate services team and an organisation that is committed to providing access to justice for the ACT Community.

Under the broad direction of the Executive Branch Manager, Corporate Services and Strategy, the Senior Director, Strategic Services will lead a team to deliver a broad range of programs, initiatives, budget preparations, financial modelling and reporting, performance reporting, financial analysis, future planning reporting all relevant to ACTCT. The successful applicant will demonstrate proven ability to:

Undertake research and analysis to provide strategic policy advice to senior executives and the broader Directorate in financial managements, budget preparation and performance.

Contribute to the strategic direction of the ACTCT.

Develop positive relationships with the team as well as internal and external stakeholders to effectively deliver a client focused service.

Ensure that ACTCT complies with Territory guidelines as well as legislative requirements and other timeframes.

Eligibility/Other Requirements: A qualification in finance, economics, business or a related subject is highly desirable. Experience with financial modelling tools such as TM1, Oracle and/or COGNOS is also 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: Potential candidates should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deborah Bowden (02) 6207 5821 Deborah.Bowden@Courts.act.gov.au

Law Reform and Sentencing Advisory Council

Senior Director, Law Reform and Sentencing Advisory Council Secretariat

Senior Officer Grade A \$157,201, Canberra (PN: 61932)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: The ACT Law Reform and Sentencing Advisory Council ('the Council') is being established by the ACT Government. The Council will operate as an independent expert body, undertaking inquiries and providing the Government with high quality advice in relation to law reform issues and sentencing matters. The Council will also have an ongoing sentencing advisory function. The Council will play an important role in monitoring the operation of ACT laws and recommending reforms to ensure that our legislation remains current and is responsive to emerging issues.

The Senior Director will be responsible for managing a small team to establish the Council and deliver on-going secretariat support once established. The Senior Director will be an experienced legal policy officer, with a strong legal background and excellent communication and leadership skills, enabling them to effectively and efficiently support the Council's work to consider and report on matters referred from Government regarding issues of law and legal policy. This role will involve working with Council members, key justice sector and community stakeholders, and other stakeholders. This role will also oversee administrative and policy functions to the Council's establishment and delivery of the day-to-day functions of the Council.

Eligibility/Other requirements: Relevant tertiary qualifications in law or a related field are highly desirable but not essential to this role.

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

Selection may be based on application and referee reports only.

How to Apply: Interested applicants are requested to submit a pitch of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description and a current curriculum vitae including the details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn Hakelis (02) 6205 1192 Robyn.Hakelis@act.gov.au

Corporate

People & Workplace Strategy

KRONOS Administration and Projects Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 08007)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: The KRONOS Administration and Projects Officer will assist with the JACS KRONOS Enhancement Project within Business Units and provided support to the EBM and Assistant Director.

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 degree of KRONOS technical expertise, including version 8, is highly desirable.

Notes: This is a temporary position starting August for 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. 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: Applicants are asked to provide a maximum two-page response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Specific examples should be provided where appropriate. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Louise Smith (02) 6207 8166 Louise.Smith@act.gov.au

ACT Corrective Services

Corporate Services

Information, Security and Business Solutions Unit

Assistant Director, Business Systems Support

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61832)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the position of Assistant Director, Business Systems Support (SOGC), within Corporate Services.

The successful applicant will be responsible for the operation and maintenance of the agency's business applications by overseeing the vendor's development, customisation and deployment activities. You will collaborate with vendors and internal stakeholders, ensuring adherence to project management principles, budget and managing the overall application development life cycle.

Further to this, you will ensure security and compliance of business systems by coordinating and assisting with the security assessment activities of the agency's business applications. You will also provide leadership, support and mentoring to the Information, Security and Business Solutions Unit (ISBSU) staff in problem solving.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders, in addition to high level conceptual and analytical skills.

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

Eligibility/Other requirements:

Degree or qualification in Information and Communication Technology (ICT) or relevant professional experience is highly desirable

Experience and knowledge of Corrections Information Management systems is highly desirable.

ICT management experience is highly desirable.

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

How to Apply: To apply, applicants are required to submit two items:

One to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements

Current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sohail Akbar (02) 6207 9535 Sohail.Akbar@act.gov.au

Aboriginal and Torres Strait Islander Children and Young People Commissioner

Full-time Statutory Office Holder \$238,765, Canberra (PN: CYPC)

Gazetted: 27 June 2023

Closing Date: 31 July 2023

Expressions of Interest for appointment as the ACT Aboriginal and Torres Strait Islander Children and Young People Commissioner

The ACT Government is seeking applications for the inaugural ACT Aboriginal and Torres Strait Islander Children and Young People Commissioner.

The Commissioner will work to protect and promote the rights and interests of Aboriginal and Torres Strait Islander children and young people in the ACT. This is a newly created, independent, full-time role located in the ACT.

The Aboriginal and Torres Strait Islander Children and Young People Commission will establish and lead an office with a small team of staff to undertake their statutory functions. The Commission's functions include: providing individual and systemic advocacy for Aboriginal and Torres Strait Islander children and young people; intervening on behalf of Aboriginal and Torres Strait Islander children and young people in relation to decisions that will affect their rights or interests; inquiring into matters relating to the rights, development, safety and wellbeing of Aboriginal and Torres Strait Islander young people; and advising the government about policy, services and other matters affecting Aboriginal and Torres Strait Islander children and young people and their families.

Eligibility/Other Requirements: This is an identified role for an Aboriginal and/or Torres Strait Islander person. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Remuneration: Remuneration for the position of the Aboriginal and Torres Strait Islander Children and Young People Commissioner is set by the ACT Remuneration Tribunal with a base remuneration of \$238,765 per annum (Determination 1 of 2023). All conditions specified in the Tribunal's Determination for Full-time Statutory Office Holders will also apply to the Aboriginal and Torres Strait Islander Children and Young People Commissioner. Other terms and conditions may be set by the Executive at the time of the appointment.

Appointment: The successful applicant will be appointed for a period of up to five years and the appointment instrument will be available on the Legislation Register.

How to Apply: For information on how to apply, and to obtain a Candidate Information pack, please contact Tiana Callaghan on 0476 538 307 or 02 8001 6603 or send an email to jobs@pipelinetalent.com.au

Written expressions of interest addressing the selection criteria and attached a current curriculum vitae can be submitted via <https://www.pipelinetalent.com.au/candidates/browse-job-vacancies/Aboriginal-and-Torres-Strait-Islander-Children-and-Young-People-Commissioner/>

Expressions of interest close on 11.30pm AEST on Monday 31 July 2023. Late applications may be accepted at the selection panel's discretion.

Contact Officer: Tiana Callaghan 0476 538 307 or 02 8001 6603 jobs@pipelinetalent.com.au

Law Reform and Sentencing Advisory Council

Senior Policy Officer, Law Reform and Sentencing Advisory Council Secretariat

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61930)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: The ACT Law Reform and Sentencing Advisory Council ('The Council') is being established by the ACT Government. The Council will operate as an independent expert body, undertaking inquiries and providing the Government with high quality advice in relation to law reform issues and sentencing matters. The Council will also have an ongoing sentencing advisory function. The Council will play an important role in monitoring the operation of ACT laws and recommending reforms to ensure that our legislation remains current and is responsive to emerging issues.

The Senior Policy Officer will have strong experience in legal policy and research, enabling them to provide high quality support to the Council as it undertakes its work to consider and report on matters referred from Government regarding issues of law and legal policy. The Senior Policy Officer will need excellent analytical and research skills, and will need to be self-motivated, have sound judgement and able to respond to quickly moving priorities and tight timeframes.

Working as part of a small and dynamic team and reporting to the Senior Director, Law Reform and Sentencing Advisory Council Secretariat, the Senior Policy Officer will be highly organised, pay attention to details and be able to communicate with a broad range of stakeholders. The Senior Policy Officer will also be responsible for administrative tasks and functions to support the day-to-day running of the Council.

Eligibility/Other Requirements: Relevant tertiary qualifications in law or a related field are highly desirable but not essential to this role.

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

How to Apply: Interested applicants are requested to submit a pitch of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description and a current curriculum vitae including the details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Lauman (02) 6207 7364 Angela.Lauman@act.gov.au

Law Reform and Sentencing Advisory Council

Senior Policy Officer, Law Reform and Sentencing Advisory Council Secretariat

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61931)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: The ACT Law Reform and Sentencing Advisory Council ('The Council') is being established by the ACT Government. The Council will operate as an independent expert body, undertaking inquiries and providing the Government with high quality advice in relation to law reform issues and sentencing matters. The Council will also have an ongoing sentencing advisory function. The Council will play an important role in monitoring the operation of ACT laws and recommending reforms to ensure that our legislation remains current and is responsive to emerging issues.

The Senior Policy Officer will have strong experience in legal policy and research, enabling them to provide high quality support to the Council as it undertakes its work to consider and report on matters referred from Government regarding issues of law and legal policy. The Senior Policy Officer will need excellent analytical and research skills in relation to policy and legislation, and will need to be self-motivated, have sound judgement and able to respond to quickly moving priorities and tight timeframes. The Senior Policy Officer will provide high level advice on complex issues and personally handle the more important and complex aspects of matters arising in the Secretariat.

Working as part of a small and dynamic team and reporting to the Senior Director, Law Reform and Sentencing Advisory Council Secretariat, the Senior Policy Officer will be responsible for supervising the junior officer within the team, and will need to be highly organised, pay attention to details and be able to communicate with a broad range of stakeholders. The Senior Policy Officer will demonstrate strong organisational skills to assist them in performing the day-to-day secretariat support for the Council.

Eligibility/Other Requirements: Relevant tertiary qualifications in law or a related field are highly desirable but not essential to this role.

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

How to Apply: Interested applicants are requested to submit a pitch of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description and a current curriculum vitae including the details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Lauman (02) 6207 7364 Angela.Lauman@act.gov.au

ACT Corrective Services

Custodial Operations

Senior Education Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51362)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

Details: A career opportunity has arisen within ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Senior Education Officer (ASO6) within Detainee Services. This position is located at the Alexander Maconochie Centre (AMC) in Hume.

The successful applicant will provide a range of support, coordination and planning services for detainees engaging in Vocational Education and Training (VET) and distance education, managing education providers to deliver services and resolving service delivery issues where required.

In addition, you will develop, implement and manage local prison processes to maximise opportunities for detainee participation in VET and establish and coordinate reporting processes to be used for analysing data and preparing relevant reports and briefings.

Further to this, you will coordinate the implementation of a variety of programs, to be delivered by Higher Education, to ensure positive outcomes for detainees, AMC and the Community.

To be successful in the role, you will be able to work collaboratively, demonstrate experience in the coordination of operational service delivery and possess sound interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders, including detainees at the AMC.

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

Eligibility/Other requirements:

Tertiary qualification in education, social sciences or criminal justice is highly desirable.

Demonstrated knowledge and experience within a correctional services environment is highly desirable.

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

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

Current Drivers Licence

Notes: This is a temporary position available for six months with the possibility of permanency.

How to Apply: To apply, applicants are required to submit three items:

One to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements

Current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager)

Copy of current driver's licence.

Applications should be sent to the Contact Officer.

Contact Officer: Natalie Adams (02) 6207 0259 Natalie.Adams@act.gov.au

ACT Corrective Services

Corporate Services

Executive Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36349)

Gazetted: 22 June 2023

Closing Date: 6 July 2023

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and organised person, to fill the role of Executive Officer to the Executive Branch Manager (EBM), Corporate Services. As the Executive Officer to the EBM, Corporate Services, you will provide high level organisational and practical support to assist the EBM to exercise their functions. This will include maintaining the EBM's schedule, efficient and effective office systems and demonstrating high quality customer service.

The successful candidate will be the first point of contact for enquiries to the EBM and will maintain effective liaison between ACTCS and JACS, other directorates and external organisations.

In addition, you will provide secretariat and minute-taking support to several working committees/meetings and arrange travel and accommodation bookings.

To be successful, you will have the ability to work in a demanding environment, possess excellent communication and interpersonal skills, in addition to having a high attention to detail and strong organisational and coordination skills.

Eligibility/Other requirements:

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

Relevant experience and/or qualifications in executive support/office management is highly desirable.

How to Apply: To apply, applicants are required to submit two items:

One to two page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements

Current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items

Applications should be submitted via the Apply Now button below.

Contact Officer: Liza Briggs (02) 6205 3190 Liza.Briggs@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

Office Chief Projects Officer

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45255)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: Are you an experienced, enthusiastic and dedicated Executive Assistant? An exciting opportunity exists for you to work for the Chief Projects Officer (CPO) at Major Projects Canberra.

We are seeking an experienced Executive Assistant to provide high-level executive and administrative support for the CPO. Working under limited direction, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare high level correspondence as required, manage the CPO calendar, travel and invoicing. In addition, the Executive Assistant will prepare meeting agendas, draft reports, briefs and ministerial correspondence.

The role requires an ability to prioritise and maintain resilience whilst managing a constantly changing high pressure environment. 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

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: If this 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. As well as a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dee Chicco (02) 5124 9946 Dee.Chicco@act.gov.au

Suburban Land Agency

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

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

Development Delivery Group

Urban Development

Senior Development Manager

Infrastructure Officer 5 \$163,315, Canberra (PN: 53781)

Gazetted: 27 June 2023

Closing Date: 11 July 2023

Details: Are you interested in Urban development and want to be part of a team delivering great places across Canberra. The Suburban Land Agency is currently recruiting a Senior Development Manager for its Urban Releases team.

As a Senior Development Manager, you will be a highly motivated and outcomes focused leader with a proven ability to manage complex land development projects from planning to implementation, familiar with, and committed to, engaging with community and stakeholder groups and be innovative and able to achieve results. The initial opportunity is for three months to backfill an existing vacancy but there is the possibility of extension and/or permanency. A Merit pool will be created that may be used to fill future vacancies.

These roles are in the Urban Development business unit which has responsible for urban estates and infill sites, industrial and the Ginninderry Joint Venture project.

As a Senior Development Manager in the Urban Releases Team, this role will assist the Development Director and Program Manager in meeting delivery targets for land sales identified in the ILRP. Primary responsibilities of the position are to:

- delivering complex land development projects in the existing urban neighbourhoods;
- project planning against key performance indicators such as release of land, achieving settlement and Government revenue targets and controlling costs;
- Facilitate co-operation and partnerships with other areas of SLA, ACT Government and relevant authorities; key private sector organisations/developers/contractors;
- representing SLA at meetings with authorities, private enterprise and community groups, including community and industry forums and actively engaging with community and stakeholder groups on projects;
- applying well developed probity and project governance experience in procurement and contract management;
- applying Project Delivery Agreements, Deeds of Agreement and Concept Deeds;
- managing relevant approvals including environmental, heritage and estate development plans with focus on achieving community and sustainability objectives;
- managing Workplace Health and Safety on projects in accordance with legislation and guidelines established by SLA and the Territory;
- Identify and analyse risks, develop associated risk management plans and undertake regular risk reviews for all projects;
- Managing, supervising and leading a multi-disciplinary team including staff, consultants and contractors to effectively and efficiently deliver the key objectives of SLA and in accordance with the strategic objectives of Government;
- Assist in Human Resource (HR) matters, recruitment, team skills and training; and
- Managing workload priorities, working to multiple deadlines and delivering high quality outputs and high-quality advice and regular reporting to SLA Executive, Board, Ministers and Cabinet

Notes: This is a temporary position available from 17 July 2023 for three 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. This position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julia Forner (02) 6207 7096 Julia.Forner@act.gov.au

Governance and Corporate Services

Governance

Senior Director, Governance

Senior Officer Grade A \$157,201, Canberra (PN: 45272)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

Details: The Governance and Corporate Services Branch is a diverse portfolio of four business units – People and Capability and Corporate Services, Governance (including Board Secretariate), Legal Services and Project Management Office.

Together we deliver:

- Board and SLA governance, reporting and legal matters
- procurement, fleet and records management
- legal services
- project management support
- work, health and safety support
- strategic and operational human resources services including recruitment, learning and development, and performance management
- customer service and office management for external and internal stakeholders.

The Governance team is committed to working collaboratively to provide expert advice to the Board, its Committees and Suburban Land Agency (SLA) Executive on governance and corporate matters and reporting.

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 should submit a supporting statement, addressing the Professional/Technical Skills and Behavioural Capabilities of not more than two (2) A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: SallyL Gilbert (02) 6205 9980 SallyL.Gilbert@act.gov.au

Suburban Land Agency

Finance, Digital Solutions and Valuations

Strategic Finance

Assistant Director, Management Accounting

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46138, several)

Gazetted: 23 June 2023

Closing Date: 7 July 2023

Details: The Assistant Director will be responsible for assisting in managing the project budgets for Greenfield, Infrastructure, and complex, urban renewal projects. The ideal candidate will have a keen interest in the renewal and expansion Canberra's existing suburbs, as well as an eye for detail and well-developed problem-solving skills. Working primarily with internal Development Managers this position would suit somebody who is very people focussed and who is a good communicator both in hybrid and in person a hybrid environment.

Experience in management accounting and analysis in a government agency or private sector would be highly regarded, particularly those experienced in project reports and communicating financials to non-financial stakeholders.

The Management Accounting team is embedded within the Finance, Systems & Valuations Branch of the Suburban Land Agency. The team is primarily responsible for the monitoring of development project budgets, for the life of a project, from a pre planning phase, construction, sales, and project close.

The team has 5 members and is responsible for project revenue and expenditure forecasting. Development projects represent the lion's share of works undertaken by the SLA, and as a part of this team you have a material impact in guiding the agencies overall outcomes.

The Assistant Director's responsibilities may include:

Prepare comprehensive financial feasibilities and undertake in-depth financial analysis of land development, redevelopment, and capital works projects.

Manage, monitor and review revenue, expenditure and financial performance reporting on a regular basis.

Analyse and identify risks and develop associated financial risk management plans and undertake regular risk reviews for all projects.

Prepare and provide monthly financial reports and reviews for the Board and Executive Management team.

Undertake regular formal reviews of project performance in conjunction with the project teams.

Mentor, teach and lead junior staff, including interns and other short-term placements within the management accounting team.

Building effective relationships with internal and external stakeholders.

Other ad-hoc tasks as required.

Eligibility/Other requirements: Tertiary qualification in a related field and Professional membership (or currently working towards) of CPA Australia/CAANZ or comparable bodies highly preferred.

Notes: There is one permanent position and one temporary position available for nine months with the 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. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clare Vincent (02) 6207 7648 Clare.Vincent@act.gov.au

Transport Canberra and City Services

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

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

Executive Branch Manager, People and Capability

Temporary Vacancy (ASAP for four weeks with the possibility of extension up to six months)

Transport Canberra and City Services

Chief Operating Group

Position: E605

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS SOGA, ACTPS Band 1 Executive

Date Circulated: 27/06/2023

REVISED EOI

Please see updates below in relation to the closing period and contact officer

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager, People and Capability commencing asap for four weeks with a possible extension. This process may also be used to backfill for the following 12 months.

The Executive Branch Manager, People and Capability reports to the Chief Operating Officer. The People and Capability branch consists of three teams which provide advice, strategy and support services to the Directorate, executive and senior managers in the functions of employee relations, organisational development and internal communications and engagement.

The Executive Branch Manager, People and Capability is a key position within the Directorate and plays a major role in initiating, developing and guiding workforce initiatives to support the Directorate's strategic focus. This includes leading innovative policies, programs and practices to ensure the most effective use of the people capability to deliver sustainable performance. The position works in partnership with staff, unions and other government agencies to deliver the Directorate's key government outcomes.

The position requires a high degree of sensitivity and confidentiality, as well as a flexible approach to meeting tight deadlines. The position requires effective relationships with employee representatives and union officials.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Branch Manager will also contribute to broader whole of service initiatives relating to workforce management and planning.

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: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Andrew Pedersen via email, andrew.pedersen@act.gov.au COB 4 July 2023.

Contact Officer: Andrew Pedersen (02) 6207 5389 andrew.pedersen@act.gov.au

Infrastructure Delivery and Waste

NoWaste

Waste Education and Partnerships

Project Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51411, several)

Gazetted: 28 June 2023

Closing Date: 12 July 2023

Details: If you are committed to working with the community to achieve great sustainability outcomes, then this is the role for you.

ACT NoWaste has an overarching goal of achieving less waste in landfill. The ACT is one of the leading jurisdictions in waste recovery in Australia, but we remain committed to doing more, progressing towards a goal of 90% resource recovery by 2025. To contribute to this goal, the Waste Education and Partnerships (WEP) team aims to inspire and support Canberrans to avoid waste and increase resource recovery.

The Project Coordinator will coordinate community engagement projects that may include the ACT's Single-use plastic bans, encouraging correct use of waste services, waste avoidance and enhancing recycling and other resource recovery projects as required.

The Project Coordinator will be responsible for all aspects of project management including project plan development, budget management, stakeholder engagement, project delivery including monitoring and evaluation and project closure. The position may include the management of staff.

We are looking for someone with excellent project management skills, communications and marketing skills, strong written communication skills, stakeholder engagement skills and an ability to work in a fast-paced environment.

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:

Driver's licence Class C is essential.

This position does not require a pre-employment medical.

This position does require the ability to obtain a First Aid Certificate.

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)

An interest, knowledge and understanding of sustainability, waste avoidance and behaviour change would be well regarded but not essential.

Note: These are temporary positions available immediately for eight months with the possibility of permanency.

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

How to Apply:

Applicants should submit the following documents -

A pitch of no more than two pages addressing the Selection Criteria outlined in the 'What You Require' section of the attached Position Description.

A current curriculum vitae (resume).

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marianne Ching (02) 6205 2077 Marianne.Ching@act.gov.au

Chief Operating Office

Governance and Ministerial Services Unit

Ministerial Services Unit

Cabinet Liaison Officer

Senior Officer Grade C \$135,355 - \$152,377, Canberra (PN: 00498)

Gazetted: 27 June 2023

Closing Date: 4 July 2023

Details: The Ministerial Services Unit (MSU) is responsible for the management and coordination of ministerial correspondence and briefings for the directorate, and the relationship with relevant Ministerial offices, including the Directorate Liaison Officer role. Provision of policy advice and coordination services for all matters relating to Cabinet and the Assembly.

We are seeking applications from highly motivated and goal orientated people to fill the role of Cabinet Liaison Officer (CLO). The CLO reports to the Senior Director, Ministerial Services Unit and works within a Ministerial Services Unit within the Governance and Ministerial Services branch. The position will have significant contact with TCCS officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

The CLO in TCCS is responsible for reviewing all Cabinet submissions open for consultation and disseminating them to the relevant areas of TCCS for comment. The CLO works closely with line areas to help support their business and proactively facilitate TCCS submissions and comments on Cabinet submissions for other directorates.

Ideally, you will have the ability to

Prepare detailed business forecasts and coordinate the distribution of the Directorate's Cabinet business.

Prepare Cabinet briefs and summaries for the Minister to take to Cabinet meetings on submissions relevant to the business of TCCS.

Co-ordinate and/or prepare directorate comments on Cabinet submissions.

Monitor and prepare briefings and provide advice in relation to Cabinet matters in accordance with the Cabinet Handbook.

Track and upload all Legislative instruments to the Legislation Register and liaise with the Parliamentary Counsel's Office.

Eligibility/Other requirements: Knowledge of Objective would be an advantage.

Notes: This is a temporary position available 23 July 2023 until 23 June 2024. Selection may be based on application and referee reports only.

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

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and application addressing the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Bourne (02) 6207 5495 Sarah.Bourne@act.gov.au

City Services

City Presentation

Place Management

Aboriginal and Torres Strait Islander Community Engagement & Programs Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 47711)

Gazetted: 26 June 2023

Closing Date: 24 July 2023

Details: Would you enjoy a role that cares for country and works closely with community?

City Presentation Branch is seeking a Community Engagement & Programs officer to facilitate and enable community engagement and involvement in land and facility management, place activation and promotion and management of indigenous heritage, with a particular emphasis on engaging with the Ngunnawal, Aboriginal and Torres Strait Islander community. The role will involve continual improvement and incorporation of Ngunnawal, Aboriginal and Torres Strait Islander culture, community and Indigenous business into City Presentation everyday business where feasible.

The role will work closely with:

the Urban Parks and Places Volunteering Coordinator as a liaison point to support the convening of volunteer groups and planning of on-ground operations;

the Graffiti Coordinator and Playspace staff to plan and develop cultural awareness and connection to specific urban sites across Canberra;

the Sport and Recreation Facilities unit in matters related to Boomanulla Oval; and

Urban Treescaping in relation to community engagement around urban forest renewal

The role is based at Dickson but will also be participating in field work and meetings across Canberra.

Eligibility/Other requirements:

As an identified position and only open to Aboriginal and Torres Strait Islander people, applicants will need to provide supporting evidence with their application package.

Driver's licence Class C is essential.

Working with Vulnerable people card, or the capacity to obtain one

This position does not require a pre-employment medical check.

A WH&S white card, asbestos awareness card and working with Silica Card or the capacity to obtain.

Notes: This is an Identified position for Aboriginal and Torres Strait Islanders. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description under "What You Require".

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: Brian Bathgate (02) 6205 5350 Brian.Bathgate@act.gov.au

Territory and Business Services

Libraries ACT

Library Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46057)

Gazetted: 23 June 2023

Closing Date: 14 July 2023

Details: Once upon a time, Libraries were a place for quiet reflection, studious research and silence.

Oh how times have changed.

The ACT's public library branches are a growing, vibrant community space, encouraging storytelling, learning, sharing and fun. Now, your local library is a gateway to the wider world where you can lose yourself in stories, get your 'giggle and wiggle' on, make your own podcast, get help with technology and meet like-minded people.

Did you know you can even read stories to dogs??

We are searching for the next heroes of Library ACT's story. Library Coordinators champion excellent customer service, leading branch teams in the delivery of services and programs to the people of Canberra.

Whether interested in projects, programs and events or digital services, Library Coordinators are self-motivated with a desire to share knowledge and grow the capability of people they work with and see every day.

Join us for a rewarding career that helps shape our city.

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)

This position requires a pre-employment medical.

This position is required to work evening and weekend shifts as part of a roster across a local area and the wider service if required.

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

How to Apply: Tell us your story. We want to know, in two pages or less, how your skills and experience meet the requirements of this role (page three of the Position Description) and how you'll make this position your own.

Stories should be accompanied by a curriculum vitae and the details of 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: Lela Hopkins (02) 6207 6607 Lela.Hopkins@act.gov.au

APPOINTMENTS

ACT Audit Office

Auditor \$68,685 - \$89,705

Imran Ashraf, Section 68(1), 19 June 2023

ACT Health

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

Frieda Rowland, Section 68(1), 16 June 2023

Canberra Health Services

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

Swikriti Amatya, Section 68(1), 20 June 2023

Health Professional Level 2 \$70,679 - \$97,028

Faith Chideya, Section 68(1), 26 June 2023

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

Douglas Devellerez, Section 68(1), 26 June 2023

Health Professional Level 2 \$70,679 - \$97,028

Elz Matthew, Section 68(1), 26 June 2023

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

Lachlan Rice, Section 68(1), 27 June 2023

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

Renee Steggall, Section 68(1), 26 June 2023

Assistant in Nursing \$55,927 - \$57,820

Jessica Winslow, Section 68(1), 22 June 2023

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

Wendy Wu, Section 68(1), 23 June 2023

Chief Minister, Treasury and Economic Development

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

Cathie Chetcuti, Section 68(1), 26 June 2023

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

Abdul Hinan, Section 68(1), 1 July 2023

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

Amandeep Kaur, Section 68(1), 23 June 2023

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

Rinchen Wangdi, Section 68(1), 20 June 2023

Community Services

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

Cerelia Lim, Section 68 (1), 26/06/2023

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

Kimberly Denny, Section 68(1), 22 June 2023

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

Sharon Kelley, Section 68(1), 26 June 2023

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

Michael Watt, Section 68(1), 19 June 2023

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

Matthew Young, Section 68(1), 22 June 2023

Education

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

Peter Crane, Section 68(1), 24 July 2023

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

Paola Abroguena, Section 68(1), 21 June 2023

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

Kamijah Blak-Smith, Section 68(1), 26 June 2023

School Assistant 3 \$58,404 - \$62,857

Emily Cooper, Section 68(1), 27 June 2023

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

Poppy Hancox, Section 68(1), 26 June 2023

School Assistant 3 \$58,404 - \$62,857

Madeleine Jones, Section 68(1), 28 June 2023

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

Jarrad Landers, Section 68(1), 27 June 2023

School Assistant 2 \$51,548 - \$56,919

Bradman Main, Section 68(1), 26 June 2023

School Assistant 4 \$70,028 - \$75,827

Shaenice Miles, Section 68(1), 26 June 2023

School Assistant 4 \$70,028 - \$75,827

Braiden Oates, Section 68(1), 26 June 2023

School Assistant 3 \$58,404 - \$62,857

Jessica Sims, Section 68(1), 22 June 2023

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

Shane Skilling, Section 68(1), 26 June 2023

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

Hector Wilcke, Section 68(1), 26 June 2023

School Assistant 3 \$58,404 - \$62,857

Fang Xu, Section 68(1), 28 June 2023

Environment, Planning and Sustainable Development

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

Yinyuhan Tang, Section 68(1), 26 June 2023

Justice and Community Safety

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

Elizabeth Butt, Section 68(1), 10 July 2023

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

Nicole Karman, Section 68(1), 26 June 2023

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

Donald Malcolmson, Section 68(1), 26 June 2023

General Service Officer Level 10 \$91,315 - \$104,509

Shaun Mitchell, Section 68(1), 23 June 2023

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

Fiona Montgomery, Section 68(1), 3 July 2023

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

Declan O'Neale, Section 68(1), 19 June 2023

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

Marley Slater, Section 68(1), 22 June 2023

Major Projects Canberra

Infrastructure Officer 4 \$136,524 - \$155,109

Paul Compton, Section 68(1), 5 May 2023

Infrastructure Officer 1 \$75,792 - \$89,551

Ryan Sumaya, Section 68(1), 22 June 2023

Transport Canberra and City Services

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

Caitlin Burrows, Section 68(1), 26 June 2023

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

Rodney Chandler, Section 68(1), 26 June 2023

Bus Operator - Training \$74,582

Marcus Malaetasi, Section 68(1), 24 June 2023

Bus Operator - Training \$74,582

Anish Pandey, Section 68(1), 24 June 2023

Capital Linen Service Band 1 \$51,001 - \$53,047

Samantha Richardson, Section 68(1), 6 July 2023

Bus Operator - Training \$74,582

Namgay Thinley, Section 68(1), 24 June 2023

Bus Operator - Training \$74,582

Angela Whyte, Section 68(1), 24 June 2023

Worksafe ACT

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Tatiana Lim, Section 68(1), 26 June 2023

TRANSFERS

ACT Health

Breepthi Babu Remani

From: Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. 61554) (Gazetted 17 May 2023)

Sudeep Bista

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
ACT Health
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
ACT Health, Canberra (PN. 60518) (Gazetted 26 April 2023)

Canberra Health Services

Lynette Cowley

From: Administrative Services Officer Class 3 \$68,685
Canberra Health Services
To: Administrative Services Officer Class 3 \$68,685 - \$73,920
Canberra Health Services, Canberra (PN. 60386) (Gazetted 2 March 2023)

Lloyd Estomata

From: \$72,698 - \$97,112
Canberra Health Services
To: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services, Canberra (PN. 21988) (Gazetted 6 March 2023)

Matthew Seymour

From: Health Service Officer Level 5 \$60,182 - \$63,169
Canberra Health Services
To: Health Service Officer Level 4 \$57,149 - \$59,336
Canberra Health Services, Canberra (PN:58522) (Gazetted)

Chief Minister, Treasury and Economic Development

Shayne Pieterse

From: Senior Officer Grade C 123,710
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 13231) (Gazetted 29 September 2022)

Community Services

Ainsley Tennant

From: Health Professional Level 3 \$105,180
Education
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Community Services, Canberra (PN. 59368) (Gazetted 3 November 2022)

Education

Rachel Lesbirel

From: Senior Officer Grade C \$123,710

Education

To: Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 00067) (Gazetted 2 May 2023)

PROMOTIONS

ACT Health

Mental Health and Suicide Prevention Division

Mental Health Policy and Strategy

MHPS Branch and OMHW

Purity Goj

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

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 27253) (Gazetted 13 September 2022)

Digital Solutions Division

Application Support

Ciaran Plenty

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

ACT Health

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 60863, Several) (Gazetted 5 April 2023)

Population Health Division

Promotion and Programs

Centre for Health and Medical Research

Catherine Rollinson

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

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 57125) (Gazetted 21 February 2023)

Digital Solutions Division

Application Support

Alexandra Thomson

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

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

ACT Health, Canberra (PN. 60862, Several) (Gazetted 5 April 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.

Digital Solutions Division

Application Support

Michelle Wright

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 60863, Several) (Gazetted 5 April 2023)

Canberra Health Services

Rejani Hari

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. 44005) (Gazetted 27 May 2022)

Kristen Korth

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 4 \$114,928 - \$123,710
Canberra Health Services, Canberra (PN. 26592) (Gazetted 8 May 2023)

Emma Neale

From: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services
To: †Health Professional Level 4 \$114,928 - \$123,710
Canberra Health Services, Canberra (PN. 56852) (Gazetted 1 May 2023)

Sally Rowlinson

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. 21536) (Gazetted 5 May 2023)

**Mental Health, Justice Health and Alcohol and Drug Services
Child and Adolescent Mental health Services**

Harpreet Sandhu

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. 31652) (Gazetted 26 April 2023)

clinical services

Binoy Simon

From: Assistant in Nursing \$55,927 - \$57,820
Canberra Health Services
To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)
Canberra Health Services, Canberra (PN. 37462) (Gazetted 27 February 2023)

Alicia Spacek

From: Registered Nurse Level 3.1 \$115,743 - \$120,506
Canberra Health Services
To: †Registered Nurse Level 3.2 \$130,846
Canberra Health Services, Canberra (PN. 22143) (Gazetted 19 October 2022)

University of Canberra Hospital

UCH Rehabilitation

UCH Wards

Melat Teklesilassie

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. 39799) (Gazetted 9 May 2023)

Chief Executive Officer

Allied Health

Acute Allied Health Services

Bridie Woolnough

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 4 \$114,928 - \$123,710
Canberra Health Services, Canberra (PN. 57225) (Gazetted 14 April 2023)

Food & Sterilising Services

Naithain Young

From: Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Canberra Health Services

To: Health Service Officer Level 4 \$57,149 - \$59,336

Canberra Health Services, Canberra (PN. 19621) (Gazetted 24 March 2023)

Canberra Institute of Technology

Education and Training Services

Trade Skills

Building Management, Engineering and Drafting

Richard Klemke

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 59015) (Gazetted 6 June 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.

Chief Minister, Treasury and Economic Development

Treasury

ACT Property Group

Xin Chen

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59303) (Gazetted 10 August 2022)

Property Group and Shared Services

ACT Property Group

Integrated Facilities Management

Sean Colson

From: Senior Information Technology Officer Grade B \$135,355 - \$152,377

Canberra Institute of Technology

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 45630) (Gazetted 6 April 2023)

Revenue Management

Compliance

Sungeun Dalton

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 59184) (Gazetted 26 April 2023)

Procurement ACT

Policy and Capability

Procurement Policy and Systems

Julijana Desa

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 50242) (Gazetted 24 March 2023)

Revenue Management

Compliance

Kurukulasuriya Fernando

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34959) (Gazetted 26 April 2023)

Property and Shared Services

ACT Property Group

Customer and Tenancy Management

Jennifer Hee

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. 37565) (Gazetted 14 March 2023)

Corporate

People and Capability

Safety and Wellbeing

Terrence Martens

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. 60184) (Gazetted 27 September 2022)

Procurement ACT

Goods and Services Procurement

Whole of Government Contracts and Category Management Team

Inge Miladinovic

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37644) (Gazetted 28 April 2023)

Policy and Cabinet

Cabinet, Assembly and Government Business

Cameron Musgrove

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33711) (Gazetted 29 October 2022)

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities

Justin Myburgh

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

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 45475) (Gazetted 8 August 2022)

Revenue Management

Compliance

Gu Qin

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Chief Minister, Treasury and Economic Development, Canberra (PN. 05765) (Gazetted 26 April 2023)

Digital, Data and Technology Solutions

Customer Engagement Services

JACS ICT

Trung Tran

From: Information Technology Officer Class 2 \$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. 11303) (Gazetted 7 October 2022)

Revenue Management

Compliance

Dorothy Yau

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Chief Minister, Treasury and Economic Development, Canberra (PN. 40918) (Gazetted 26 April 2023)

Digital, Data and Technology Solutions

Customer Engagement Services Branch

EPSDD ICT

Dawei Zhao

From: Information Technology Officer Class 2 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 02706) (Gazetted 18 October 2022)

Community Services

Office of the Director

Executive Support

Chikey Bejar

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Community Services
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Community Services, Canberra (PN. 19415) (Gazetted 11 August 2022)

Corporate

Governance

Freedom of Information and Legal Coordination

David Grace

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Community Services
To: †Senior Officer Grade C \$114,928 - \$123,710
Community Services, Canberra (PN. 10311) (Gazetted 27 April 2023)

Office of the Deputy Director General

Nova Inkpen

From: Senior Officer Grade B \$135,355 - \$152,377
Justice and Community Safety
To: †Senior Officer Grade A \$157,201
Community Services, Canberra (PN. 54039) (Gazetted 8 March 2023)

Corporate

Governance

Freedom of Information and Legal Coordination

Andrew Kirkwood

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

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 52821) (Gazetted 27 April 2023)

Corporate

Governance

Freedom of Information and Legal Coordination

Kaylene McGilvray

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

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 34784) (Gazetted 27 April 2023)

Education

School Improvement

North Gungahlin

Ngunnawal Primary School

Jennifer Hearne

From: \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 42073) (Gazetted 24 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Urban Reserves

Daniel Ormsby

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Environment, Planning and Sustainable Development

To: †General Service Officer Level 7 \$67,760 - \$71,554

Environment, Planning and Sustainable Development, Canberra (PN. 35860) (Gazetted 20 October 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment

ACT Parks and Conservation Service

Tidbinbilla Nature Reserve

Tim Swan

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: General Service Officer Level 7 \$67,760 - \$71,554

Environment, Planning and Sustainable Development, Canberra (PN. 09892) (Gazetted 9 May 2023)

Justice and Community Safety

Public Trustee and Guardian

Guardianship Unit

Raymond Jackson

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

Community Services

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

Justice and Community Safety, Canberra (PN. 27453) (Gazetted 27 March 2023)

ACT Corrective Services

Custodial Operations

Erica Hitchman

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

Education

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

Justice and Community Safety, Canberra (PN:39858) (Gazetted 8/03/2023)

Major Projects Canberra

Project Development and Support

Ministerial Government Corporate Support

Governance

Patrick Shea

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

Major Projects Canberra

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

Major Projects Canberra, Canberra (PN. 33687) (Gazetted 26 April 2023)

Worksafe ACT

Specialist Operations

Michelle Corlett

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

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

Worksafe ACT, Canberra (PN. 61578) (Gazetted 2 May 2023)

WorkSafe ACT

Construction and General Compliance and Enforcement

Kris Johnston

From: Senior Professional Officer Grade C \$114,928 - \$123,710

Major Projects Canberra

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

Worksafe ACT, Canberra (PN. 61577) (Gazetted 16 May 2023)