



ACT Government Gazette

Gazetted Notices for the week beginning 31 August 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, Northside Hospital Project Communications
Temporary Vacancy (21 September 2023 for three months with the possibility of extension)
ACT Health**

Infrastructure, Communication and Engagement Division

Position: E1303

(Remuneration equivalent to Executive Level 1.2)

Circulated to: #ACTPS Senior Executive List; #ACTPS, SOGA

Date circulated: 1 September 2023

The ACT Health Directorate is seeking an experienced leader with executive management skills to undertake the role of Executive Branch Manager, Northside Hospital Project Communications. The occupant will need an established track record conceptualising, designing, implementing and delivering contemporary and emerging infrastructure 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 Projects professional communications and engagement staff to deliver an efficient and effective internal and external communications and engagement function.

The role works closely with business and policy teams across the Directorate to:

- Provide advice and leadership in communications and engagement strategy and infrastructure delivery
- Lead significant campaign activity
- Provide our stakeholders, including non-government organisation (NGO) health service partners information, consultation and engagement channels
- Work with business units to facilitate clear understanding of the communication needs of Canberrans

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

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 \$242,863 - \$252,564 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$215,572.

To apply: Interested candidates are requested to submit an Expression of Interest 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 Friday 8 September 2023.

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

Infrastructure, Communication and Engagement

Northside Hospital Transition

Workstream Lead

Senior Officer Grade A \$157,201, Canberra (PN: 60944, several)

Gazetted: 05 September 2023

Closing Date: 19 September 2023

Details: The Northside Hospital Transition Team are looking for motivated, high-level officers to lead a range of commercial, policy, digital, project management, communications and governance workstreams. This is a unique opportunity to work on a high profile project in a fast paced environment. This process will fill multiple positions.

Eligibility/other requirements: Experience working in ACT Government.

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

How to Apply: Please prepare a two-page pitch, provide an up-to-date curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Bladin (02) 6205 4393 Caitlin.Bladin@act.gov.au

Population Health Division

Research, Programs and Services

Preclinical Research Services

Director - Preclinical Research Services

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 57420)

Gazetted: 31 August 2023

Closing Date: 5 October 2023

Details: This position is responsible for the day-to-day operations of the Preclinical Research Services section and will include overseeing the delivery of high-quality preclinical research services, maintenance of related quality assurance and certification systems, and management of the sections human resources and operational budget.

Eligibility/Other requirements: Relevant tertiary qualification in science that incorporated a laboratory-based research component or extensive experience managing a preclinical research laboratory service.

Notes: This is a temporary position available immediately for three months 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: To apply for this role please submit a maximum two-page pitch addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance/Qualification requirements. Please also include a curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Kneipp (02) 5124 9118 Jason.Kneipp@act.gov.au

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

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

Flow and Co-Ordination Hub, CHS Clinical Services

After Hours Administrative Service Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 57007 - 02CV7)

Gazetted: 04 September 2023

Closing Date: 17 September 2023

What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The After hours Administrative Officer (AHASO) will provide administrative and clerical support to the After-Hours Hospital Manager. The AHASO will provide timely and accurate administrative/transactional services for members of the healthcare team, under the direction of the After-Hours Hospital Manager to facilitate smooth operations of the service.

Duties:

Under limited direction of the After-Hours Hospital Manager, you will perform a range of operational, clerical and administrative tasks to support the After-Hours Hospital Manager. You will:

Provide and perform a wide range of administrative tasks including data entry, mail management answering phone calls.

Provide timely accurate information on the status and progress of administrative tasks, including factors that may impact on the completion of these tasks.

Ensure that effective lines of communication are maintained, responding to internal queries, issues or concerns raised by staff with assurance the matter will be reported to the After-Hours Hospital Manager.

Utilise software applications to report maintenance and IT faults to the relevant help desks.

Commit to continuously developing skills and knowledge base to meet service needs of the organisation.

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

About you:

Mandatory Requirements/Qualifications:

Be capable of working in a demanding, busy and complex environment where there are competing priorities.

Be able to balance conflicting priorities and negotiating workable timeframes with the After- Hours Hospital Managers.

Establish and maintain effective work relationships with staff.

The successful applicant will need to be available for weekend and afterhours work.

Desirable:

1. Experience in administration/and or PROACT preferable but not mandatory.

2. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators and the commitment to the Baby Friendly Health Initiative align with this role.

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

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.

Contact Officer: Leanne Done 02 5124 7467 Leanne.Done@act.gov.au

Clinical Midwifery Manager - Continuity of Care

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 32576 - 02D1D)

Gazetted: 01 September 2023

Closing Date: 12 September 2023

What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Centenary Hospital for Women and Children (CHWC) is seeking a suitably qualified Clinical Midwifery Manager to lead our Midwifery Continuity of Care team.

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 a dedicated Early Pregnancy Unit within the Antenatal & Gynaecology Unit. 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 CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological,

spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery. Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Assistant Director of Midwifery (Maternity & Gynaecology), the Clinical Midwifery Manager is responsible for providing midwifery leadership and management for the Continuity of Care Programs. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and consumers of maternity services. The Clinical Midwifery Manager 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 Continuity of Care Models of Care Program.

Duties:

Provide leadership in and promote a commitment to high quality, safe effective women centred care in collaboration with the nursing and midwifery leadership team, to facilitate change management initiatives in achieving the strategic objectives of the Division of WYC.

Provide leadership in facilitating staff to work collaboratively within a multidisciplinary team approach to provide quality care outcomes within midwifery led continuity of carer models.

Be accountable and responsible for the management of staff rostering, leave management, recruitment, and human resourcing issues including salary and position reports within a clinical area to support appropriate staffing level, skill-mix and appropriate allocation of available resources.

Be accountable for material resources to facilitate the delivery of a safe standard of care including the monitoring of budget expenditure, report variances and plan for future development and growth.

Be accountable for effective clinical governance, risk management and the implementation of continuous improvement to create a safe environment that provides high quality, women centred care.

Support and implement the WYC workforce strategy, including active involvement of recruitment and retention of staff; oversight of staff training, support, and professional development opportunities through ongoing performance planning; and addressing performance management concerns.

In collaboration with the nursing and midwifery leadership team, develop, implement, and evaluate nursing and midwifery policies, guidelines, and standards to build an environment of excellence in midwifery care.

Support a culture of continuous development and leadership in quality improvement through the collaboration, initiation and participation in quality improvement activities, policy and strategic service plans and research activities.

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

About you:

Mandatory Requirements/Qualifications:

Relevant post graduate qualification in midwifery practice and/or post graduate qualification in management and/or leadership qualifications and extensive clinical experience working professionally in midwifery.

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

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

Desirable:

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

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

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

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

Contact Officer: Wendy Alder 02 51247392 wendy.alder@act.gov.au

Clinical Midwifery Manager Postnatal Unit

Registered Midwife Level 3.2 \$130,846, Canberra (PN: 60850, several - 02D0Z)

Gazetted: 01 September 2023

Closing Date: 22 September 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Reporting to the Assistant Director of Midwifery (Maternity & Gynaecology), the Clinical Midwifery Manager is responsible for providing midwifery leadership and management for the Postnatal Unit. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and consumers of maternity services. The Clinical Midwifery Manager 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 Postnatal Unit.

Duties:

Provide leadership in and promote a commitment to high quality, safe effective women centred care in collaboration with the nursing and midwifery leadership team, to facilitate change management initiatives in achieving the strategic objectives of the Division of WYC.

Work collaboratively within a multidisciplinary team approach including patient flow services to facilitate effective patient flow.

Be accountable and responsible for the management of staff rostering, leave management, recruitment, and human resourcing issues including salary and position reports within a clinical area to support appropriate staffing level, skill-mix and appropriate allocation of available resources.

Be accountable for material resources to facilitate the delivery of a safe standard of care including the monitoring of budget expenditure, report variances and plan for future development and growth.

Be accountable for effective clinical governance, risk management and the implementation of continuous improvement to create a safe environment that provides high quality, women centred care.

Support and implement the WYC workforce strategy, including active involvement of recruitment and retention of staff; oversight of staff training, support, and professional development opportunities through ongoing performance planning; and addressing performance management concerns.

In collaboration with the nursing and midwifery leadership team, develop, implement, and evaluate nursing and midwifery policies, guidelines, and standards to build an environment of excellence in midwifery care.

Support a culture of continuous development and leadership in quality improvement through the collaboration, initiation and participation in quality improvement activities, policy and strategic service plans and research activities.

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

About you:

Mandatory Requirements/Qualifications:

Relevant post graduate qualification in midwifery practice and/or post graduate qualification in management and/or leadership qualifications and extensive clinical experience working professionally in midwifery.

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

This a temporary position for 18 months with the option of extension and/or permanent appointment.

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

Desirable:

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Wendy Alder 02 51247392 wendy.alder@act.gov.au

CHS Medical Services

Executive Director of Medical Services

Credentialing and Scope of Clinical Practice Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 23851 - 02DBL)

Gazetted: 01 September 2023

Closing Date: 7 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) has responsibility for:

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

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

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

The position of Credentialing and Scope of Clinical Practice Officer sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Hospital and Health Services. The role is part of a small team that manages the operations of the credentialing and scope of clinical practice process and provides the secretariat function to the scope of clinical practice committees under the *Health Act 1993*.

About you:

Mandatory Requirements/Qualifications:

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

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.

Experience working in a healthcare setting.

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

Undergo a pre-employment National Police Check.

Contact Officer: Tara Bryan 5124 7231 tara.bryan@act.gov.au

Cancer and Ambulatory Services

Walk in Centre

Nurse Practitioner

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 61563, several - 02D7S)

Gazetted: 01 September 2023

Closing Date: 19 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Walk- in Centres are a nurse-led primary health service that provides episodic care for minor injury and illness to the community. The Walk-in Centres are staffed by Advanced Practice Nurses and Nurse Practitioners. Advanced Practice Nurses work within the scope provided by Clinical treatment Protocols and Medication Standing Orders. Nurse Practitioners provide autonomous care to our patients, using advanced clinical assessment skills, experience, and expertise to assess, diagnose and treat patients who present to the WiCs. Nurse Practitioners have a scope of practice which extends beyond the WiC CTP and MSOs enabling them to treat a broader range of conditions. Nurse Practitioners are expected to undertake relevant education and training to demonstrate competence in any expanded scope of practice.

Note: Credentialing through the CHS Nursing and Midwifery Clinical Scope of Practice and Credentialing Committee is mandatory prior to employment and the successful candidate/s will be eligible for appointment to a permanent RN 4.2 Nurse Practitioner position/s on evidence of completion of the WiC competency program.

Competency is to be met within four weeks and assessed via Objective Structured Clinical Exams (OSCE).

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

About you:

Mandatory Requirements/Qualifications:

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

Extensive clinical experience in primary health care or within a relevant acute and/or primary care area.

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

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

Desirable:

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Anne Douglas 0434945109 Anne.Douglas@act.gov.au

Pharmacy

Allied Health & Palliative Care

Intern Pharmacist

Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications), Canberra (PN: LDEF05 - 02DF1)

Gazetted: 01 September 2023

Closing Date: 15 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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Competitive pay rates and excellent working conditions within a tertiary hospital.

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Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Department:

NCH Pharmacy has approximately 38 FTE positions, of which 28 are pharmacist positions. Our hours of operation are from 0800 to 1730 Monday to Friday, and a 0800 to 1700 service on Saturdays, Sundays and Public Holidays. An on-call pharmacist service is maintained outside of core hours, and a rotational roster arrangement is used to manage the weekend service requirements.

Our Pharmacy Vision – Leaders in pharmacy. The workplace of choice to deliver excellence in medicine management.

Our Pharmacy Mission – A strong, innovative and inclusive team who collaborate to provide optimal medication management.

Our Pharmacy Values – integrity, excellence and innovation, caring and Inclusive, stewardship and sustainability, collaborative.

Currently, the department provides clinical pharmacy services using a complete digital health record to various specialty areas including critical care, emergency care, coronary care, stroke/neurology, general medical, general surgical, palliative care, maternity, women’s health, pre-admission clinic, hospital in the home and mental health, as well as dispensary and non-sterile manufacturing services. We also offer a pharmacy residency program, and a wide range of teaching opportunities. Over the next 5 years we plan to develop our services to include team-based pharmacy services, Partnered Pharmacist Medication Charting (PPMC), enhanced use of technologies, extended

scope pharmacy technician roles and further development of the clinical pharmacy workforce. We are committed to providing a safe environment for our staff and our patients.

About the Role:

We are seeking passionate individuals with an interest in hospital pharmacy to undertake their internship (supervised practice) with us in January 2024.

This is a temporary position available for a period of 13 months full time position with the possibility of extension and/or permanency post completion of internship and obtainment of general registration.

The position provides an opportunity for a Pharmacy Graduate to obtain provisional pharmacist registration, undertake supervised practice and complete a comprehensive intern training program with the aim of developing the necessary clinical pharmacy knowledge and skills to be able to practice competently as a pharmacist with general registration in the hospital setting.

The Intern Pharmacist is responsible for fulfilling requirements as prescribed by the Pharmacy Board of Australia (PBA), their Intern Training Program Provider, and North Canberra Hospital (NCH) Pharmacy Department. The Intern will be expected to rotate through multiple areas serviced by the NCH and contribute to the quality use of medicines and optimal patient care through the provision of pharmacy services under supervision of a Registered Pharmacist.

What you require:

Mandatory -

Relevant tertiary qualifications in Pharmacy.

Eligible for provisional registration with the Australian Health Practitioner Regulation Agency (AHPRA) by January 2024.

Available for weekend and after-hours work.

Candidates must hold Australian or NZ Citizenship or the capacity to permanently work fulltime in Australia (73.5 hours per fortnight).

Highly Desirable –

Membership with a relevant professional organisation and/or relevant special interest groups e.g. Society of Hospital Pharmacists of Australia.

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

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: John Wsol . john.wsol@calvary-act.com.au

Women, Youth and Children's Health

Child Health Targeted Support Services

Client Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17445 - 02D68)

Gazetted: 01 September 2023

Closing Date: 8 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Women, Youth & Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Women's Health Service

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health Service

Reporting to the Administration Manager, this position contributes to the daily support of Women's Health Service, both back and front of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels.

About you:

Requirements/Qualifications:

Ability to type with speed and efficiency.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Hold a current driver's license.

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

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

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.

Behavioural Capabilities:

Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients.

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

Undergo a pre-employment National Police Check.

Contact Officer: Natasha England 5124 2776 Natasha.england@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community mental Health Services

Health Professional Level 2 - MHJHADS

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 21884, several - 02D8Q)

Gazetted: 01 September 2023

Closing Date: 13 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our

community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of four sub-teams, the Assessment Team, the Clinical Management Team, the Intensive Treatment Service and the Physical Health Intervention Team.

The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short-term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home-based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. The Physical Health Intervention Team assess physical health.

This is a senior clinical position that will sit within any of the three main sub teams providing direct person-centred care. At this level the HP3 will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The HP3 will contribute their expertise to the multidisciplinary team, provide supervision to HP2, HP1, allied health assistants, and students and support the Team Leader in change processes. The HP3 will undertake quality initiatives to promote service delivery at a standard of best practice.

About you:

Mandatory Requirements/Qualifications:

Applicants must have a minimum of 12 months paid post-qualification experience.

For Occupational Therapy:

Registration or eligibility for registration with the Occupational Therapy Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

For Psychology:

Registration or eligibility for general registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

Approved or eligible for approval as a Psychology Board of Australia Supervisor is highly desirable.

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers.

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Desirable:

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Jody Alexander 5124 1980 Jody.Alexander@act.gov.au

North Canberra Hospital

Nursing and Midwifery

Emergency Department Clinical Nurse Consultant - Registered Nurse Level 3

Registered Nurse Level 3.2 \$130,846, Canberra (PN: LP7718 - 02DCJ)

Gazetted: 01 September 2023

Closing Date: 15 September 2023

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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Flexible working conditions

11.5% Superannuation

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

About the Role

The Clinical Nurse Consultant (CNC) is responsible for the operational clinical leadership of the Emergency Department. The CNC works collaboratively with the Nurse Unit Manager (NUM) to provide direction, management and leadership to all nursing staff in line with the Emergency Department requirements.

Under limited direction of the Assistant Director of Nursing (Emergency) you will:

Provide clinical leadership in teaching, preceptorship, mentoring and coaching to both registered and unregistered nurses and undergraduate students to achieve a high standard of clinical practice and client outcomes.

Assist the department to meet clinical key performance indicators

Review and evaluate clinical practice requirements including regular audit, addressing deviation from best practise through management of quality portfolio groups.

Provide expert leadership and coordination in procedure development, professional standards, research, peer review, performance appraisal and continuous quality improvement.

Foster a positive workplace culture including providing constructive feedback

Represent the ED on internal and external committees

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

What you require

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

Extensive leadership in teaching, preceptorship, mentoring and coaching of staff that has achieved a high standard of clinical practice and client outcomes.

A working knowledge of Emergency Department Key performance indicators

Demonstrated review and evaluation of clinical practice including regular auditing, leadership of quality portfolio groups and practice improvement plans.

Applied expert leadership and coordination in procedure development, professional standards, research, peer review, performance appraisal and continuous quality improvement.

Extensive experience in staff performance coaching and clinical improvement plans.

Expertise in providing complex clinical care within an emergency department setting

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

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 a period of six months with the possibility of extension.

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

Contact Officer: Raymond Hunt (02) 6264 8956 Raymond.Hunt@calvary-act.com.au

Surgery

Intensive Care Unit

Business Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 21214 - 02DCM)

Gazetted: 01 September 2023

Closing Date: 18 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Peri-operative Services, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Pain Management Unit and the Trauma and Orthopaedic Research Unit. These services are supported by administration support officers who engage in a range of duties including reception responsibilities in patient service areas, and general business support and personal assistant activities in the business offices of the division's clinical units.

About you:

Requirements/Qualifications:

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide a responsive service.

A commitment to the provision of high-quality customer service.

A high level of knowledge and demonstrated ability in the use of health-based Information Technology (IT) is a desirable attribute for this role.

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

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

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

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: Emily Keni (02) 5124 4175 Emily.Keni@act.gov.au

Allied Health & Palliative Care

Pharmacy

Clinical Pharmacist

Pharmacist Level 3 \$109,197 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: LP8032, several - 02DFF)

Gazetted: 01 September 2023

Closing Date: 15 September 2023

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11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Department

NCH Pharmacy has approximately 38 FTE positions, of which 28 are pharmacist positions. Our hours of operation are from 0800 to 1730 Monday to Friday, and a 0800 to 1700 service on Saturdays, Sundays and Public Holidays. An on-call pharmacist service is maintained outside of core hours, and a rotational roster arrangement is used to manage the weekend service requirements.

Our Pharmacy Vision – Leaders in pharmacy. The workplace of choice to deliver excellence in medicine management.

Our Pharmacy Mission – A strong, innovative and inclusive team who collaborate to provide optimal medication management.

Our Pharmacy Values – integrity, excellence and innovation, caring and Inclusive, stewardship and sustainability, collaborative.

Currently, the department provides clinical pharmacy services using a complete digital health record to various specialty areas including critical care, emergency care, coronary care, stroke/neurology, general medical, general surgical, palliative care, maternity, women’s health, pre-admission clinic, hospital in the home and mental health, as well as dispensary and non-sterile manufacturing services. We also offer a pharmacy residency program, and a wide range of teaching opportunities. Over the next 5 years we plan to develop our services to include team-based pharmacy services, Partnered Pharmacist Medication Charting (PPMC), enhanced use of technologies, extended scope pharmacy technician roles and further development of the clinical pharmacy workforce. We are committed to providing a safe environment for our staff and our patients.

What you require

Mandatory

Registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of 4 years' full time equivalent experience as a registered pharmacist in an Australian public hospital environment (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

Able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level or have completed a SHPA Foundation Residency program.

Highly Desirable

Holds relevant postgraduate qualifications of at least Graduate Diploma level.

Advancing Practice credentialed (or working towards).

Membership with a relevant professional organisation and/or relevant special interest groups e.g. Society of Hospital Pharmacists of Australia.

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

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: Miriam Lawrence 02 6201 6265 Miriam.Lawrence@calvary-act.com.au

North Canberra Hospital

Corporate and Finance

North Canberra Hospital -Commercial Carpenter

Senior Building Trade \$86,200 - \$92,059, Canberra (PN: 601125-02D0D)

Gazetted: 01 September 2023

Closing Date: 11 September 2023

Details: 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 here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

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North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

The purpose of the role is to maintain and over-see the general maintenance of Hospital plant and equipment defined by scope in this Position Description and ensure that compliance is achieved while completing all works. FM are responsible for facilities management services across all North Canberra Hospital (NCH) properties (Acute and Non-Acute), buildings, plant, and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs.

The Commercial Carpenter role reports to the Maintenance Manager and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, for the North Canberra Hospital and other facilities

managed by NCH across the ACT. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model.

A secondary role of the Commercial carpenter is to provide support to the Maintenance Manager during various projects being undertaken across the campus by providing advice based on experience.

Eligibility/other requirements:

- Recognised Carpenter trade qualification or equivalent experience.
- Current ACT Drivers Licence.
- The successful applicant will need to be available for weekend and after-hours work on a rotating basis.
- Demonstrated ability in supervising staff in engineering or trades based fields including leadership and team building
- Demonstrated ability in the planning, co-ordination and control of engineering and tradesman based operations including planned preventative maintenance.
- Demonstrated knowledge of asset management systems and a proven capacity to oversee the development and implementation of asset standards, procurement utilisation and maintenance.
- Proven knowledge of relevant legislation, Regulations, Standards and codes of practice in a multidisciplinary engineering environment, with specific knowledge of the technical requirements affecting health services and assets. Sound planning and communication skills.
- Sound knowledge in the installation of Commercial Doors and associated Door hardware.
- Sound knowledge in Fire Rating Principles.
- Sound knowledge in Suspended Ceilings, (Exposed and concealed Grid).
- Sound knowledge in all types of Partition Construction.
- Sound knowledge in aluminium partition suites and frame construction.
- Sound knowledge of power tools and there usage.
- Sound knowledge in minor maintenance, (fitting off whiteboards, TV Brackets, bollard installation etc.
- Glazing Skills.
- Plastering Skills.
- Computer skills, Word, Excel etc.
- If demand requires the ability to clear minor sewer blockages and the like.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful, and kind.

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.

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

Contact Officer: Darrin Brown (02) 62016936 Darrin.Brown@calvary-act.com.au

North Canberra Hospital

Allied Health & Palliative Care

Physiotherapy

Lymphoedema Service Coordinator- Physiotherapist

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: LP6855-02DEK)

Gazetted: 04 September 2023

Closing Date: 15 September 2023

Details: 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 here](#) Lifestyle | Canberra to find out more about why you should live and work in Canberra.

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About the Hospital

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About the Role:

Physiotherapy within Allied Health, North Canberra Hospital, provides services to a range of clients in acute inpatients and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health professionals and multidisciplinary teams to achieve safe, high quality patient care.

Physiotherapists play a key role in the multidisciplinary management of patients across the care continuum. This position works in collaboration with the physiotherapy and multidisciplinary team to deliver services, supporting patient flow and maximising patient outcomes.

You will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. You may be required to participate in an overtime, restricted on-call and shift rosters.

Note: This is a part-time temporary position at 14.7 hours per week for 10 months.

Eligibility/other requirements

- Proven ability and highly developed knowledge, skills and expertise in Complex Lymphoedema Therapy (CLT) and oedema management, within inpatient and ambulatory care settings.
- Demonstrated ability to lead, supervise, support and manage a team of staff and resources working towards excellence in lymphoedema service delivery, including a strong culture of ambition and innovation.
- Demonstrated ability to communicate with influence and to maintain effective working relationships with internal and external stakeholders, through highly developed communication skills.
- Demonstrated knowledge of clinical governance with commitment to and experience in leading quality improvement activities, clinical service evaluation, performance evaluation, clinical supervision, education, research and health promotion within areas of responsibility.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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.

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

Contact Officer: Jeanie Weber 62016194 Jeanie.Weber@calvary-act.com.au

Allied Health

Executive Director Allied Health, Community and Rehabilitation

Executive Level 2.3 \$336,019 - \$349,479 depending on current superannuation arrangements, Canberra (PN: E752)

Gazetted: 31 August 2023

Closing Date: 14 September 2023

Details: CHS is seeking interest for backfill opportunities over the next 12 months for an experienced healthcare leader to fill the position of Executive Director, Allied Health, Community and Rehabilitation. A merit list will be developed and successful applicants will be contacted as opportunities arise.

The Executive Director is a critical executive leadership role within CHS and is expected to play a key role in planning and continuous improvement for the Allied Health and Rehabilitation, Aged and Community Services divisions. The Executive Director will have responsibility for ensuring divisional management and compliance for human resources management, contract management, financial management and government business.

It is expected that the Executive Director will have a unique understanding of the responsibilities and accountabilities of the role and a strategic understanding of CHS's key priorities and will work collaboratively with the other executives across CHS. The successful applicant will provide outstanding and strategically focused

leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex multifaceted team.

The position is responsible for acute, sub-acute and community-based health service delivery, and building and maintaining partnerships to deliver innovative models of care.

The incumbent will oversee the maintenance of safe facilities appropriate for the delivery of high-quality person and family centred, safe and high-quality patient care.

It is expected that the Executive Director will be an active participant within the executive leadership group for CHS. They will provide high level support and advice to senior leaders and team members to ensure organisation wide goals and objectives are met. The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team.

Remuneration: The position attracts a remuneration package ranging from \$336,019 - \$349,479 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$299,120.

Contract: The successful applicant will be placed on a short-term contract up to two years.

How to Apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the executive capabilities of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Morris 0434405440 Jo.morris@act.gov.au

Ambulatory Care Support Services

Central Health Intake Team Leader (ASO4) - Health Intake

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 14241 - 02DD8)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres

The Central Health Intake team provides a call centre, referral receipt and management and outpatient bookings services. It is a busy and dynamic service supporting over 100 clinical services, handling 20,000 calls and 3,000 referrals per month. A team of nurses and administrative staff provide a two-tiered approach to the management of referrals, screening and booking.

Under broad direction, you will play a key role in providing day to day administrative support to staff within Intake by managing the workflow within the area, ensuring administrative KPI's are met and resolving any enquiries staff may have in relation to Intake Services. You will also provide support to the Manager of Administration in relation to reporting and human resource management.

Duties:

1. Supervisory responsibility for the administrative support staff within Intake Services to coordinate the provision of a range of general administrative support required by clinical services operating within Ambulatory Care Support Services, including Human Resource and recruitment related duties.
2. Provide leadership in the provision of high level customer service including liaising with clients, departmental and other staff to resolve difficult enquiries in a professional manner.
3. Assist Management of CACHS with the development and review of policies/procedures as they relate to the administration service and reporting on key performance indicators.
4. Manage resources including oversight of financials and accounts payable.
5. Support staff through the organisation, monitoring and conduction of relevant training programs.
6. Provide support to the Manager of Administration Intake through:

Maintaining TRIM records management for CHI.

Maintaining accurate statistical records and prepare monthly reports.

Assisting with the preparation of staff rosters.

Overseeing workflow management, including call monitoring and supervision, and other support functions as required.

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

About you:

Behavioural Capabilities:

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
4. Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Requirements/Qualifications:

1. 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.

2. The successful applicant will be expected to work across our various sites across CHS.

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

4. 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.

5. 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.

6. Experience in a health related field would be desirable.

7. Data management which includes accurate data entry and quality data checking experience, would be desirable.

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. (Remove for CAT B roles)

Contact Officer: Rebecca Millar (02) 6207 4708 Rebecca.Millar@act.gov.au

Community Care Program Nursing

After Hours Community Nurse Co-Ordinator (RN 3.1) - Community Care

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 02DB8 - 28254)

Gazetted: 05 September 2023

Closing Date: 18 September 2023

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

The role of the Community Care Program is to:

Work with people to gain the knowledge and skills to maximise self-management and promote independence.

Provide clinical care in the community to optimise health outcomes and avoid unnecessary hospitalisation.

Collaborate with general practitioners, primary care, and other care providers to meet the health and wellbeing goals of people in the community.

Work with people and carers to navigate their journey between home and health care settings.

The Link team is responsible for providing afterhours nursing services to patients with a broad range of needs within the ACT community by coordinating the afterhours rapid response service for community nursing including weekends and ACT public holidays. These services include wound care, continence management, stoma care, post-acute support, and palliative/end of life care.

Duties:

1. Provide supervision to the Community Care Program after-hours nursing service, utilising leadership, coordination, and management skills; to provide high quality holistic care.
2. Maintain and triage the patient intake services afterhours ensuring timely access to Community Care Program services for appropriate patients
3. Act as a professional role model. Be responsible for a delegated number of staff and provide guidance, support, direction, orientation and education to other staff and students.
4. Provide direct clinical care. Maintain and promote safe clinical practice. Monitor clinical outcomes, measure the effectiveness of education and support provided to patients, carers, and family members.
5. Actively participate in risk assessment, incident, and accident reporting, lead in continuous quality improvement activities, program-based research and accreditation that aim to improve the service to patients and the community nursing service.
6. Maintain professional standards, current policies, and procedures. Participate in the credentialing processes as required by the department. Maintain clinical and other skills that are required for this position through accessing appropriate education and staff development opportunities. Enhance own professional competence through ongoing self-initiated research.
7. Communicate effectively with patients and colleagues utilising well developed verbal, written and technological skills. Utilise computer programs, databases, and statistical information to assist in communication and to collect information for the generation of reports as required.
8. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

1. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
2. A minimum of 5 years' experience working professionally in a relevant nursing role.
3. The successful applicant will need to be available for weekend and after-hours work.
4. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
5. 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.
6. 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.

Note: This temporary position is part-time at 23:30 hours per week and the full-time salary noted above will be pro-rata.

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.

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

Contact Officer: Melodie Raisin (02) 5124 0326 Melodie.Raisin@act.gov.au

UCH Rehabilitation

UCH Inpatient Allied Health

Speech Pathologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40150, several - 02D41)

Gazetted: 05 September 2023

Closing Date: 18 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. The RACS speech pathology service is a dynamic team of speech pathologists and allied health assistants providing exceptional care through high quality assessment and therapeutic intervention. We treat and manage patients with a range of medical conditions including neurological, complex medical and frail aged in both inpatient and outpatient settings. Speech pathologists have direct clinical supervision from a senior speech pathologist and are supported by an experienced team of clinicians.

This position will be based at the University of Canberra Hospital with the opportunity to support leadership of the inpatient teams and ambulatory services at the University of Canberra Hospital and the Acute Care of the Elderly and Sub Acute Rehab Inpatient wards at the Canberra Hospital.

About you:

Mandatory Requirements/Qualifications:

Relevant Degree or Diploma in Speech Pathology from a recognised tertiary institution.

A minimum of 3 years' experience working professionally in adult rehabilitation and/or aged care.

To hold or be eligible for a practising membership of Speech Pathology Australia.

Hold a full and 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:

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](#).

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Rachel Heatley . rachel.heatley@act.gov.au

CHS Nursing & Midwifery and Patient Support Services

Nursing Casual and Relief Pool

Novice Nurse Consolidation Program

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 58575 - 02D3H)

Gazetted: 05 September 2023

Closing Date: 18 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Novice Nurse Consolidation Program (NNCP) is a formalised six-month workplace-based program designed to assist in the consolidation of knowledge, skills, and competencies, to transition from a novice nurse to practicing as a safe, confident, and accountable health care professional in an acute care setting.

The NNCP aims to:

Provide two 3-month clinical rotations in a variety of medical, surgical and speciality areas.

Provide a structured framework to support you in transitioning to acute care settings.

Provide you with diverse learning opportunities within CHS.

Create a learning environment where you and your colleagues value the opportunity to develop your clinical skills through a supportive and structured program.

Create an environment for you to reflect on nursing practices and apply lifelong learning strategies, thus promoting ongoing personal and professional development of yourself and other.

About you:

Mandatory Requirements/Qualifications:

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.

Desirable:

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Emma Mevius (02) 5124 0991 Emma.Mevius@act.gov.au

Canberra Sexual Health Centre

Staff Specialist / Senior Specialist in Sexual Health

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 62730, several - 02D4Y)

Gazetted: 05 September 2023

Closing Date: 18 September 2023

What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

DESCRIPTION

Canberra Sexual Health Centre is based at The Canberra Hospital. We provide clinic-based care as well as an outreach program in non-clinical settings. Our clinical care work spans sexual health, with a focus on sexually transmissible infections, HIV and gender affirmation. We enjoy close links with Infectious Diseases, Microbiology and Dermatology colleagues, as well as local non-government organisations. The Adult Gender Service provides care to adolescents age 16 plus and adults, and is embedded within the sexual health team. We have a strong philosophy of teamwork, evidence-based practice and continuing professional development, which is supported by a weekly in-service program.

Canberra Sexual Health Centre is an accredited site for Advanced Training in Sexual Health Medicine, Royal Australasian College of Physicians.

The sexual health specialist position will provide:

1. Clinical consultation
2. Medical resident and registrar supervision and nursing staff clinical support
3. Contribute to the teaching and training of medical students and other health care professionals, both in clinic and in formal teaching sessions
4. Contribute to research, evaluation and quality improvement
5. Actively contribute to administration and management of the unit

Approximately 80% of time will be spent in a clinical role direct - patient care or associated clinical duties.

Specialist responsibilities are divided across the team and include a clinical lead in gender care and a clinical lead in outreach.

There are opportunities for honorary academic title with the School of Medicine and Psychology, Australian National University.

Benefits

1. Up to \$55,000 in reimbursement of relocation expenses for permanent and long-term appointments
2. Medical Education Expenses allowance reimbursement up to \$19,782 per annum
3. Generous leave provisions, including up to 4 weeks training/education leave and up to 5 weeks annual leave per annum

Duties:

1. Perform clinical duties as required and participate in the Canberra Sexual Health Centre clinical meetings.
2. Work effectively and harmoniously with medical and other health service colleagues as part of an interdisciplinary health care team and communicate effectively with patients, colleagues and staff as a senior member of the clinical team in delivering patient care.
3. Actively engage and contribute in quality and safety activities such as audit and M&M meetings, education, clinical research, service redesign, and implement contemporary models of care.
4. Conduct, supervise, document and encourage research and/or quality assurance activities.
5. Liaise with other health care professionals and relevant stakeholders to provide high-level medical advice/opinion on assessment and case management.
6. Comply with and implement Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles and practices and display a commitment to CHS values.
7. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.
8. Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high quality person and family centred, safe and high quality patient care.

About you:

Requirements/Qualifications:

1. Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.
2. Fellowship of the Australasian Chapter of Sexual Health Medicine.
3. Must be S100 HIV prescriber.
4. Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. 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.
7. 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:

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

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

- Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

1. Clinical: Show advanced clinical expertise in their speciality area, which may include the ability to work without supervision, as recognised by their peers.
2. Safety and Quality: Provide leadership through:
 - a demonstrated ability to be effective in leading safety and quality activities, including experience relevant to specialist college accreditation
 - providing senior medical input to the safety and quality activities of the medical unit and clinical division, and

- participating actively in specialist college accreditation, as overseen by the Australian Medical Council.
3. Teaching: Provide senior input using demonstrated experience in the development and provision of teaching and training at CHS and services in the surrounding region.
4. Research: Undertake speciality-specific research and/or have relevant publications of research in a respected health or medical journal.
5. Administrative functions: Support the medical unit director in the administration of the unit and provide senior medical input to the development of policies and practices of the unit.
- Contact Officer: Sarah Martin 02 5124 2184 sarah.martin@act.gov.au

Rehabilitation, Aged and Community Services

RN 4.2 Wound Management Nurse Practitioner

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 62704 - 02D7K)

Gazetted: 06 September 2023

Closing Date: 17 September 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: Reliable, Progressive, Respectful and Kind. Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

Our Community Care Program partners with people to live well in their community by providing specialised nurse and allied health led clinical care, with a primary intent for short to medium care.

The role of the Community Care Program is to:

Work with people to gain the knowledge and skills to maximise self-management and promote independence.

Provide clinical care in the community to optimise health outcomes and avoid unnecessary hospitalisation.

Collaborate with general practitioners, primary care, and other care providers to meet the health and wellbeing goals of people in the community.

Work with people and carers to navigate their journey between home and health care settings.

This is an exciting opportunity for a Nurse Practitioner (NP) to provide an advanced scope of clinical practice including expanded skills and knowledge in wound assessment, care planning and implementation, diagnoses, and evaluation of nursing care to the Community Care Program (CCP) partners.

Duties:

Under limited direction of the RACS Community Care Program ADON you will:

Provide a comprehensive wound management service to CCP clients which includes taking a health history, performing focused physical assessments, and delivering or directing other clinicians in providing expert, holistic, evidence-based wound care.

Demonstrate practice that incorporates application of high-level knowledge and skills, complex and critical thinking, including collaborating with other health care professionals and agencies as appropriate to ensure optimal client outcomes

Engage in activities that support a culture of inquiry and innovative problem solving within the CCP setting to improve health outcomes and health care delivery systems. This includes conducting analysis of data, clinical research and translating evidence into clinical practice and policy development.

Participate and provide leadership in clinical governance and clinical risk management, as well as provide education and leadership within the CCP.

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

About you:

Mandatory Requirements/Qualifications:

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

Endorsed or eligible for endorsement as a Nurse Practitioner with the AHPRA.

Extensive wound management experience.

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

Desirable:

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: Melodie Raisin (02) 5124 0326 Melodie.Raisin@act.gov.au

Surgery

Intensive Care Unit

ICU Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 53871 - 02D8B)

Gazetted: 05 September 2023

Closing Date: 14 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory’s history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 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 satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

The Clinical Development Nurse is responsible for the professional advancement of nursing staff within the Intensive Care Unit by delivering continuing education and support. It is a challenging role that requires expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff including new graduates, undergraduate and postgraduate student nurses in the workplace. This position entails being approachable, demonstrating excellent communication skill, having a passion for sharing knowledge and educating others.

About you:

Mandatory Requirements/Qualifications:

A minimum of 3 years' experience working professionally in a hospital-based Intensive Care environment, with proficiency in leadership and management.

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

The successful applicant will need to be available for rotating roster of morning and evening shifts.

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.

Post Graduate Certificate in Critical care nursing or working towards the same.

Certificate IV in Assessment and Workplace Training or working towards the same.

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: Prince Rupert Ramirez 5124 2756 princerupert.ramirez@act.gov.au

Pharmacy

Pharmacy Technician

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: LP8090, several - 02DFG)

Gazetted: 06 September 2023

Closing Date: 15 September 2023

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 here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services.

Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Department

NCH Pharmacy has approximately 38 FTE positions, of which 28 are pharmacist positions. Our hours of operation are from 0800 to 1730 Monday to Friday, and a 0800 to 1700 service on Saturdays, Sundays and Public Holidays. An on-call pharmacist service is maintained outside of core hours, and a rotational roster arrangement is used to manage the weekend service requirements.

Our Pharmacy Vision – Leaders in pharmacy. The workplace of choice to deliver excellence in medicine management

Our Pharmacy Mission – A strong, innovative and inclusive team who collaborate to provide optimal medication management

Our Pharmacy Values – integrity, excellence and innovation, caring and Inclusive, stewardship and sustainability, collaborative

Currently, the department provides clinical pharmacy services using a complete digital health record to various specialty areas including critical care, emergency care, coronary care, stroke/neurology, general medical, general surgical, palliative care, maternity, women's health, pre-admission clinic, hospital in the home and mental health, as well as dispensary and non-sterile manufacturing services. We also offer a pharmacy residency program, and a wide range of teaching opportunities. Over the next 5 years we plan to develop our services to include team based pharmacy services, Partnered Pharmacist Medication Charting (PPMC), enhanced use of technologies, extended scope pharmacy technician roles and further development of the clinical pharmacy workforce. We are committed to providing a safe environment for our staff and our patients.

About the Role

We are seeking TO1 Pharmacy Technicians join our friendly and supportive team. We have multiple full-time positions.

Under general direction you will:

1. Answer in-person and telephone enquiries and refer to the dispensary pharmacist when appropriate
2. Process inpatient, discharge and outpatient prescriptions accurately, safely and efficiently according to Department policies and procedures
3. Prepare aseptic and non-aseptic products in accordance with standard operating procedures
4. Provide ward technician services in order to support clinical pharmacists, optimise availability of medicines and improve care for inpatients
5. Accurately distribute medications via the imprest system and other drug distribution systems
6. Support the procurement activities of the pharmacy for stock (medications) and non-stock items e.g. consumables
7. Ensure pharmaceutical and other records are filed and archived in accordance with legislative requirements
8. Assist with associated administrative and data duties where needed
9. Participate in weekend and public holiday work as needed according to the departmental roster
10. Perform other duties within scope of practice as determined by Lead Pharmacist in Operations and the Director of Pharmacy

What you require

Highly Desirable

- Certificate 3 in Community Pharmacy OR a Certificate 3 or 4 in Hospital/Health Services Pharmacy Support or a qualification deemed by the employer to be equivalent
- Recent pharmacy experience, preferably in a hospital environment

Position selection criteria

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

1. Ability to adhere to the philosophy, mission and values of North Canberra Hospital and the NCH Pharmacy
2. Attention to detail and accuracy in performing all tasks, including performing basic mathematical calculations
3. Ability to understand and adhere to policies, standard operating procedures and legislative requirements
4. Good verbal and written communication skills
5. Demonstrated commitment to teamwork and the maintenance of a supportive work environment
6. Demonstrated time management skills and organisational 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: Louise Priergaard 02 6201 6266 Louise.Priergaard@calvary-act.com.au

North Canberra Hospital

Surgical Division

Clinical Development Nurse - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: LP7880, several - 02D92)

Gazetted: 06 September 2023

Closing Date: 18 September 2023

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our

community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

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 here Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

The clinical development nurse is responsible for supporting the assessment, implementation, delivery and evaluation of education within the ICU CCU, providing and directing high quality patient care and working in conjunction with the clinical nurse educator to deliver key outcomes in line with the ICU CCU Education Plan. Under limited direction of the Clinical Nurse Educator you will provide a high quality learning environment which fosters a culture of educational excellence and provides opportunities for education, training and professional growth to all staff in the ICU/CCU, within the parameters of the adult learning principles, to allow for the safe and high quality care of patients. You will:

- Provide an approachable and cohesive education team to the unit

- Advocate for and participate in the development of best practices within the unit

- Provide opportunities for team-based learning and reflection

- Provide programs that support the development of all staff at varying stages of their careers (Transition to Critical Care, ACCESS development, leadership development)

- Encourage and support staff to undertake postgraduate study to ensure specialist critical care knowledge and skill is available within the unit

- Provide an ongoing calendar of in-service training with weekend and night shift additions as appropriate that covers both clinical and non-clinical learning opportunities

- Foster, promote and grow peer to peer education and support within the unit

- Provide advice and resources to the greater hospital and wider nursing community as able

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

What you require

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

- Demonstrated clinical proficiency in critical care nursing

- Demonstrated proficiency in non-technical skills including effective communication, leadership, problem solving and negotiation skills

- Capacity to utilise evidence-based practice and adult learning principles to deliver effective education including clinical supervision, mentoring, competency assessment, bedside teaching and formal education delivery.

- Demonstrated commitment to own continued clinical educational and professional development

- Demonstrated knowledge of and participation in nursing practice review, clinical research and/or quality improvement activities leading to enhanced patient outcomes.

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

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

- Completion of, working towards or willingness to undertake Post Graduate qualifications in Critical Care Nursing or Education and/or completion of or willingness to undertake Certificate IV in Workplace training and assessment

- Minimum of 3 years post registration nursing experience and at least two years in Critical Care Nursing.

- Hold a current ALS qualification.

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

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: There are both full time and part time position available.

What can we offer you:

City living without the traffic.

Competitive pay rates and excellent working conditions within a tertiary hospital

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions

11.5% Superannuation

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

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

website: <https://www.canberrahealthservices.act.gov.au/>

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

Contact Officer: Rose Schmidt (02) 6201 6099 Rose.Schmidt@calvary-act.com.au

North Canberra Hospital

Corporate & Finance

Release of Information Clerk

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: LP8575 - 02DGR)

Gazetted: 06 September 2023

Closing Date: 19 September 2023

Details: 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 here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

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This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

The Release of Information Clerk is responsible for managing and responding to requests for release of healthcare record information as per relevant legislation and hospital policy. These requests are from health care consumers, healthcare providers, and other third party requestors including Solicitors, Insurance companies, ACT government bodies, the Coroner and others.

Under limited direction of the Health Information Manager you will:

- Apply legislation, established guidelines and policy governing the release of healthcare records, and maintaining the confidentiality of all medical/patient record.
- Coordinating the release of information correspondence received in HIS, ensuring they are promptly completed and dispatched according to legislative and organisational requirements. This includes but is not limited to logging on relevant databases, obtaining relevant consents/authority where applicable, allocating to appropriate areas, photocopying, downloading or printing where required and liaising with internal and external customers.
- Provide high level coordination, advice, and support to NCH staff on medico-legal, coronial and claims related matters.
- Preparing invoices, correspondence with the requestor for payment and liaison with hospital finance department.
- Answer all external/internal enquiries relating to the release of healthcare information from requestors.
- Attend medico-legal/HIS meetings and training sessions as required.
- Involvement with Quality Improvement activities.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

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

- Demonstrated understanding of the Health Privacy Principles, patient confidentiality, and working knowledge of healthcare record processes.
- Demonstrated ability to provide high quality customer service.
- Demonstrated application of effective communication (oral and written), negotiation, problem solving and organisational skills.
- Ability to prioritise, organise workload and use initiative to meet organisation and legislative requirements.
- Ability to undertake quality activities to ensure a high level of accuracy in work performed and a commitment to continual improvement
- Demonstrated ability to work independently as well as working as part of a team.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

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.

What can we offer you:

- City living without the traffic.
- Competitive pay rates and excellent working conditions within a tertiary hospital
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions
- 11.5% Superannuation
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

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

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

Contact Officer: Heather Byrne (02) 6244 3663 Heather.Byrne@calvary-act.com.au

Pharmacy

Pharmacy

Clinical Pharmacist (Rotational) - Pharmacist Level 2

Pharmacist Level 2 \$83,837 - \$101,321, Canberra (PN: LP6700 , several - 02DEY)

Gazetted: 04 September 2023

Closing Date: 15 September 2023

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 here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

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This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Department

NCH Pharmacy has approximately 38 FTE positions, of which 28 are pharmacist positions. Our hours of operation are from 0800 to 1730 Monday to Friday, and a 0800 to 1700 service on Saturdays, Sundays and Public Holidays. An on-call pharmacist service is maintained outside of core hours, and a rotational roster arrangement is used to manage the weekend service requirements.

Our Pharmacy Vision – Leaders in pharmacy. The workplace of choice to deliver excellence in medicine management

Our Pharmacy Mission – A strong, innovative and inclusive team who collaborate to provide optimal medication management

Our Pharmacy Values – integrity, excellence and innovation, caring and Inclusive, stewardship and sustainability, collaborative

Currently, the department provides clinical pharmacy services using a complete digital health record to various specialty areas including critical care, emergency care, coronary care, stroke/neurology, general medical, general surgical, palliative care, maternity, women's health, pre-admission clinic, hospital in the home and mental health, as well as dispensary and non-sterile manufacturing services. We also offer a pharmacy residency program, and a wide range of teaching opportunities. Over the next 5 years we plan to develop our services to include team based pharmacy services, Partnered Pharmacist Medication Charting (PPMC), enhanced use of technologies, extended scope pharmacy technician roles and further development of the clinical pharmacy workforce. We are committed to providing a safe environment for our staff and our patients.

About the Role

We are seeking numerous clinical pharmacists to join our friendly and supportive team. Permanent and fixed term positions are available.

Under general direction you will:

1. Provide a clinical pharmacy service following the Society of Hospital Pharmacists Australia, Standards of Practice for Clinical Pharmacy Services. This includes but is not limited to; admission medication history and reconciliation, review of medication orders to ensure clarity, validity and appropriateness, therapeutic drug monitoring, assessment and ongoing monitoring of medication management, documentation of pharmacist interventions and medication incidents, discharge planning and facilitation, participation in clinical decision-making and provision of medicines information to patients and health professionals.
2. Participate in health promotion activities (i.e. cardiac rehab), research programs and departmental quality improvement projects.
3. Participate in the education of relevant hospital staff including nursing, medical and allied health. This may include activities such as assisting with ward in-services and the Junior Medical Officer teaching program.
4. Participate in a range of training and education activities (i.e. attendance and contribution to clinical pharmacist meetings as rostered, assist with the facilitation of intern pharmacist and medical student tutorials) and assist with the supervision of pharmacy students and intern(s).
5. Promote at every opportunity, quality use of medicines (QUM) principles, ensuring correct prescribing, and compliance with Drugs and Therapeutics Committee endorsed prescribing restrictions and protocols.
6. Dispense individual prescriptions for inpatients, outpatients and patients on discharge using established principles, techniques and methods.
7. Assist with the receipt, storage and distribution of pharmaceuticals and maintain accurate records in the process.
8. Prepare non-sterile extemporaneous and sterile pharmaceuticals after completion of relevant theoretical and practical training.
9. Perform other duties within scope of practice as determined by Lead Pharmacists and the Director of Pharmacy.
10. Participate in weekend, after-hours and on-call work as needed according to the departmental roster.

What you require

Mandatory

- Registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 2 years' full time equivalent experience as a registered pharmacist in an Australian hospital environment (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).
- Able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level or have completed a SHPA Foundation Residency program

Highly Desirable

- Undertaking relevant advanced training/postgraduate study.
- Membership with a relevant professional organisation and/or relevant special interest groups e.g. Society of Hospital Pharmacists of Australia.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

Position selection criteria

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

1. Ability to adhere to the philosophy, mission and values of North Canberra Hospital and the NCH Pharmacy.
2. Demonstrated knowledge and skill in clinical pharmacy and therapeutics (consistent with at least 2 years post registration experience and the SHPA Standards of Practice for Clinical Pharmacy) with an ability to apply this to practical situations.
3. High level interpersonal, written and oral communication skills with the ability to effectively interact with all levels of hospital staff, patients and carers.

4. An ability to work as part of a multi-disciplinary team.
5. Demonstrated ability to prioritise and manage workload demands, meet deadlines and complete required duties.
6. Demonstrated initiative and ability to solve work-related problems.
7. Engagement in the pharmacy profession and a commitment to continuing education and professional development.

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: Miriam Lawrence 02 62016265 Miriam.Lawrence@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

Health Community and Science

Children's Education and Care

Education Support Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 55219)

Gazetted: 06 September 2023

Closing Date: 20 September 2023

Details: The CIT Children's Education and Care department is seeking an exceptional individual to fill the position of Teacher Level 1 in the department. The individual will have experience and knowledge of contemporary VET and assessment strategies, digital literacy, and compliance requirements. An in-depth knowledge of the School Based Education Support sector is essential for this position.

The successful applicant will have experience in working collaboratively and effectively within a team and have the ability to develop high quality innovative teaching and assessment resources. A demonstrated interest in adult education and evidence of the ability to teach and assess a range of School Based Education Support programs delivered face to face, online and in the workplace is required. This position will be offered permanently.

Working at CIT: with an impressive 80 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best possible people at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit & Well Fitness Centre at Bruce campus, as well as a strong Employee Assistance Program.

Flexible work options.

Free parking.

Extended holidays.

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

Eligibility/Other requirements:

Mandatory Qualifications:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019-2021, sub-Clause 40. A Teacher Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent). Where the full qualification is not held the successful applicant must 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 Assessor Skill Set) and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1 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.

A minimum of five years' experience in the School Based Education Support sector is very desirable. A current qualification in Education Support is desirable.

How to Apply: Applicants are asked to submit a written application of no more than three pages addressing the Selection Criteria, as well as a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Grieves (02) 6207 3345 Sarah.Grieves@cit.edu.au

Education and Training Services

Education and Training Services

Education Projects

Senior Manager, Quality Systems

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62844)

Gazetted: 01 September 2023

Closing Date: 15 September 2023

Details: The Canberra Institute of Technology (CIT) is currently seeking an experienced project/program manager to join our team in the position of Senior Manager Quality Systems for an initial period of 6 months with the possibility of extension up to 12 months.

What Do We Want?

The Canberra Institute of Technology (CIT) is currently seeking an experienced project/program manager to join our team in the position of Senior Manager Quality Systems. We are seeking an analytical person to generate and synthesise meaningful intelligence—about the Institute, our learners, our community, and our employers—and validate and / or implement a range of structures, systems and initiatives.

What Will You Do?

Reporting directly to the Senior Education Leader, the Senior Manager Quality Systems key focus is to deliver and support a range of activities aimed at streamlining and improving the effectiveness of CIT's current systems, processes, and methods of operation, ultimately improving performance and institutional quality.

Initially this position will conduct a stocktake of existing, policies and processes, and implement metrics to determine their efficiency and effectiveness. From here the successful candidate will identify gaps, formulate a project plan and provide and implement recommendations.

What Do I Need?

As a leader within CIT, this role requires a person who can engage, analyse and positively influence institute-wide processes, systems and individual practices, while using metrics to determine their effectiveness and efficiency. With a focus on improving program design and administrative quality, analytical and collaboration skills are a key enabler in the performance of this position. The role must model commitment to continual learning and encourage ongoing development.

You will be self-motivated, responsive and show initiative, demonstrate sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals.

How to Apply: Please provide a written response to tell us why you would be our first choice for Senior Manager – Quality Systems - referencing your Skills, Capabilities and Qualifications in line with the position requirements. A response of no more than two pages should be submitted in addition to a current curriculum vitae and the contact details of your two most recent referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andre Diez de Auz (02) 6205 7035 AndreC.DiezdeAuz@cit.edu.au

Corporate Services

Data and Digitalisation

Senior Manager, Business Change

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62675)

Gazetted: 31 August 2023

Closing Date: 15 September 2023

Details: As a national leader in Vocational Education and Training (VET) Canberra Institute Technology is undertaking unprecedented transformation across four overarching strategic directions:

Leading Change - raising our ambitions to meet new expectations.

Growing Our Region's Economy - supporting jobs, economic resilience, and future prosperity.

Advancing Canberra's Workforce - adapting our courses and means of delivery to provide skills for the future.

Transforming Our Business - investing in CITs business for viability and value.

A key enabler of CIT's strategic directions is the new flagship CIT Woden campus opening in 2025. This campus will be a world-leading educational campus, facilitated through digitally enabled learning and innovation spaces.

The Cloud Campus Program is a key initiative of CIT's future digitalisation strategy, the successful transition to the Woden campus, and broader business transformation and campus renewal initiatives. Cloud Campus is not just about delivering technical solutions to support CIT – it is about transforming the way CIT does business.

The Senior Manager, Business Change Management reports to Director, Business Transformation. As the Senior Business Change Manager, you will support the Director, Business Transformation in leading a range of initiatives to identify and deliver opportunities for improved service delivery, business efficiency and effectiveness, and ultimately better ways to deliver VET learning and teaching through the effective use of digital services including people, processes and technologies.

If you want to be a part of a great culture, working in a fast paced environment, that is challenging and rewarding, by delivering tangible outcomes for the community, then we want to hear from you!

Eligibility/Other Requirements:

You have an attention to detail, are self-motivated and like to work in a collaborative and supportive environment. You will also be passionate about bringing about change, enjoy what you do, and are able to deliver outcomes.

Note: This is a temporary position available for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Our workforce is currently working in a hybrid of home and office-based work. The successful candidate will be provided information on how to work from home safely and effectively. On-site work can be supported at any CIT campus, with a primary focus on Reid and Bruce. Please note, this position will be moving to a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit your two-page pitch to highlight your experience and skills against the Selection Criteria along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jaci Ganendran (02) 6205 9782 Jaci.Ganendran@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

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office/ ICT Infrastructure Project Team

ICT Infrastructure Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17996)

Gazetted: 05 September 2023

Closing Date: 19 September 2023

Details: Digital, Data and Technology Solutions (DDTS) Strategic Business Branch is seeking highly motivated ICT Project Coordinators to join the Portfolio Delivery Office to deliver multi-directorate ICT solutions and bring quality outcomes for the Territory via a range of business and information technology projects.

Digital, Data and Technology Solutions (DDTS) provides a comprehensive range of ICT and allied services to all ACT Government Directorates, ACT Government schools, and the Canberra Institute of Technology. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. DDTS also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

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

Notes: This is a temporary position available immediately until 6 September 2024. A Merit Pool may be established from this selection process and may be used to fill temporary and permanent vacancies over the next 12 months.

How to Apply: If the role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages statement/pitch addressing your suitability against the Professional/Technical Skills and

Knowledge as well as Behavioural capabilities (Sated in the position description), a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Candice Zhou (02) 6207 7473 Candice.Zhou@act.gov.au

Access Canberra

CONSTRUCTION, UTILITIES AND ENVIRONMENT PROTECTION

Construction and Planning Regulation

Senior Director

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

Gazetted: 31 August 2023

Closing Date: 19 September 2023

Details: Do you want to make a significant difference to the Canberra community by changing and improving building industry practice? Do you want to lead multi-disciplinary teams that are actively applying regulatory powers, and are real outcomes and protect the community? Do you want to work in a culture of integrity, collaboration and excellence?

The Construction and Planning Regulation section protects the community from harm by being a proactive and responsive regulator of construction and planning in the ACT. As the Senior Director of Construction and Planning Regulation, you will lead a dynamic and collaborative team to ensure Access Canberra leads the way in delivering quality regulatory compliance outcomes. You will be a strong communicator, working collaboratively with other regulatory bodies, technical and legal experts, home owners and builders to improve confidence in building and construction activities and to achieve quality building outcomes for our community.

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

Construction Licensing & Governance teams

Proactive Audit teams, and

Response, Monitoring & Investigation teams.

As a Senior Director in ACT Government, you will have access a competitive salary, flexible working arrangements, and a range of additional entitlements. Further information on ACT Governments conditions can be located here:

[Enterprise Agreements - ACTPS Employment Portal](#)

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

How to apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

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

Digital Data and Technology Solutions

Technology Services Branch

Cloud And Platform Services

Senior Virtualisation Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 31813)

Gazetted: 31 August 2023

Closing Date: 14 September 2023

Details: Digital, Data and Technology Solutions (DDTS) is seeking an appropriately skilled and experienced person to join our team as a Senior Virtualisation Specialist within the Cloud and Platform Services (CAPS) section.

DDTS, a division within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), leads the ACT Government's digital strategy, cyber security and ICT policies and standards. We deliver ICT Infrastructure and services across the ACT Public Service, ACT Government schools and the Canberra Institute of Technology. And we use technology to build community centred solutions and services.

The successful applicant will be required to perform platform administration duties across our Private Cloud infrastructure and data centre server fleet, supporting the ACT Whole of Government (WhOG) environment. This includes design and implementation of solutions, advanced configuration and troubleshooting, and working

alongside a team of other technical specialists to deliver positive outcomes for ACT Government Directorates and our community.

The Senior Virtualisation Specialist must be able to effectively communicate with a broad range of internal and external stakeholders, including vendors, other technical SMEs, and our Directorate customers. The role will also engage broadly to support the organisational objectives of the Technology Services Branch (TSB) and be a key contributor to the enablement of hybrid service delivery and design thinking in DDTs.

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:

Working knowledge of infrastructure within large-scale ICT environments, concepts, and current and emerging technologies is highly desirable.

Demonstrated ability to understand organisational strategies and policies and apply them to achieve positive outcomes for the organisation.

Degree or qualification in ICT or relevant professional experience.

Infrastructure Technology Information Library (ITIL) Foundation Certificate or strong knowledge of ITIL.

Current Australian Driver's license.

This role requires you to obtain and maintain 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.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is subject to Hybrid working arrangements, permitting work from home and offices across the Territory. 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 of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of whom is your current manager.

Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Raymond Mills (02) 6207 0228 Raymond.Mills@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming Licensing

Licensing/Authorised Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 42544, several)

Gazetted: 31 August 2023

Closing Date: 14 September 2023

Details: The Liquor and Gaming Licensing Team processes a wide variety of applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission – covering liquor licences and permits for restaurants bars and nightclubs, to gaming machine authorisations and occupational licences in the gaming space, and much more. The team is also responsible for the administration of public unleased land permits, tobacco licences and other licensing schemes. The successful applicant will be responsible for balancing competing priorities whilst providing a range of administrative functions. You'll be assessing applications of all sorts where you will need think critically and apply your risk based decision-making skills, all while applying your understanding of the legislation the underpins our various licensing schemes. You'll be in contact with applicants and other stakeholders on a daily basis, so well-developed communication skills are essential.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically

diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Notes: This is a temporary position available immediately for a period of 12 months with the possibility of extension up to 2 years 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. 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: To apply, please submit your current curriculum vitae, the details of two referees and a two-page pitch demonstrating that you have the Skills, Knowledge and Behaviours to successfully perform this role against the duties and responsibilities listed in the Position Description attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Brown (02) 6207 9396 Amanda.Brown@act.gov.au

Office of Industrial Relation and Workforce Strategy

ACTPS Future Workforce Strategy Group

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62893)

Gazetted: 01 September 2023

Closing Date: 15 September 2023

Details: Yuma! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated attention towards shaping the culture and workforce practices of the ACTPS.

The Future Workforce Strategy Group within The Office of Industrial Relations and Workforce Strategy is a dynamic environment consisting of about 100 staff with a broad, Whole of Government strategic workforce remit. Our group is made up of the Workforce Strategy, Leadership and Capability Branch; Innovation, Change and Strategy & Transformation Office; Cultural Transformation Branch; Finance and Process Improvement Branch; and Education, Engagement and Communication team.

We have an exciting (and new) opportunity for an experienced Executive Officer to join the Future Workforce Strategy Group to help support the smooth coordination and delivery of the Group's remit. The Executive Officer adds value by supporting the EGM to ensure that work activities and priorities are aligned to our shared vision; that the Group collaboratively and collectively delivers against its objectives; that government process and practices are adhered to; and that we have practices in place to ensure our people are thriving. The EO will be part of a friendly and forward-leaning team who work together to understand and respond to the challenges which face the ACTPS workforce now, and those it will face in the future.

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: We have access to ongoing hybrid work arrangements including a combination of home-based and office-based working (located at 220 London Circuit, Canberra City). We also have access to flexi-spaces in major town centres across Canberra.

How to apply: Please submit a two-page pitch addressing the professional and behavioural capabilities, along with your current curriculum vitae, listing two referees and their contact details. A Merit Pool will be established from this selection process and will be used to fill similar vacancies should they arise over the next 12 months.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Wilson (02) 6205 5303 Janet.Wilson@act.gov.au

Economic Development

Venues Canberra

Venue Infrastructure and Capital Works

Facilities Coordinator

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 50960)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

Details: Want to work on the ACT's major sporting infrastructure? Come and join the team at Venues Canberra. As Facilities Coordinator you will be responsible for arranging reactive and planned maintenance for Venues Canberra's infrastructure and assisting with capital upgrades. Also providing support on event days. 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:

C Class Driver's License is essential.

Experience in contract and contractor management.

Experience in maintaining large facilities.

Relevant project management experience.

Ability to obtain white card, forklift, asbestos awareness and working at heights certification.

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

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:

A two-page pitch addressing the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew De Boni (02) 6213 0701 Andrew.DeBoni@act.gov.au

Payroll & HR Systems

HR Systems

Assistant Director, Payroll Administration

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 08310)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

Details: The HR Systems' team are looking for an Assistant Director (SOGC), Payroll Administration commencing immediately to manage the Team responsible for the delivery of payroll and disbursement services for the ACTPS in a complex HR Systems environment. This includes ongoing design and implementation of best practice payroll and disbursement processes, and the development of procedures to support these processes.

The position requires experience, knowledge and skills in end-to-end payroll processing, legislative compliance, change management, incident and problem management, system security and user access.

This is a great opportunity for an enthusiastic and motivated team player who can hit the ground running. The occupant of this position will work closely with other team members within HR Systems and Payroll, Personnel Services, Information, Data and Recruitment, Business Improvement and Team Leaders across the Human Resources network and OIRWS and other directorates.

This role would best suit an organised team player who can set work priorities to meet regular deadlines.

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

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

How to apply: Please provide a response to the Position Description of no more than two pages, along with your curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce James (02) 6205 1033 Bruce.James@act.gov.au

Treasury

Budget, Procurement, Investment and Finance

Procurement ACT

Senior Director, Procurement Policy and Business Systems

Senior Officer Grade A \$157,201, Canberra (PN: 01455)

Gazetted: 01 September 2023

Closing Date: 29 September 2023

Details: Details Procurement ACT is looking for an experienced professional to join our team in leading innovative and meaningful whole of government procurement legislation and policy.

We operate in a fast paced and dynamic environment to deliver on key Government priorities through procurement policy with an array of policy topics ranging from diversity, circular economy, modern slavery and business development. You will work with a small and dedicated team to develop, implement and evaluate procurement related legislation and policy. Our team believes in solving problems through collaboration and innovation, while also injecting fun into what we do.

Our ideal candidate is someone who has exceptional policy and project managements skills with the ability to lead a team to work with competing priorities and tight deadlines. The role requires well-developed communication skills with experience preparing formal written documentation, and representing the Government in internal and external forums. A key part of the role includes driving the implementation of the aspects of the Procurement Reform Program (for example amendments to legislation and streamlining and maintaining procurement templates) and supporting implementation across the ACT Public Service. Formal qualifications in procurement, government administration, policy development or law highly regarded.

In return, we will offer you a supportive and professional team environment that allows you the opportunity to participate in a key reform and policy other initiatives for the ACT Government, that makes a direct and positive impact on the ACT Public Service and the Canberra Region community.

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.](#)

If joining a policy team delivering on social, ethical and environmental policy has been on your to-do list, what are you waiting for?! Speak to the Contact Officer to find out more, or for tips and advice on how to apply visit the [How we Hire](#) page on Jobs ACT. If you're ready to go, then submit your application and get started on the next exciting chapter in your career!

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.

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

How to Apply How to Apply: Please submit a curriculum vitae and with no more than 4 pages addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: JoanneL Gardner (02) 6207 2076 JoanneL.Gardner@act.gov.au

Access Canberra

Strategy, Data, and Governance

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53417)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

Details: Do you enjoy thinking on your feet, opportunities for growth, and being a valued member of a high performing team that works to deliver complex projects? Are you the new Project Officer we are looking for?

We are seeking a collaborative problem-solver who is goal-oriented, self-motivated, and organised. To be successful in this role you will be able to demonstrate a strong understanding of risk and project management, and have exceptional written and verbal communication skills.

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

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

How to apply: Please review the Position Description and submit your curriculum vitae and a two page pitch that shows us why you are the best person for the job and demonstrates, with examples, that you have skills, knowledge, and capabilities to perform the duties and responsibilities of the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marek Bilski (02) 6207 3915 Marek.Bilski@act.gov.au

Economic and Financial Group

Insurance Branch

Insurance Policy and Operations

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57357)

Gazetted: 31 August 2023

Closing Date: 14 September 2023

Details: Are you interested in delivering good policy outcomes to support Canberrans, particularly through their rehabilitation and injury journey after being involved in a motor vehicle or work accident? If you have a passion for helping people and want to undertake interesting and impactful work, then this position is for you. A background in allied health, law or business/economics will hold you in good stead in the Insurance Branch.

The Insurance Branch provides advice to government on insurance and administers two schemes - the Motor Accident Injuries (MAI) Scheme and the Lifetime Care and Support (LTCS) Scheme. Our teams work to support Canberrans by ensuring the safety net provided by these two schemes are effective. You will also use your knowledge, skills and experience to support policy in emerging personal injury insurance issues.

If you are successful, your position will have a focus on the LTCS Scheme, with exposure to the range of matters overseen by the Insurance Branch. Your interpersonal and writing skills will be essential to developing and maintaining productive working relationships. 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 touch with the contact officer.

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

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

How to Apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of two referees. The pitch should respond to the Selection Criteria and outline how your abilities, experience and qualifications make you the best person for the role described in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Philip (02) 6207 0018 Andrew.Philip@act.gov.au

Office of Industrial Relations and Workforce Strategy

Property and Government Insourcing Group

ACT Property Group

Assistant Director, Property Upgrades

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 62392)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

Details: This position manages a team of trade and project management professionals to deliver a program of property upgrades to ACT Government buildings. The team coordinates programs of works across multiple building locations. The person in this role provides coordination, programming and technical expertise in delivering the identified program of work. The role also drives good practice project management within the team and reporting to building custodians.

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 in a relevant technical field (e.g. Project Management, Property Management, or similar) and/or building trades certification with significant building and infrastructure and/or project management experience;

Hold or have the capacity to obtain relevant professional association membership, as applicable.

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

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV)

a current driver's licence (car)

Qualification/s in Management, Procurement, Contract Management or Work Health and Safety are highly desirable.

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Evan Byrne 0411 183 771 actpgcorporate@act.gov.au

Economic Development

artsACT

Aboriginal and Torres Strait Islander Cultural Arts Engagement Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 41442)

Gazetted: 06 September 2023

Closing Date: 27 September 2023

Details: artsACT is seeking an Aboriginal and Torres Strait Islander Cultural Arts Engagement Officer.

We are looking for someone who can develop and maintain strong relationships with Aboriginal and Torres Strait Islander artists and communities. The ideal candidate will have strong administrative and teamwork skills and will enjoy managing multiple priorities to achieve outcomes for First Nations artists.

Under general direction, the Cultural Arts Engagement Officer will be responsible for the implementation of the Cultural Art Program and for engaging with Aboriginal and Torres Strait Islander artists, communities and other stakeholders to inform the development of policy and delivery of programs by artsACT.

You will be required to prepare quality policy advice and administer grants in the Cultural Arts program. You will also be required to represent artsACT and the ACT Government at relevant forums, across government, the arts sector and in the community.

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

How to Apply: 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 six selection criteria limiting responses to 250 words 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: Laurine Kelson (02) 6207 9442 Laurine.Kelson@act.gov.au

Access Canberra

Licensing and Registration

Medical Management Team

Manager, Transport Licensing

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 62292)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

Details: Do you want to have a direct impact on making Canberra a better place to live while operating with a high degree of independence and make major contributions to the service delivery and regulatory landscape in the ACT?

The Access Canberra Licensing and Registration Branch is responsible for management of licensing and registration functions for transport, motor vehicle dealers, real estate agents, associations, controlled sports, liquor, gaming, births, deaths and marriages and many more. This broad range of functions demands well developed time management skills in order to meet operational requirements with a strong focus on efficiency, standardised procedures and quality assurance.

The role of Manager, Transport Licensing, Medical Monitoring Team supports the local community by delivering regulatory services that reflect community values and support business, community groups and individuals.

Under the general direction of the Assistant Director, the Manager, Transport Licensing, Medical Monitoring Team provides leadership to the team and support them to deliver high quality customer service while delivering the driver licence medical process helping keep ACT roads safe.

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: Previous experience in a licensing or regulatory role is highly desirable.

Note: This is a temporary position available immediately until 30 June 2024 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: Applicants must submit a current curriculum vitae and two-page pitch addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Giuseppe Mangeruca (02) 6207 0252 Giuseppe.Mangeruca@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

EPA

Environment Protection Authority Data Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 10967)

Gazetted: 06 September 2023

Closing Date: 20 September 2023

Details: The Environment Protection Authority (EPA), located within the Construction, Utilities and Environment Protection Branch is seeking an Administrative Service Officer Grade 5 in the Environmental Quality team to contribute to regulatory functions, environmental analysis and the preparation of technical advice relating to

environment protection and water resource management, in particular coordinate and provide advice on planning, leasing and development matters in relation to the EPAs environmental responsibilities.

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

The Environmental Protection Authority sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue, we offer:

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

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

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

The Office of the EPA consists of three teams. This position is within the Environmental Quality Team. The team comprises specialists in a range of environmental protection matters including environmental planning, air quality, hazardous materials contaminated site and waste management and the use of agricultural, veterinary and industrial chemicals.

The role of the position is to provide advice and data management support to Environment Protection Officers involved in natural resource management and regulatory investigations by maintaining the EPAs databases and information systems.

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

Eligibility/Other requirements: Relevant qualifications or experience in ICT is highly desirable.

Notes: This is a temporary position available from 08 September 2023 to 06 September 2024 with the possibility of permanency.

Selection may be based on application only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. A mix of working from home and office based work is expected for this position. A suitable office space at home is highly desirable, along with capacity to work in the Dickson Office Building as needed for meetings and other face-to-face work. Most staff are present in the office one-to-two days per week.

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.

Please submit:

A two page pitch addressing the skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description;
and Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

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

Economic Development

VisitCanberra

Partnerships and Events Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36793)

Gazetted: 06 September 2023

Closing Date: 20 September 2023

Details: VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy.

We are looking for an enthusiastic team player with strong project and events management skills including administrative support. Our ideal candidate will have a positive can-do approach as well as exceptional collaboration and communication skills. You will be highly skilled at prioritising and structuring your time and workload as well as being meticulously organised.

Working in a small team, the position presents a unique opportunity to bring a high level of energy and contribute to the promotion of Canberra as a place to visit to domestic and international audiences. The successful candidate

will assist to deliver a range of business-to-business events and tourism familiarisation tours, provide administrative functions to the broader team and support tourism product development programs. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/Other requirements:

Knowledge of the tourism industry is desirable.

Current Australian driver's licence.

Ability to work flexible hours and travel as required.

Notes: This is a temporary position available immediately until 30 September 2024 with a 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. 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 to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Raine (02) 6207 6626 Laura.Raine@act.gov.au

Revenue Management

Business Systems

OutSystems Developer

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

Gazetted: 05 September 2023

Closing Date: 19 September 2023

Details: Revenue Management, Business Systems are looking for a flexible and proactive systems developer that acquires a wide set of different professional skills.

The systems developer will work in a DevOps framework and be responsible for production support of various systems and be involved with development of new capabilities.

This role requires the successful applicant to support multiple critical business systems for government or equivalent private organisations, be proactive in working with product owners, analysts, testers and scrum masters and have the ability to work flexibly.

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

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

How to apply: If you are interested in this position, please submit a maximum two-page pitch outlining your knowledge, skills and capabilities against the selection criteria along with a copy of your current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Service Delivery and Engagement

Parking Operations and Traffic Camera Compliance

Assistant Director – Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 24439)

Gazetted: 06 September 2023

Closing Date: 20 September 2023

Details: Are you ready to undertake an exciting adventure? Do you have a keen interest in road and public safety?

Are you willing to promote this through community engagement, education, and compliance activities? Can you lead, support, and develop a team to achieve common goals? If you think you are up to the challenge and enjoy supporting the community where you live every day, then we want to hear from you!

From enabling kids to walk safely in school zones to ensuring accessible parking is available for those who need it, the Access Canberra Parking Operations and Traffic Compliance Team plays a crucial role in supporting Access Canberra vision of 'A Safe and Liveable City'.

As the Assistant Director, Parking Operations and Traffic Camera Compliance, you will lead the day-to-day operation of the Team, working in close partnership with the wider leadership team. We are on the look out from someone who enjoys working in a fast-paced environment, driving culture change, while supporting their team to grow.

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:

Thorough understanding of the Road Transport Laws is desirable.

Certificate IV in Investigations is highly desirable.

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

Notes: 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 send us your pitch of no more than two pages, addressing the selection criteria in the Position Description attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christopher Seddon (02) 6207 7205 Christopher.Seddon@act.gov.au

Digital, Data and Technology Solutions

Senior Project Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 17550)

Gazetted: 05 September 2023

Closing Date: 19 September 2023

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

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

You will drive delivery of complicated ICT (application or infrastructure) projects for our clients, all across ACT Government Directorates, and build strong relationships with stakeholders at all levels across ACT Government. This is a hands-on role and will involve scoping, validating and delivering project outcomes. You will work with high performing matrix teams, often with several streams of work, in a professional and collaborative approach to deliver outcomes.

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

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

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

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

How to Apply: In two pages or less tell us:

Why you want the role.

What you would bring to the role.

About an achievement that you are most proud of.

Also supply:

A current curriculum vitae.

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

Applications should be submitted via the Apply Now button below.

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

Payroll & HR Systems

HR Systems

Assistant Director - NCH Chris21 Systems Administration

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62866)

Gazetted: 06 September 2023

Closing Date: 20 September 2023

Details: As the Administrator of the chris21 and HR21 systems at North Canberra Hospital (NCH), you will manage the systems themselves and relationship between NCH and Shared Services. This includes coordinating the testing and deployment of any system upgrades, ensuring continuous business-as-usual processes. In providing support to NCH, you will need good liaison skills with both operational teams and the software vendor to ensure all stakeholders needs are addressed and deliverables are met. This may also mean delivering user training and providing guidance to staff on the functionality of chris21 and HR21.

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.

This position reports directly to the Senior Director within the HR Systems team.

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 provide a response to the Position Description of no more than two pages, along with your curriculum vitae and referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce James (02) 6205 1033 Bruce.James@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery

Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 01484)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

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

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

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

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

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

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

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

How to Apply: In two pages or less tell us:

Why you want the role.

What you would bring to the role.

About an achievement that you are most proud of.

Also supply:

A current curriculum vitae.

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

Applications should be submitted via the Apply Now button below.

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

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

People, Capability and Culture

Diversity and Inclusion

Director, Performance and Culture

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62840)

Gazetted: 06 September 2023

Closing Date: 20 September 2023

Details: If you are an experienced HR Practitioner looking for an opportunity to make a difference, then we would love to hear from you. The People, Capability and Culture Branch within the Community Services Directorate (CSD) is looking for an experienced HR professional with the skills and drive to help us deliver on a range of diversity, inclusion and cultural pieces within CSD. CSD is an inclusive employer where all people are respected and valued for their contribution.

We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Notes: 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 you believe this is the role for you and believe you can make a contribution, please submit an application of no more than three pages addressing the selection criteria, a copy of your current curriculum vitae and the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Myfanwy Greenwood (02) 6205 8496 Myfanwy.Greenwood@act.gov.au

Office of the Director General

Regulation, Assurance and Quality

Our Booris Our Way Implementation Oversight Committee Secretariat

Senior Director, Our Booris Our Way Secretariat

Senior Officer Grade A \$157,201, Canberra (PN: 57450)

Gazetted: 06 September 2023

Closing Date: 20 September 2023

Details: Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities. Our responsibilities cover a wide range of human service functions in the ACT. We work with some of Canberra's most vulnerable people to help them reach their best potential in all stages of life. We also celebrate our city's rich diversity and create positive experiences and change for our community.

CSD is currently seeking applications for the position of Senior Director, Our Booris Our Way Secretariat. The Senior Director is responsible for providing high level secretariat support and coordination activities to support the

Our Booris Our Way Implementation Oversight Committee and facilitating culturally safe partnerships and engagement between Aboriginal and Torres Strait Islander communities and government on a range of issues. CSD is an inclusive employer where all people are respected and valued for their contribution.

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

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

How to Apply: Please provide your curriculum vitae and a statement of claims against the selection criteria in a two-page (maximum) pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Will Constantine (02) 6207 7764 Will.Constantine@act.gov.au

Cultural Facilities Corporation

ACT Galleries, Museum and Heritage

Gardener

General Service Officer Level 4 \$58,857 - \$61,181, Canberra (PN: C0004)

Gazetted: 05 September 2023

Closing Date: 19 September 2023

Details: Are you an experienced and enthusiastic gardener? Do you have expertise in horticulture?

Are you keen to work with historic gardens and grounds and present some of Canberra's wonderful and much loved cultural institutions to the public? Then you should read on.

The Cultural Facilities Corporation is seeking applications from an experienced and enthusiastic Gardener to help maintain historic gardens and grounds. Your varied role will include the full range of horticultural skills and use of gardening/landscaping equipment.

You would be primarily based at Lanyon Homestead, and you will also work regularly at both Calthorpes House and Mugga Mugga Cottage. Works may also be required surrounding the Civic based Canberra Theatre Centre site, when required.

You would be responsible for assisting with the maintenance of all aspects of the garden, landscape renovation programs and minor infrastructure repair works. You will provide assistance to visitors, answer queries and ensure that the garden remains safe and accessible for our visitors.

Come and be part of a team that delivers diverse cultural experiences to our community through exhibitions, public and educational programs and the collection, conservation and presentation of the cultural heritage and social history of our region.

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

How To Apply: Provide a cover letter addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Neil Walsh 0401 148 236 neil.walsh@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

Digital Strategy, Services and Transformation

Data Dashboard Writer - Business Analyst

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44262)

Gazetted: 06 September 2023

Closing Date: 20 September 2023

Details: Our ideal candidate will have experience in working across business to understand requirements and then being part of a multi-disciplinary team to communicate the data story to inform decision making. You will work in an environment where the legacy systems are being replaced and old processes are evolving and being re-designed.

You will be confident in a digital transformation space and want to make a positive impact on the business, improve efficiency and communication with stakeholders, and are supportive of the Directorate's commitments to continual improvement. You will be working across the Directorate to help articulate business problems and ensure data is available to underpin decision making through the development of data visualisations and reports. This role will ensure projects are developed in accordance with Whole of Government standards, that priorities are managed, and that the quality of projects are delivered in an efficient and fit for purpose manner. You will be required to produce a range of business analysis artefacts, to support the implementation of Agile projects aligned to digital design approaches.

Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders.

Eligibility/Other requirements:

Desirable

Experience working with Azure Analysis Services.

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

How to Apply: Please submit a response to the selection criteria (max three pages)

A current curriculum vitae

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Erica Zhang (02) 6205 1310 Erica.Zhang@ed.act.edu.au

Business Services

Governance

Information Access

Assistant Director, FOI and Open Access

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62641, several)

Gazetted: 06 September 2023

Closing Date: 13 September 2023

Details: Applications are sought from skilled and motivated people for two temporary positions within the Information Access team to work on Freedom of Information and Open Access Information Scheme matters. This is challenging and interesting work that involves processing requests for access to government information in accordance with legislation.

The ideal candidates will have sound judgment, very strong communication and interpersonal skills, excellent organisational skills, superior attention to detail, and demonstrate care, diligence and timeliness in the performance of assigned tasks.

At times, the occupants will encounter information that may be confronting, as it relates to neglect, abuse, or violence, particularly towards children.

Notes: There are two temporary positions available for this role; one will be available immediately until 30 June 2024 with the possibility of extension up to 12 months and/or permanency, and the other will be available immediately until 30 October 2023 with the possibility of extension up to 12 months and/or permanency.

How to apply: Interested applicants should submit their curriculum vitae, including names of two referees, and pitch of no more than two pages addressing the 'What you require' section of the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paula Murray (02) 6205 9691 Paula.Murray@act.gov.au

Business Services

People and Performance

People Strategy

Director Organisational Development

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 49348)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

Details: The ACT Education Directorate's Organisational Development team sits within the People and Performance Branch. We are responsible for providing strategic direction and implementing projects that support capability uplift and delivering on diversity and inclusion for the Directorate. The Director role has two teams reporting to it – the People Capability team and the Diversity and Inclusion (D and I) team.

Our ideal candidate will be an experienced practitioner, in either L and D or D and I, who wants to expand their HR repertoire, demonstrate their leadership and deliver on our strategic organisational development agenda.

The two teams you will be leading are energetic, passionate, and committed to delivering the best possible support for our staff. Supporting, mentoring, and developing these teams is key to your new role. Helping your teams to succeed will ensure that you will be able to deliver on our organisational development agenda. Your decisions will be led by your expertise, data and collaboration with your colleagues.

If you would like to make a tangible difference to the Canberra community, supporting over 8,000 staff who work to provide the best educational outcomes for over 51,000 students then please 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.

Notes: This is a temporary position available immediately until 12 July 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

How to Apply: Please provide information of your suitability in a two-page pitch. Make sure you provide evidence against each of the five selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Erickson (02) 6205 7229 Kate.Erickson@act.gov.au

Service Design & Delivery

Student Engagement

Clinical Practice - Allied Health Service

Physiotherapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46733)

Gazetted: 05 September 2023

Closing Date: 19 September 2023

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking physiotherapists at Health Professional level 2 to grow and expand our service. In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools.

Appropriate support will be negotiated and will include discipline specific clinical supervision and a supportive induction program. On commencement, pay increment and classification will be based on qualifications, years of relevant experience as a physiotherapist and demonstrated ability to manage clinical and work tasks autonomously (e.g., caseload management, complex case management, relationship management). All physiotherapists will be required to support and supervise Allied Health Assistants and more experienced clinicians may be required to provide clinical supervision or mentoring to peers.

You will use your skills and knowledge to assist students to physically access all activities within the school environment. This includes equipment prescription and accessibility, motor development and functional independence to support students with developmental delays, disabilities, complex health concerns and trauma, to enable participation and engagement and improve educational outcomes.

You will also provide information, advice and professional learning to teachers, school leaders, support staff and other allied health professionals to enhance the teaching and support of students with additional needs.

You will be a core member of wider Allied Health team and will work closely with other professions including Speech Language Pathologists, Occupational Therapists, Social Workers, Psychologists and Allied Health Assistants. At times, you may be tasked with leading this multidisciplinary team to achieve your aims.

Eligibility/Other requirements: Mandatory Requirements:

Tertiary qualification or equivalent in Physiotherapy.

Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for membership with the Australian Physiotherapy Association.

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

Prior to commencing 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 essential.

Notes: Please note there are two advertisements running concurrently, position number 54143 (Health Professional 2) and position number 46733 (Health Professional 3). Please ensure you apply for the appropriate classification to meet your qualifications and experience. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In three pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. Please also include a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teresa Carr 0481 483 590 Teresa.Carr@ed.act.edu.au

Service Design & Delivery

Student Engagement

Clinical Practice - Allied Health Service

Physiotherapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 54143)

Gazetted: 05 September 2023

Closing Date: 19 September 2023

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking physiotherapists at Health Professional level 2 to grow and expand our service. In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools.

Appropriate support will be negotiated and will include discipline specific clinical supervision and a supportive induction program. On commencement, pay increment and classification will be based on qualifications, years of relevant experience as a physiotherapist and demonstrated ability to manage clinical and work tasks autonomously (e.g., caseload management, complex case management, relationship management). All physiotherapists will be required to support and supervise Allied Health Assistants and more experienced clinicians may be required to provide clinical supervision or mentoring to peers.

You will use your skills and knowledge to assist students to physically access all activities within the school environment. This includes equipment prescription and accessibility, motor development and functional independence to support students with developmental delays, disabilities, complex health concerns and trauma, to enable participation and engagement and improve educational outcomes.

You will also provide information, advice and professional learning to teachers, school leaders, support staff and other allied health professionals to enhance the teaching and support of students with additional needs.

You will be a core member of wider Allied Health team and will work closely with other professions including Speech Language Pathologists, Occupational Therapists, Social Workers, Psychologists and Allied Health Assistants.

At times, you may be tasked with leading this multidisciplinary team to achieve your aims.

Eligibility/Other requirements: Mandatory Requirements:

Tertiary qualification or equivalent in Physiotherapy.

Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for membership with the Australian Physiotherapy Association.

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

Prior to commencing 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 essential.

Notes: Please note there are two advertisements running concurrently, position number 54143 (Health Professional 2) and position number 46733 (Health Professional 3). Please ensure you apply for the appropriate classification to meet your qualifications and experience. A Merit Pool will be established from this selection

process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In three pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. Please also include a current curriculum vitae and contact details for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Teresa Carr (02) 6207 5430 Teresa.Carr@ed.act.edu.au

Business Services

Governance

Feedback and Complaints

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 42670)

Gazetted: 04 September 2023

Closing Date: 11 September 2023

Details: The Senior Director, Feedback and Complaints, plays a key leadership role in promoting and supporting best practice complaints management and a positive complaints culture across the Education Directorate. The position leads a small team responsible for responding to a range of online and phone enquiries, feedback and complaints in relation to education services to children and young people in ACT public schools. The position is also responsible for the Directorate's complaints management framework and policy and its implementation in schools and the Education Support Office.

The successful applicant will have extensive experience in customer facing roles, ideally in complex complaints management and case management. They will require exceptional stakeholder management and negotiation skills in order to work effectively with the broad range of education stakeholders to achieve excellent 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 and linguistically 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 \(act.gov.au\)](https://www.act.gov.au/wwvp)

Note This is a temporary position available from 2 October 2023 until 31 December 2023 with the possibility of extension and/or permanency. 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 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, 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: Kristen Laurent (02) 6205 6749 Kristen.Laurent@act.gov.au

School Performance and Improvement

Belconnen Network

Hawker College

Administrative Assistant - Hawker College

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 41091)

Gazetted: 04 September 2023

Closing Date: 8 October 2023

Details: Hawker College is a senior secondary school in Belconnen, with an enrolment of 645 students, committed to learning and wellbeing progress for every student. We have high expectations for engagement and participation, academic performance and behaviour. To ensure that students reach their full potential, we provide extensive services that support wellbeing, study skills, employment capabilities and career planning.

The school priorities are:

All students master the essential skills and knowledge of their learning program.

Successful transitions and pathways for all students

The Administrative Assistant will provide a high standard of administrative assistance and support to the school. As a member of the Front Office team, this position is responsible for the coordination of enrolments and attendance processes in addition to a variety of administrative duties essential to school operations. The successful applicant will have the capacity to work with specific ICT systems and data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders. This role is vital to the daily operation of the school.

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)

First Aid Certificate or a willingness to undertake appropriate training.

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

How to Apply: Interest applicants are encouraged to contact the contact officer prior to submitting an application. Applicants are to address the selection criteria, no more than three pages, 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: Hayden Weeks (02) 6142 0355 Hayden.Weeks@ed.act.edu.au

Service Design & Delivery

Universal School Support

Universal Schools Support

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 38905)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

Details: A Senior Policy Officer in the Universal School Support team is expected to be able to engage with legislation, undertake research, and contribute to a range of governance tasks to ensure the Education Directorate's vision of being a leading learning organisation where people know they matter is maximised. This includes assisting with policy review, compliance activities, event management, contract management, secretariat and committee support, and helping to prioritise and manage the various queries received across the team and from a wide range of sources.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders. This will include working collaboratively across business units, schools, and other directorates to advance the work of the team.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders. You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do, and committed to making a difference.

This position has a particular focus on supporting the care and use of animals in all ACT school for educational purposes. As such, an understanding of the regulatory framework and ethical issues surrounding animals in schools is desirable.

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)

Desirable:

An understanding of regulation and legislation around the care and use of animals in schools for educational purposes, as it applies to ACT schools, is desirable.

A current driver's licence.

Notes: This is a temporary position available immediately until 30 June 2024, with the possibility of extension up to 12 months 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 statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meg Owens (02) 6205 1262 Meg.Owens@act.gov.au

Service Design & Delivery

DSST

Assistant Director Education Software and Design

Senior Officer Grade C , Canberra (PN: 38267)

Gazetted: 31 August 2023

Closing Date: 19 September 2023

Details: Our ideal candidate has experience in the management and technical support of ICT Systems and equipment and will be a trusted partner in representing the customer's digital and technology needs within the Directorate.

You will have strong technical skills and a good understanding of IT Service Management. Ideally you will be familiar with providing technical support in an education setting. You will have the ability to prioritise and take initiative, making a positive impact on the business and their overarching technical needs. Through efficiency and communication, you will develop a better understanding of the users' needs and championing the Directorate commitment to continuous improvement. Your investigation and technical problem-solving skills should be one of your core professional strengths.

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business and technical issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You will have highly developed organisation and stakeholder engagement skills, and you will be able to demonstrate your ability to consistently apply commitment to excellent customer service principles, practices and attributes.

Eligibility/Other requirements:

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

Permanent resident of Australia.

This position may require a 'Working with Vulnerable People Check'.

Formal qualifications in a technology related field is highly desirable.

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

How to apply: Please submit a response to the selection criteria (max three pages), current curriculum vitae and contact details for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Mehak Chanana N/A mehak.chanana@act.gov.au

School Improvement and Performance

North and Gungahlin Network

Black Mountain School

School Resource Management Support Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 47780)

Gazetted: 31 August 2023

Closing Date: 21 September 2023

Details: Black Mountain School caters for students with a disability in years 7-12 from the northside of Canberra.

We are a centre for excellence in education and take pride in providing deeply personalised learning for all students. At Black Mountain School we are committed to providing rigorous, authentic, hands-on learning experiences at the point of need for each individual.

This position will play a vital role in providing service and support to the school community. This position will encompass the management and maintenance of the school's IT and library resources.

The role is responsible for school subscriptions, IT support for staff and students, IT co-ordination as assisting with library requirements including, but not limited to the cataloguing, collation and management of library resources and stock ordering.

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)

Notes: This is a temporary position available from 09 October 2023 to 28 April 2024 with the possibility of extension up to less than 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: Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Morgan Ghamilton (02) 6142 1400 Morgan.GHamilton@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

Senior Director – Centralised Building Services Taskforce

Senior Officer Grade A \$157,201, Canberra (PN: 62864)

Gazetted: 31 August 2023

Closing Date: 14 September 2023

Details: The Education Directorate is seeking an enthusiastic Senior Director that is ready to take on and lead the delivery of the centralisation of public school building services. This initiative supports the Government commitment to reduce workloads within public schools, improve outcomes for our employees (including building service officers) and improve the risk management, asset management and service quality for schools.

The Senior Director will establish and lead a Taskforce within the Education Directorate to consult, scope and ultimately deliver a centralised public school building services team.

The Taskforce will confirm current responsibilities and functions that can shift from schools and into the Directorate through significant consultation with stakeholders - including relevant staff, unions and Executive. Once responsibilities and functions are identified and agreed, the Senior Director will undertake implementation activities, including recruitment, for the centralised team to commence in 2024.

Please refer to Position Description attached for further information.

Eligibility/Other requirements:

Compliance Requirement /Qualifications

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

Relevant qualifications in relation to governance and project management.

Knowledge of ACT Government objectives and organisational strategy and structure.

Notes: Notes: This is a temporary position available from 18 September 2023 until 14 March 2024 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.

How to apply: Please provide one-page pitch addressing position description and a copy of your curriculum vitae to contact officer Peter.Steele@act.gov.au

Applications should be sent to the Contact Officer.

Contact Officer: Peter Steele (02) 6205 2179 Peter.Steele@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment and Planning

Environment, Heritage and Water

Office of Nature Conservation

Project Officer - Macropod Fertility Control

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 60338)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

Details: The newly established Office of Nature Conservation (ONC) brings together policy, science, and data expertise to accelerate unified thinking and action to respond to the immense conservation challenges facing the ACT. The ONC focuses on an outcomes-based philosophy to guide and inform on-ground conservation efforts undertaken by ACT Parks and Conservation Services, volunteer environmental partners and the community. This position sits within the Macropod team in ONC, which is a small team that undertakes monitoring and research and provides advice to inform the management of macropods in the ACT. The primary focus of the team is the management of Eastern Grey Kangaroo grazing pressure in lowland grassy ecosystems.

This position will support the delivery of the ACT Government's Eastern Grey Kangaroo fertility control program which aims to reduce the need for kangaroo culling within Canberra's urban nature reserves by treating female kangaroos with the contraceptive vaccine, GonaCon. We are seeking an experienced and motivated person to coordinate and undertake the field operations for the program. This person must be highly experienced in the use of gas-powered dart guns for the capture of wildlife, have well-developed skills in organising and undertaking fieldwork, have strong interpersonal skills and work well in a small team.

Eligibility/Other requirements:

Mandatory:

- Experience operating dart guns for capturing wildlife, preferably large macropods.
- Willingness to work with live and dead animals, in adverse weather conditions and out of hours if required.
- Current manual driver's licence.

Highly Desirable:

- Current First Aid Certificate.
- Experience using firearms (the successful applicant will need to gain an employment firearms licence).
- Experience operating All Terrain Vehicles (or willingness to undertake training).

Notes: This temporary seasonal long-term employment opportunity is available for a period of three years, with the possibility of extension up to five years. Noting you will be engaged for a specific period(s) of time during the year to coincide with fieldwork operations. This specific period is likely to be March to August each year but may be varied &/or extended depending on operational requirements.

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

How to apply: Applications should directly address the Selection Criteria (no more than 350 words per criterion) and should include contact details for two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Wimpenny (02) 6205 8252 Claire.Wimpenny@act.gov.au

Statutory Planning

Merit Assessment and DA Gateway

Development Assessment Officer and Gateway Officer

Administrative Services Officer Class 4/5 \$76,255 - \$89,705, Canberra (PN: 14878, several)

Gazetted: 31 August 2023

Closing Date: 21 September 2023

Details: What we do:

The Statutory Planning Division is responsible for assessing and determining development applications, administering the ACT leasehold system, assisting the ACT Civil and Administrative Appeals Tribunal in its review of decisions, providing advice to the community and industry on development matters, and the environmental impact assessment process relating to impact track development applications.

Who we are:

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative ideas, who communicate with candour and respect, and who have the motivation to help shape the future of Canberra's built environment and facilitate high quality development outcomes through development assessment.

What we offer:

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

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

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

The team you will work in:

As an officer within the Statutory Planning Division, you will often be the first point of contact between the Directorate, the community and industry and must have excellent communication skills and the ability to provide consistently high levels of customer service.

You will provide advice, information and recommendations to senior officers to assist in decision making and prepare input for correspondence with members of the public.

You must be a team player, with the ability to work independently, identify solutions to problems and contribute to a positive team culture.

Merit Assessment:

The Merit Assessment team is responsible, under the *Planning and Development Act 2007*, for assessing and determining a large range and number of development proposals, including complex commercial proposals, multi-unit, mixed use development, and estate development plans. The Merit Assessment team also handles the assessment and decision process of exemption declarations (single dwelling minor departures). The team also assists the ACT Civil and Administrative Appeals Tribunal in its review of decisions.

Gateway Team:

The DA Gateway Team is the primary public interface for planning and development matters. The team handles all pre-application meetings for development applications and provides advice on potential applications. The Gateway Team also undertake completeness checks for development applications, which is the documentation check process prior to a development application being lodged.

Eligibility/Other requirements: Highly Desirable:

Experience or qualifications in:

Town/urban planning

Development Assessment

Architecture

Notes: This position will be filled at either the Administrative Services Officer 4 or Administrative Services Officer 5 level, dependant on the skills and experience of the successful applicant. 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 based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications will need to include a current curriculum vitae with at least two referees contact details, a maximum two-page response to the Selection Criteria (this is inclusive of any cover letter or pitch document).

Applications should be submitted via the Apply Now button below.

Contact Officer: Trent Varlow (02) 6207 9997 Trent.Varlow@act.gov.au

Planning and Urban Policy

Executive Group Manager, Planning and Urban Policy

Executive Level 2.3 \$336,019 - \$349,479 depending on current superannuation arrangements, Canberra (PN: E706)

Gazetted: 31 August 2023

Closing Date: 14 September 2023

Details: Are you interested in shaping the future of Canberra?

This role leads the Planning and Urban Policy division of the Environment, Planning and Sustainable Development Directorate (EPSDD) in delivering a range of policy and projects that plan for and shape the future of Canberra. The

Planning and Urban Policy division is responsible for work across strategic planning, territory planning, the Government Architect and National Capital Design Review Panel, building and unit title reform and city planning. This division is responsible for a range of government commitments and initiatives including a number of key projects within the ACT Parliamentary and Governing Agreement. You will be leading the work and teams to deliver on these and other priorities.

The ACT has been and continues to be delivering on reforms of the Planning System, building policy and unit title policy and legislation. This Executive has a key role in the development, delivery and implementation of reforms and policy and bringing a team, the community and industry along on that journey. Implementing the reforms involves focus on customer service, ongoing improvement to technology to support delivery of development processes and engagement with community, and clear and practical information for users of the system. There is a range of urban planning, building and policy work that this division is responsible for and will be the focus of work going forward, particularly with a focus on innovation, best practice and connections with climate change and housing.

You will report directly to the Deputy Director-General, Planning and Sustainable Development and have proven experience of strong leadership, people and financial management and policy and project development and delivery aligned to EPSDD's and Government's vision and strategies. Given the breadth of policy areas and government priorities of this division, you will be required to drive and facilitate ongoing development of the division in delivering robust outcomes and projects within tight timeframes.

In filling this role, you will exhibit strong communication skills and the proven capacity to work collaboratively, lead engagement activities and provide strong representation for the division and Directorate by identifying and realising the changing needs of community and government.

Remuneration: The position attracts a remuneration package ranging from \$336,019 - \$349,479 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$299,120.

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

How to Apply: Interested candidates should submit an application of no more than two pages that addresses the criteria, a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dr Erin Brady 6205 4522 / 0435 961 847 Erin.brady@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

Magistrates Court

Coroner's court Forensic Medicine centre

Mortuary Technician

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 39292)

Gazetted: 06 September 2023

Closing Date: 20 September 2023

Details: Are you seeking a unique and impactful role within the field of forensic science? The opportunity to contribute to the investigation of critical cases while upholding respect and dignity for the deceased awaits you.

We are currently looking for a dedicated and detail-oriented Mortuary Technicians to join our team and play a pivotal role in the post-mortem examination process.

As a Mortuary Technician, you will use your skills to be an essential member of our team, providing technical support during autopsies and post-mortem examinations. Your responsibilities will include preliminary examinations, photography, measurements, collection of toxicological samples, body reconstruction, and administration tasks. You will collaborate closely with other technicians, the Mortuary Manager, Pathologist, and external stakeholders such as the police. Maintaining confidentiality, treating the deceased with utmost respect, and ensuring attention to detail are vital aspects of this role. Your work will also contribute to legal proceedings, making accuracy and professionalism paramount.

Although qualifications and/or experience in a forensic mortuary is desirable, training will be provided to suitable applicants with demonstratable transferable skills and experience.

The role of Mortuary Technician is physically and emotionally demanding, with the successful applicants being exposed to potentially distressing cases.

IMPORTANT: *This role involves direct exposure to deceased persons in varying states of decomposition and/or trauma, and/or afflicted with infectious diseases, and/or paediatric. The ACT Courts and Tribunal provides support services and training to assist staff in being resilient and safe in the workplace.*

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

Eligibility/Other requirements:

Compliance Requirements/Qualifications

Relevant qualifications in Mortuary Practice and/or a degree in the field of science or health sciences or course work in biology or forensics, including physiology/anatomy or related fields are desirable.

Unrestricted C Class driver's license is desirable.

This position does not require a pre-employment medical.

The applicant is required to be vaccinated against Hepatitis B, and other applicable vaccines.

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 current curriculum vitae including two referees and written response no more than two pages addressing the Professional Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Little (02) 6205 2746 Susan.Little@courts.act.gov.au

ACT Corrective Services

Offender Reintegration

Employment Case Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59255)

Gazetted: 06 September 2023

Closing Date: 20 September 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from motivated professionals with recruitment or employment related experience, to fill the position of Employment Case Coordinator (ASO6) within Offender Reintegration.

The successful applicant will support the reintegrative activities of detainees at the Alexander Maconochie Centre (AMC), as part of Transitional Services. This includes detainee participation in a range of activities designed to support their pro-social community reintegration with a focus on achieving sustainable employment or training outcomes.

In addition, you will also contribute to the development and implementation of individualised case management plans aimed at changing anti-social behaviours and overcoming relevant social exclusion factors. You will work closely with offenders to facilitate relevant work ready programs and provide coaching and mentoring related to all aspects of the process of sourcing, securing and maintaining employment or training.

To be successful, you will have a demonstrated understanding of Vocational Education and Training (VET) and/or Job Network Providers, in addition to a demonstrated understanding of employment issues facing clients leaving custody. You will also possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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

How to Apply: To apply, applicants are required to submit three items:

A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements;

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

A copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Feeney (02) 6205 9753 Alexandra.Feeney@act.gov.au

Legislation, Policy and Programs

**Aboriginal and Torres Strait Islander Children's Advocate
Programs Officer**

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60331)

Gazetted: 06 September 2023

Closing Date: 27 September 2023

Details: The Office of the ACT Aboriginal and Torres Strait Islander Children and Young People Commissioner will undertake individual and systemic advocacy and monitoring in relation to Aboriginal and Torres Strait Islander children in the child protection system as well as other areas where Aboriginal and Torres Strait Islander children and their families are disproportionately represented.

The Office advises and influences government on a broad spectrum of issues that impact Aboriginal and Torres Strait Islander children across both government and non-government services including for example, education, justice, health, housing, child protection and provides independent advice on issues of culture and equity. The office also has the specific ability to engage as a party to case conferences and provide alternative pathways to resolution than court ordered processes.

A temporary vacancy exists for an Administrative Services Officer Class 5 Programs Officer. In this role, working closely with the Director, you will undertake a range of activities that may include:

Assisting a small team responsible for delivering individual and systemic advocacy and monitoring in relation to the safety and wellbeing of Aboriginal and Torres Strait Islander children and young people.

Assisting with the development and management of programs.

Providing input into general reports, submissions and correspondence.

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

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

Notes: This is a temporary position available for immediately for six months with a possibility of extension up to 12 months 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: Interested applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the capabilities and a current curriculum vitae which includes the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Witham (02) 6207 5911 David.Witham@act.gov.au

Emergency services Agency

Assistant commissioner Corporate

Strategy and Governance Branch

Assistant Director, Governance & Coordination

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 24880)

Gazetted: 06 September 2023

Closing Date: 20 September 2023

Details: The Emergency Services Agency is seeking an effective communicator to facilitate governance, reporting, and risk management activities. In this role you will assist with policy development and implementation, continue to establish and maintain the commitments, policy and risk registers, demonstrating your ability to manage and deliver competing priorities, supporting a dynamic emergency management environment.

You will require a high-level attention to detail, an ability to think outside the box, and demonstrated experience in coordinating project-centric tasks.

Under the broad direction of the Senior Director, Governance & Coordination, as the Assistant Director, Governance & Coordination you will:

Provide advice on relevant policy, administrative and project tasks.

Undertake management, support and service delivery (as appropriate) of projects, governance arrangements, audit processes and policy implementation.

Preparation of high level reports, submissions, correspondence, and other relevant briefing materials.

Maintain the ESA Strategic Risk Register, providing support to the ESA Executive Leadership Council and ESA Commissioner as appropriate.

High level analysis of data to provide reports, summaries and recommendations to the ESA Commissioner and ESA Executive Leadership Council.

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 is essential.

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

Experience in project management or support is desirable.

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

How to apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. Please refer to the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Raouf Amin (02) 6207 3092 Raouf.Amin@act.gov.au

ACT Corrective Services

Corporate Services

The People and Culture Unit

Workforce Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 51074)

Gazetted: 04 September 2023

Closing Date: 11 September 2023

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Workforce Support Officer (ASO3), in The People and Culture Unit.

The successful applicant will facilitate transactional matters for the ACTCS workforce, including filling and the day-to-day Correctional Officer Roster and the transfer of roster information to Payroll Services.

In addition, the successful applicant will work under the direction of the Kronos Scheduler and in consultation with the Senior Director, People and Culture to undertake administrative activities, response to general enquiries and draft correspondence as required.

Further to this, you will be required to undertake rostering services across ACTCS and basic data entry through the KRONOS system.

To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities.

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

Eligibility/Other requirements:

There are no mandatory compliance or qualification requirements for this position, however experience in rostering with computer-based programs such as Kronos will be highly regarded.

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

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, Behavioural Capabilities, having regard for the job requirements.

Current curriculum vitae including 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: HelenK Brown (02) 6207 9000 HelenK.Brown@act.gov.au

ACT Corrective Services

Offender Reintegration

Director, Clinical Practice

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

Gazetted: 05 September 2023

Closing Date: 26 September 2023

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

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

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

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

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

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

Eligibility/Other requirements: Compliance Requirements/Qualifications

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

Relevant postgraduate qualifications are highly desirable.

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

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

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

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

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

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, Behavioural Capabilities, having regard for the job requirements.

Current curriculum vitae, including the names and contact details of two referees (one of which should be your current Supervisor/Manager).

Copy of your relevant graduate qualification (such as Social Work, Occupational Therapy, Psychology, or Nursing).

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

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

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Sexual Assault Advocacy Lead

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56636)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

Details: Victim Support ACT at the ACT Human Rights Commission is seeking a highly motivated Sexual Assault Advocacy Lead with strong skills and experience in service reviews and provision of support and advocacy to victims of sexual assault. You will be responsible for reviewing existing processes and practices, with a view to improve access to VSACT and the ACT criminal justice system for victims of sexual assault, informed by trauma-informed principles. Working closely with Team Leaders, frontline staff, and external stakeholders including justice agencies, you will provide leadership and expertise to ensure that victims of sexual assault are provided with information and advocacy in relation to their rights including in accordance with the Charter of Victims Rights (the Charter) contained in the *Victims of Crime Act 1994*.

You will carry a caseload of clients who have experienced sexual assault. This includes making initial contact with new clients, providing ongoing case coordination and advocacy in relation to a clients' engagement with the justice system, monitoring the provision of brokered therapeutic services, and supporting clients to apply for financial assistance as victims of crime.

Duties of the Sexual Assault Advocacy Lead include:

Provide timely, accessible, trauma-informed case coordination, support and advocacy to victims of sexual assault. Provide, or ensure the provision of support and advocacy for victims of sexual assault in relation to criminal matters and protection orders.

Advocate for the rights and interests of victims of crime in the criminal justice system including in accordance with the *Charter of Rights for Victims of Crime*.

Monitor and review existing support for victims of sexual assault within Victim Support ACT and collaborate with teams to implement improvements in supports.

Draft relevant guidelines, policies and procedures, including in relation to triaging client matters.

Develop and maintain positive and collaborative working relationships with justice agencies and other external stakeholders to develop and improve referral pathways for victims of sexual assault.

Contribute to VSACT's internal and external change processes and strategy responding to the *Projects Assisting Victims' Experience and Recovery (PAVER) Review – Final Report*.

Contribute to law reform and systemic reform work within Victim Support ACT.

Other duties as directed, including maintaining records in accordance with the requirements of the *Victims of Crime Regulation, Territory Records Act 2002* and *Health Records (Privacy and Access) Act 1997*.

If you want to work in a collaborative, fast-paced team where there is opportunity for initiative and innovation, this role is for 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 diverse people and those who identify as LGBTIQ are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Eligibility/Other requirements:

Qualifications in law, criminal justice, social work, psychology or related disciplines or relevant experience are highly desirable.

Experience working sensitively with people from diverse backgrounds, including people from Aboriginal and Torres Strait Islander backgrounds, people from culturally and linguistically diverse (CALD) backgrounds, people with disability and people experiencing complex trauma is highly desirable.

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

Notes: This is a temporary position available immediately for up to 12 months with 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 carefully review the Position Description and provide a written pitch of no more than two pages.

In the written pitch, it is encouraged that you use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Allison Munro (02) 6207 4065 Allison.Munro@act.gov.au

ACT Courts and Tribunal

Supreme Court Registry

Assistant Director, Criminal Supreme Court Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62794)

Gazetted: 01 September 2023

Closing Date: 8 September 2023

Details: Applications are sought to fill the position of Assistant Director Criminal, Supreme Court Operations where you will provide high quality operational support to the Supreme Court and Supreme Court Registrar.

Under the direction of the Senior Director, Registry Operations Supreme Court, the Assistant Director will provide high quality in and out of court support to judicial officers across the Supreme Court, deliver high quality administrative and client services to internal and external stakeholders and manage a team and the work priorities of the area.

The successful applicant will be able to demonstrate the following:

High quality delivery of administrative support to client services and court users;

Proactively manage a team and oversee workflows and processes to ensure accuracy and efficiency whilst not compromising legislative requirements;

Provision of advice on a range of complex issues to enhance decision making and problem solving capabilities; and

Actively develop and nurture relationships with your team, the broader business unit and external stakeholders to deliver strategic, operational and corporate priorities.

How to apply: Interested applicants should provide a two-page pitch addressing the capabilities in the position description. A current curriculum vitae with two referees should also be provided. All enquiries regarding the role can be directed to Suzana Stanojevic on (02) 6207 4004 or Suzana.stanojevic@act.gov.au

Please note, successful applicants may be selected based on written applications and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Suzana Stanojevic (02) 6207 4004 Suzana.Stanojevic@act.gov.au

ACT Corrective Services

Operational Support

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36115)

Gazetted: 31 August 2023

Closing Date: 14 September 2023

Details: ACT Corrective Services (ACTCS) is seeking an experienced, highly motivated, and conscientious person to fill the position of Senior Policy Officer (ASO6), within the Operational Support Branch.

The Senior Policy Officer will be responsible for coordinating and developing strategic and operational policy, procedure, frameworks and other related documents, in partnership with internal and external stakeholders.

In addition, you will review and enhance policies, procedures and legislation, in consultation with stakeholders and provide high-quality advice, guidance and direction in relation to policy and procedural practice, interpretation and governance.

Further to this, you will contribute to briefs, reports, correspondence, speeches and other vehicles of policy advice on operational and strategic policy issues, the application and interpretation of relevant legislation and whole-of-government policies, and recommendations relating to policy.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders. In addition, you will be able to demonstrate strong attention to detail and the ability to write complex workplace documents.

This position may involve the direct supervision of staff.

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

Eligibility/Other requirements:

Prior experience in human services policy development, corrective services, or relevant qualifications in social sciences or law would be an advantage.

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

Driver's license is essential.

Notes: This is a temporary position available immediately until 20 February 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants are required to submit three 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)

Copy of your current driver's licence.

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Reuben (02) 6205 3389 Liz.Reuben@act.gov.au

ACT Corrective Services

Custodial Operations/Detainee Services

Aboriginal and Torres Strait Islander Services Team Leader

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39825)

Gazetted: 31 August 2023

Closing Date: 14 September 2023

Details: Details ACT Corrective Services (ACTCS) is seeking an experienced, highly motivated and conscientious person to fill the position of Aboriginal and Torres Strait Islander Services Team Leader (SOGC), within the Detainee Services Unit.

The successful applicant will provide leadership, support and advocacy for Aboriginal and Torres Strait Islander detainees and foster teamwork and support Aboriginal and Torres Strait Islander Services staff.

In addition, you will lead, develop and deliver services, reintegration activities, outreach and any other related services that directly benefit the Aboriginal and Torres Strait Islander Detainees experience within custody, and which provides for seamless transition into the community.

Further to this, you will develop and maintain positive relationships and culture with key stakeholders (including community, service providers, detainees and their families) and confidently represent the Aboriginal and Torres Strait Islander Services Unit to external stakeholders, including negotiating and influencing views on complex issues. This position involves direct supervision of staff.

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

Eligibility/Other Requirements:

Aboriginal or Torres Strait Islander ancestry is considered essential (*s42, Discrimination Act 1991*).

Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential.

Demonstrated experience and/or willingness to work with detainees is desirable.

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

This position requires a pre-employment medical.

Current driver licence.

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

This is an Aboriginal and Torres Strait Islander identified position.

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

How to Apply: Applicants are required to submit three items:

A one-to-two-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements.

A curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of your current drivers licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Adams (02) 6207 0259 Natalie.Adams@act.gov.au

ACT Emergency Services Agency

ACT Ambulance Service

Patient Transport Officer

Patient Transport Officer 1 \$62,860 - \$66,802, Canberra (PN: 21120, several)

Gazetted: 31 August 2023

Closing Date: 14 September 2023

Details: Are you looking for an opportunity to contribute to the ACT Community? Do you have an excellent driving record?

The ACT Ambulance Service (ACTAS) is looking for motivated, enthusiastic, compassionate people to join our Non-Emergency Patient Transport (NEPT) service in the role of Patient Transport Officer (PTO).

PTOs deliver high quality person-centred care and support services to members of the ACT Community that require transport to and from medical facilities.

You will have outstanding communication skills and personal presentation, great attention to detail and like to be punctual. You will be part of a small, busy team committed to this energetic role. An ability to integrate into a rotating shift pattern covering weekdays, weekends and public holidays between the hours of 7am-9pm is essential. PTOs may be required to work incidental overtime to meet operational needs. If you hold a first aid certificate, that would be an advantage.

An applicant considered suitable to be offered a position will be required to undertake a medical examination and a pre-employment functional assessment. Successful PTO candidates will undergo an initial eight (8) week training course and are expected to complete a Certificate III in Non-emergency Patient Transport. Continuing employment is dependent on completion of the Certificate III in Non-emergency Patient Transport within 12 months of commencement.

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: We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

How to Apply: Submit your application ensuring the following documents are attached:

Maximum two-page A4 pitch addressing the four Professional/Technical and Behavioural Capabilities as listed under "what you require" in the Position Description, showcasing the skills, attributes and life experience that would make you an exceptional Patient Transport Officer.

A brief employment history/resume including the names and contact details of two Referees.

The following supporting documentation must be submitted with your application:

A copy of both sides of a current ACT Class C driving licence or interstate equivalent.

A complete driving history and points demerit transcript from the relevant motor registry authority in your state or territory.

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)

Evidence of current immunisations which must include Tetanus, Hepatitis B, COVID-19, and most recent influenza vaccine, noting that all successful applicants must have a minimum of a 3rd COVID-19 vaccination prior to commencing employment.

A current First Aid Certificate would be an advantage, but not essential.

A completed Statutory Declaration (attached).

All required supporting documentation will be obtained and provided at the expense of the applicant. These costs will not be met by ACTAS nor reimbursed at any time during the process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Miles 0403 268 235 Joanne.Miles@act.gov.au

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

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

Canberra Hospital Expansion

Director, Project Governance and Administration

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54247)

Gazetted: 06 September 2023

Closing Date: 27 September 2023

Details: At Major Projects Canberra (MPC), we pride ourselves in being the central point of expertise in delivering the ACT Government's most significant infrastructure. The Canberra Hospital Expansion (CHE) Project team is a collaborative unit working to deliver critical health infrastructure for the Canberra community and in close consultation with our delivery partners across government, and external contractors.

The CHE Project team includes individuals who are highly skilled in their own fields including: Project Management; Procurement; Governance and Risk; Infrastructure Services; Communications; Project Controls and Public Policy.

As a permanent employee in the Project team, you will enjoy contributing and developing in a fast paced project delivery environment. Furthermore, you will be working in a supportive team who cares about you and your development. Enjoying the benefits of a hybrid working model, individuals can work with their managers to balance office-based work with a remote working solution in circumstances where this enhances productivity. Reporting to the Executive Branch Manager, Commercial, you will lead the coordination of the Project's governance activities, within the approved frameworks. This role is vital to ensuring clear and concise communication, across the project streams, informs decision makers towards ensuring the Project continues on time and within budget. If you are seeking a new challenge in your career or are ready to for a change altogether, 'apply now' for the role of Director, Project Governance and Administration in the CHE Project team, where outstanding people deliver outstanding infrastructure for Canberra's future.

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. Current and former ADF members are encouraged to apply.

Eligibility/Other requirements:

Desirable skills:

A good working knowledge of Records Management system such as Objective will be an advantage.

A good working knowledge of Project Document Management system such as Aconex will be an advantage.

Relevant tertiary qualifications (or equivalent experience) in Management, Project Management or Public Policy will be an advantage.

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 no more than a four page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josh Faulkner 0435 292 640 Josh.Faulkner@act.gov.au

Infrastructure Delivery Partners

Electrification of Government Gas Assets

Assistant Director Governance and Reporting

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62245)

Gazetted: 05 September 2023

Closing Date: 12 September 2023

Details: Are you our new Assistant Director for the Electrification of Government Gas Assets Program?

The Electrification of Government Gas Assets Program will be delivered as a centralised whole-of-Government Program of Works by Major Projects Canberra, supporting the ACT Government in meeting its target for net zero emissions from Government operations by 2040. The Program will involve electrification of space heating and hot water assets and associated network upgrades in ACT Government owned and operated facilities.

Over the next 15-20 years the program is expected to replace and electrify over 1,000 assets across nearly 200 sites.

As the Assistant Director for Governance and Reporting you will play a lead role in managing the administration of the program. This will include:

Developing and implementing governance processes and reporting functions

Consulting with stakeholders and overseeing risk and change management processes, and

Providing executive support and program secretariat functions.

The Position Description provides more details on this exciting opportunity.

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:

Desirable:

Relevant tertiary qualifications (or equivalent experience) in Business, Management, Project Management or Public Policy.

Working knowledge of Records Management systems such as Objective.

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

How to apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Di Stewart (02) 6205 4141 Di.Stewart@act.gov.au

Infrastructure Delivery Partners

Electrification of Government Gas Assets

Program Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 62606)

Gazetted: 05 September 2023

Closing Date: 12 September 2023

Details: Are you our new Program Manager for the Electrification of Government Gas Assets Program?

The Electrification of Government Gas Assets Program will be delivered as a centralised Whole-of-Government Program of Works by Major Projects Canberra, supporting the ACT Government in meeting its target for net zero emissions from Government operations by 2040. The Program will involve electrification of space heating and hot water assets and associated network upgrades in ACT Government owned and operated facilities. Over the next 15-20 years the program is expected to replace and electrify over 1,000 assets across nearly 200 sites.

As Program Manager you will:

Lead the development of a robust program management framework to optimise environmental, economic and social outcomes.

Implement the program management framework and governance methodologies to ensure program objectives are delivered, and decisions are made in an open, transparent and accountable manner.

Provide high quality program reporting and sound advice for government, the Minister for Water, Energy and Emissions Reduction and relevant governance committees.

Represent the program, or directorate at whole of government or industry committees as required.

Communicate effectively, work collaboratively, and build effective relationships and partnerships with government directorates and stakeholders to ensure that the program delivers on the functional and operational requirements.

Develop and implement effective program level engagement strategies with Directorates which are transparent and provide appropriate opportunities for contribution and feedback to ensure expectations for the program are appropriately considered.

The Position Description provides more details on this exciting opportunity.

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

Eligibility/Other requirements:

Mandatory:

Positions classified as Infrastructure Officers (IO) require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

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

Hold a relevant building degree; or

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

Desirable:

Understanding and experience in the development and delivery of climate change programs with a focus on electrification.

Hold or willingness to obtain the following National Accreditations:

General Construction Induction Card (White Card).

10830NAT - Course in Crystalline Silica Exposure Prevention.

80803ACT, 10314NAT, 10675NAT, or 11084NAT - Course in Asbestos Awareness.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

How to Apply Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees. Please provide copies of relevant degrees and qualifications as per the mandatory requirements outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Di Stewart (02) 6205 4141 Di.Stewart@act.gov.au

Project Development and Support

Communications and Engagement

Corporate Communications

Assistant Director Communications and Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62887, several)

Gazetted: 05 September 2023

Closing Date: 19 September 2023

Details: Are you keen to be a part of the planning, design and delivery of some of the most complex city-shaping construction projects in the Territory? As Assistant Director, Communications and Engagement for Major Projects Canberra you could be working on projects such as Light Rail to Woden, a new Canberra Theatre Centre or the Canberra Hospital Expansion.

As work progresses on these and other exciting and dynamic construction projects, we are looking for a confident, organised and efficient communications and engagement professionals with strong experience in planning and delivering community consultation strategies and managing complex stakeholder relationships.

You'll need a solid track record in providing communications and stakeholder management advice, successfully planning and implementing contemporary communications and engagement strategies and initiatives, and a strong focus on maintaining effective working relationships with partners, contractors and stakeholders at all levels.

Every day will bring a new challenge and you'll be contributing to a collaborative and supportive team culture.

If this sounds like something you'd like to be a part of, then please 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:

Desirable:

Relevant tertiary qualifications or a minimum of 5 years' experience working professionally in the fields of community engagement and/or communications.

Experience working on infrastructure projects.

International Association for Public Participation (IAP2) Engagement Qualifications.

The ability to work flexibly with some out of hours work.

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

How to Apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Jack (02) 6205 4495 Laura.Jack@act.gov.au

Light Rail

Light Rail Stage 2

Project Support Officer, Light Rail Stage 2

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 61695)

Gazetted: 05 September 2023

Closing Date: 19 September 2023

Details: Are you our new Project Support Officer for Light Rail Stage 2?

Major Projects Canberra is responsible for the planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

As the Project Support Officer you will support the project by preparing and drafting complex written documentation, preparing Briefs and Project Board Papers, maintain record keeping standards, collate information for ministerial requests and assist the Light Rail Stage 2 Project team.

You will be situated under the Light Rail Stage 2 stream of the Light Rail Project Team and will report directly to the Senior Director Project Controls.

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

Eligibility/Other requirements:

Highly Desirable:

Experience working in project environment; and

Familiarity with tools and systems used in project management and management of project controls.

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

How to apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandria Furlong (02) 6207 9232 Alexandria.Furlong@act.gov.au

Infrastructure Delivery Partners

Electrification of Government Gas Assets

Senior Program Manager

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 62787)

Gazetted: 01 September 2023

Closing Date: 8 September 2023

Details: Are you our new Senior Program Manager for the Electrification of Government Gas Assets Program?

The Electrification of Government Gas Assets Program will be delivered as a centralised Whole-of-Government Program of Works by Major Projects Canberra, supporting the ACT Government in meeting its target for net zero emissions from Government operations by 2040. The Program will involve electrification of space heating and hot water assets and associated network upgrades in ACT Government owned and operated facilities. Over the next 15-20 years the program is expected to replace and electrify over 1,000 assets across nearly 200 sites.

As Senior Program Manager you will:

Provide leadership to a small team that includes infrastructure program and project managers in the delivery of design and planning of the Electrification of Government Gas Assets Program on behalf of the ACT Government.

Oversee the application of a strong governance and project management framework to deliver the program in accordance with business standards and legislative requirements.

Provide comprehensive and effective program / project management by monitoring, reviewing, assessing and managing reporting outputs.

Provide sound, evidence-based advice and direction for the delivery of the program including the planning, procurement, tendering, due diligence, design development, construction, and post construction completion phases.

Under broad direction, engage effectively to liaise and negotiate within MPC and with cross government agencies, key stakeholders, consultants and contractors, and the community to deliver the program in line with government objectives.

The Position Description provides more details on this exciting opportunity.

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

and those who identify as LGBTIQ are encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

Have a least 10 years relevant experience in Project Management.

Desirable:

Experience in the delivery of large programs of infrastructure related work across multiple sites.

Hold or willingness to obtain the following National Accreditations:

General Construction Induction Card (White Card).

10830NAT - Course in Crystalline Silica Exposure Prevention.

80803ACT, 10314NAT, 10675NAT, or 11084NAT - Course in Asbestos Awareness.

Notes: This is a temporary position available from 31 October 2023 until 30 October 2024 with 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 no more than a three page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Please provide copies of relevant degrees and qualifications as per the mandatory requirements outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Di Stewart (02) 6205 4141 Di.Stewart@act.gov.au

Infrastructure Delivery Partners

Commercial Project Management

Executive Branch Support Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33946)

Gazetted: 01 September 2023

Closing Date: 15 September 2023

Details: Are you an experienced, enthusiastic and dedicated Executive Branch Support Assistant? An exciting permanent opportunity for you to work to the Executive Branch Manager, Infrastructure Delivery Partners Commercial Project Management (EBM, IDP Commercial Project Management) at Major Projects Canberra is available.

We are seeking an experienced Executive Branch Support Assistant to provide high-level executive and administrative support to the EBM, IDP Commercial Project Management. Under limited direction you would be required to manage incoming and outgoing communications, prepare correspondence, diary management, meeting records and the travel arrangements for the broader team.

This role requires an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence and impartiality is also important.

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

Note: 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 no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Isaacson (02) 6205 1947 Jamie.Isaacson@act.gov.au

Infrastructure Delivery Partners

Electrification of Government Gas Assets

Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 62246)

Gazetted: 01 September 2023

Closing Date: 8 September 2023

Details: Are you our new Project Manager for the Electrification of Government Gas Assets Program?

The Electrification of Government Gas Assets Program will be delivered as a centralised Whole-of-Government Program of Works by Major Projects Canberra, supporting the ACT Government in meeting its target for net zero emissions from Government operations by 2040. The Program will involve electrification of space heating and hot water assets and associated network upgrades in ACT Government owned and operated facilities. Over the next 15-20 years the program is expected to replace and electrify over 1,000 assets across nearly 200 sites.

As Project Manager you will:

Under limited direction and in line with corporate objectives apply project management, contract management and procurement expertise to a broad range of advisory, design and construction projects for the ACT Government.

Under limited direction, lead and contribute to the delivery of a medium to high risk and complex infrastructure procurement, contract management and project management activities consistent with the project specific time, cost, quality and scoping targets.

Provide construction related project management, procurement and contract management services for advisory, design and construction activities.

Review technical specifications, financial reports and briefs, and technical content of submissions and tender documents for adequacy, compliance and fitness for purpose on complex and/or high risk projects or procurements.

Monitoring and controlling time, cost and quality aspects of procurement activities, contracts and projects.

Provide advice on the delivery of design or construction activities including navigating contractual terms to deliver time, cost and scope outcomes commitments and providing advice on risks and appropriate mitigation solutions including alternative delivery methods.

Manage a small team responsible for the delivery of infrastructure procurement, contract management and project management activities.

The Position Description provides more details on this exciting opportunity.

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

Eligibility/Other requirements:

Mandatory:

Positions classified as Infrastructure Officers (IO) require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

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

Hold a relevant building degree; or

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

Desirable:

Understanding and experience in the delivery of electrification projects for social infrastructure.

Hold or willingness to obtain the following National Accreditations:

General Construction Induction Card (White Card).

10830NAT - Course in Crystalline Silica Exposure Prevention.

80803ACT, 10314NAT, 10675NAT, or 11084NAT - Course in Asbestos Awareness.

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

How to apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Please provide copies of relevant degrees and qualifications as per the mandatory requirements outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Di Stewart (02) 6205 4141 Di.Stewart@act.gov.au

Project Development and Support

Project Management Office

Work Health & Safety

PMO Reporting Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 62896)

Gazetted: 31 August 2023

Closing Date: 19 September 2023

Details: Join the team at Major Projects Canberra and participate in the delivery of the ACT Government's infrastructure program and help make Canberra one of the world's most liveable cities.

We are seeking a Project Management Office Reporting Officer who will deliver data governance, collection, analysis and reporting within the Project Management Office (PMO) and WHS Management System.

The PMO Reporting Officer will oversee WHS performance monitoring and incident reporting; and work closely with others to deliver data governance and management solutions that support continuous improvement.

To be successful in this position you will possess strong computer literacy and have experience with data curation and governance.

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.

What we offer:

A hybrid working model focused on collaboration and teamwork.

Competitive salary and work-life balance initiatives.

Working in a passionate team of project management and WHS professionals.

Meaningful work contributing to safe outcomes on ACT Government construction sites.

Desired Qualifications:

Experienced or ability to learn data curation and governance.

Notes: This is a temporary position available from 23 October 2023 until 22 October 2024. 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 no more than a 2 page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michaellee Thornton (02) 6205 1947 Michaellee.Thornton@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

Urban Development

Development Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 18981)

Gazetted: 05 September 2023

Closing Date: 19 September 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 Development Manager for its Urban team.

As a 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.

The Development Manager position reports to the Development Director.

The role will be responsible for the delivery of multiple projects as well as potentially managing staff responsible for the projects, project budgets and other project inputs. The Development Manager will also ensure appropriate project governance and the reporting of project performance. The Development Manager will champion the values of the ACT Public Service.

Responsibilities include:

Deliver complex land development projects in the existing urban neighbourhoods;

Preparation of project Financial Feasibility, Business Cases, Board papers and Cabinet submissions;

Project planning against key performance indicators such as release of land, achieving settlement and Government revenue targets and controlling costs;

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 the Agency and the Territory;

Identify and analyse risks, develop associated risk management plans and undertake regular risk reviews for all projects;

Manage, supervise and lead a multi-disciplinary team including staff, consultants and contractors to effectively and efficiently deliver the key objectives of the Agency and in accordance with the strategic objectives of Government;

Assist in Human Resource (HR) matters, recruitment, team skills and training;

Manage workload priorities, work to multiple deadlines and deliver high quality outputs and high quality advice and regular reporting to Agency Executive, Suburban Land Agency Board, Ministers and Cabinet; and

Facilitate co-operation and partnerships with other areas of the Agency, ACT Government and relevant authorities; key private sector organisations/developers/contractors and represent the Agency at meetings with authorities, private enterprise and community groups, including public meetings.

Eligibility/Other requirements:

Highly Desirable

Tertiary qualifications and demonstrated experience in a related field such as: Project/Contract Management, Infrastructure engineering/design and Construction Management, Property Law, Architecture or Urban Planning.

Experience in related fields to the land development industry like land valuation, engineering consultancy, environment management consultancy.

Work experience in both the public and private sectors

Project and contract management experience in land development.

General Construction Induction Card (White Card).

Asbestos Awareness Card.

Crystalline Silica Exposure Prevention Card.

Pre-requisite qualifications and/or experience

The successful occupant will be required to:

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

Have significant planning and/or infrastructure knowledge through project management experience.

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

will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, 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

Transport Canberra and City Services

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

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

City Services

Roads ACT

Roads and Path Network

Network Operations and Compliance Officer

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 00826)

Gazetted: 06 September 2023

Closing Date: 13 September 2023

Details: This position will:

Provide advice on the implementation and planning for traffic guidance schemes (TGS) and the development of Traffic Management Plans (TMP) required to manage the road network for planned and unplanned events / incidents.

Assist in the compliance monitoring of TGS, particularly TGS installed for Territory projects.

Assist emergency services and ACT Policing with traffic management to minimise delays to the road transport network. This position will have responsibility for administration, productivity and efficiency, quality standards, Work Health Safety and environmental requirements for the assigned network operations projects.

There is opportunity for permanent staff to occupy other positions across Roads ACT (at level) for the purposes of backfilling staff whilst on leave and for development purposes.

This position requires a highly motivated person with exceptional time management skills and the ability to work autonomously or with minimal direction. The role requires well developed communication skills to ensure appropriate messaging is provided to emergency services; contractors; TCCS Traffic Management Centre (TMC); TCCS senior managers and Executives.

This position requires a person with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual improvement and encouraging ongoing development and learning.

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:

Permanent Resident and/or Citizen of Australia.

Driver's licence (Class C) is essential.

Tertiary qualifications in engineering and/or relevant infrastructure disciplines is desirable.

Proficient using Microsoft Office Suite programs is highly desirable.

Asbestos Awareness is essential.

Construction White Card is essential.

Silica Awareness training is essential.

Confined Space training is essential.

Implement traffic control plans is essential.

This position does require a pre-employment medical.

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

Note: This is a temporary position available immediately for three months with the possibility of extension up to six months. Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

How to Apply:

A supporting statement of no more than two pages outlining experience and/or ability addressing Position Description attached.

Contact details of two referees

A current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Jeff Bell (02) 6205 2498 Jeff.Bell@act.gov.au

City Services

ACT NoWaste

Waste Policy

Assistant Director, Waste Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45449)

Gazetted: 19 September 2023

Closing Date: 26 September 2023

Details: ACT NoWaste is unique in recycling and waste management in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at local, regional and national levels. We make a difference to our community, seeking to reduce waste, increase reuse and recycling, contribute to action on climate change and support the ACT's transition to a more circular economy. We are seeking a proactive and motivated Assistant Director to join the Waste Policy team to lead ongoing policy design, development and delivery of sustainable waste management regulatory frameworks. We are looking for an experienced professional with demonstrated stakeholder engagement and communications skills to inspire, energise, and positively influence team and individual outcomes. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

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

How to apply: Applicants are to address the Selection Criteria located in the Position Description (maximum 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: David Alexander (02) 6207 1542 David.Alexander@act.gov.au

City Services

City Presentation

Urban Treescapes

Senior Tree Protection Officer

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 62832)

Gazetted: 04 September 2023

Closing Date: 30 September 2023

Details: Are you passionate about the health of Canberra's trees, reducing summer heat, and providing habitat for local wildlife?

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

Urban Treescapes manages and maintains more than 823,500 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters. Applications are invited to fill a permanent vacancy for the role of Senior Tree Protection Officer.

The Senior Tree Protection Officer role will primarily be responsible for administration of the *Urban Forest Act 2023* (replacing the *Tree Protection Act 2005* from 1 January 2024) and providing technical advice to the community and stakeholders on tree related matters.

The successful applicant will have arboricultural experience, a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the Position Description for further information about the role.

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

Notes: Interstate applicants are welcome. Financial reimbursement of relocation expenses may be provided for the successful candidate. A Merit Pool may be established from this selection process and used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications should include:

A statement of no more than three pages addressing the 'selection criteria' section of the Position Description

A current curriculum vitae.

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Samantha Ning (02) 6207 5878 Samantha.Ning@act.gov.au

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

Territory and Business Services

Libraries ACT

Service Delivery

Branch Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37652)

Gazetted: 04 September 2023

Closing Date: 18 September 2023

Details: Are you an engaging and thoughtful people manager with a passion for customer service and getting the most out of your team?

Do you want a role with purpose where you can make a meaningful difference to the people of Canberra?

Do you value diversity, champion safety and delight in meeting people and expanding their story, information and digital horizons?

If so, then Libraries ACT needs YOU!

Eligibility/Other requirements: This position works regular weekend shifts as part of a fortnightly roster. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Notes: This is a temporary position available 9 October 2023 until 25 September 2024. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: To apply, tell us your management story. In no more than 750 words, we want to hear how you have successfully managed and supported a team to deliver exceptional customer service.

Please submit the above pitch as well as your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lela Hopkins (02) 6207 6607 Lela.Hopkins@act.gov.au

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

City Services

City Presentation

Urban Treescapes

Technical Project Officer, Implementation

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 62081)

Gazetted: 01 September 2023

Closing Date: 8 September 2023

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

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT. In March 2023, the *Urban Forest Act 2023* (the Act) was passed in the Legislative Assembly to repeal and replace the *Tree Protection Act 2005* from 1 January 2024.

Applications are invited to fill the full-time, temporary vacancy for the role of Technical Project Officer, Implementation available for a period of six months with the possibility of extension up to less than 12 months. The Implementation Taskforce has been established to manage the successful implementation of the new Act. The team will be responsible for, amongst other things, the development of procedures, policies, and regulations, the design and build of ICT infrastructure, community and industry consultation, recruitment, and the change management critical in building the new and existing Urban Treescapes' team capacity to manage the implementation of new legislative elements in a changing work environment.

The Technical Project Officer, Implementation will act as the liaison between the Urban Treescapes unit and the ICT development team. Provide subject matter expertise on the requirements and specifications of the Tree Protection Unit's bespoke ICT system throughout the development and implementation of the system to allow implementation of the legislation.

The position will be required to assist in the development and testing phases of the new system as well as assisting staff during the implementation phase.

The role will work as part of the Implementation Taskforce and actively contribute to the goals of the team.

The successful applicants will have a passion for tree protection and an understanding of the importance of teamwork and great customer service.

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

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

Notes: This is a temporary position available for a period of six months with the possibility of extension up to less than 12 months. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process and used to fill vacancies over the next 12 months. This position is based within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to apply: Applications should include:

A statement of two to three pages addressing the 'Selection Criteria' section of the position description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Teagan Valeri (02) 6207 2855 Teagan.Valeri@act.gov.au

City Services

Roads ACT

Road and Path Network / Works

Asset Officer

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 62398, 62397)

Gazetted: 31 August 2023

Closing Date: 28 September 2023

Details: P62398 Asset Officer, Pavement Maintenance Team. This position will be part of a team committed to the asset management of the Territory's Road Maintenance portfolio specifically road pavements. This includes but not limited to road condition inspection, technical engineering analysis, preparation and implementation of annual resurfacing program, procurement and management of contracts related to road pavements.

P62397 Asset Officer, Pavement Maintenance Team and Works Team. This position will be undertaking similar tasks as position P62398. In addition will also be splitting their time across the Works Team undertaking maintenance of rural roads, roadside barriers, and signs and line-marking.

These positions will coordinate the planning and delivery of a range of infrastructure maintenance programs and projects. These positions will have responsibility for administration, productivity and efficiency, quality standards, Work Health Safety and environmental requirements for the assigned maintenance projects.

There is opportunity for permanent staff to occupy other positions across Roads ACT (at level) for the purposes of backfilling staff whilst on leave and for development purposes.

As a leader within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style.

These positions requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidates will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual improvement and encouraging ongoing development and learning.

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:

Professional / Technical Skills and Knowledge

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

Hold a relevant building degree; or

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

Compliance Requirements / Qualifications

Permanent Resident and/or Citizen of Australia.

Driver's licence (Class C) is essential.

Tertiary qualifications in engineering and/or relevant infrastructure disciplines is highly desirable.

Proficient using variety of computer systems including Microsoft Office Suite and databases is highly desirable.

Asbestos Awareness is highly desirable.

Construction White Card is essential.

Silica Awareness training is highly desirable.

Implement traffic control plans is highly desirable.

This position does require a pre-employment medical.

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

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

How to Apply:

A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Nerissa Baldock (02) 6207 5825 Nerissa.Baldock@act.gov.au

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

APPOINTMENTS

ACT Health

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

Algreg Gomez, Section 68(1), 1 September 2023

Canberra Health Services

Health Service Officer Level 4 \$57,149 - \$59,336

Jared Weaver: 87702901, Section 68 (1), 31/08/2023

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

Darcy Ingold 28 August 2023

Assistant in Nursing/Midwifery 1 \$55,927 - \$ 57,820

Carlie Douglas, Section 68(1), 29 August 2023

Assistant in Nursing/Midwifery 1 \$55,927 - \$ 57,820

Justine Churchyard 14 August 2023

Medical Imaging \$70,679 - \$97,028

Kristyna Val, Section 68(1), 14 August 2023

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

Kaylene Campbell, Section 68(1), 7 August 2023

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

Sonia Bom, Section 68(1), 24 July 2023

Health Professional 2 \$70,679 - \$97,028

Stephanie Jones, Section 68(1), 21 August 2023

Health Professional 3 \$99,819 - \$110,398

Stuart Kiemann, Section 68(1), 4 September 2023

Registered Midwife 2 \$100,957 - \$107,000

Joanne Main, Section 68(1), 11 September 2023

Registered Midwife 2 \$100,957 - \$107,000

Jane Fitzgerald, Section 68(1), 7 August 2023

Registered Midwife 2 \$100,957 - \$107,000

Sophie Steele, Section 68(1), 31 July 2023

Administration Service Officer 3 \$68,685 - \$73,920

Renee Bowman, Section 68(1), 31 July 2023

Administration Service Officer 3 \$68,685 - \$73,920

Grace Rodrick, Section 68(1), 17 July 2023

Administration Service Officer 3 \$68,685 - \$73,920

Sabrina O'sullivan-Fox, Section 68(1), 31 July 2023

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

Paul Robertson, Section 68(1), 31 July 2023

Specialist Band 3 \$210,146

Dr Thea Morris, Section 68(1), 17 July 2023

Health Service Officer 4 \$57,149 - \$59,336

Connor Dawson, Section 68(1), 3 July 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Anjana Chaudhary, Section 68(1), 31 July 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Leeanne Thompson, Section 68(1), 28 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Pushkar Pal, Section 68(1), 22 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Ellyse O’Leary-Sims, Section 68(1), 31 July 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Xuan Wang, Section 68(1), 14 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Asmita Bhattacharai, Section 68(1), 14 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Rogne Ligot, Section 68(1), 14 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Micah Allen, Section 68(1), 31 July 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Sunita Maharjan Section 68(1), 14 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Rabino Tako, Section 68(1), 24 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Isabelle Clark, Section 68(1), 28 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Courtney Pearce, Section 68(1), 28 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Anu Karki, Section 68(1), 28 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Jana Horarik, Section 68(1), 28 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Alyssa Abela, Section 68(1), 5 Feb 2024

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Rachel Rupil, Section 68(1), 5 Feb 2024

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Paulina Derlacki Section 68(1), 28 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Chole Holland, Section 68(1), 5 Feb 2024

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Julia Makhonin Section 68(1), 28 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Ruby Latimer Section 68(1), 28 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Fiona Foura Section 68(1), 28 August 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Wendy Keeley Section 68(1), 3 July 2023

Registered Nurse/Midwife 1 \$72,698 - \$97,112

Leone Radnedge Section 68(1), 17 July 2023

Registered Nurse 3 \$115,743 - \$120,506

Kathryn Hayes Section 68(1), 14 August 2023

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Caitlin Abbey, Section 68(1), 4 September 2023

Health Professional Level 2 \$70,679 - \$97,028

Shakira Bruton, Section 68(1), 2 September 2023

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

Mingyang Chen, Section 68(1), 31 August 2023

Health Service Officer Level 3/4 \$55,350 - \$59,336

Shaun Cossart-Mcgrath, Section 68(1), 31 August 2023

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

Phillip Dumbell, Section 68(1), 26 July 2023

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

Najin Ghanavatizadeh, Section 68(1), 21 August 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Tanya Kelly, Section 68(1), 1 September 2023

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

Denise Lamb, Section 68(1), 11 August 2023

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

Cara Lukins, Section 68(1), 31 August 2023

Assistant in Nursing \$55,927 - \$57,820

Annette Macgraw, Section 68(1), 11 August 2023

Dental Assistant Level 2 \$60,626 - \$70,887

Jessica Playford, Section 68(1), 4 September 2023

Health Service Officer Level 3/4 \$55,350 - \$59,336

Goran Radulovic, Section 68(1), 31 August 2023

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

Amanda Scott, Section 68(1), 22 August 2023

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

Reena Shrestha, Section 68(1), 29 August 2023

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Michael Storey, Section 68(1), 4 September 2023

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

Ashleigh Jane Vincent, Section 68(1), 31 August 2023

Health Service Officer Level 3/4 \$55,350 - \$59,336

Thomas Wearn, Section 68(1), 31 August 2023

Health Professional Level 2 \$70,679 - \$97,028

Tim Worsfold, Section 68(1), 23 August 2023

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

Sweta Yogi, Section 68(1), 30 August 2023

Canberra Institute of Technology

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

Tessa Efrossynis, Section 68(1), 4 September 2023

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

Sam Launt, Section 68(1), 4 September 2023

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

Xue Wang, Section 68(1), 1 September 2023

Chief Minister, Treasury and Economic Development

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

Cherryl Bateman, Section 68(1), 4 September 2023

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

Elizabeth Simpson, Section 68(1), 6 September 2023

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

Jemima Smith, Section 68(1), 4 September 2023

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

Michelle van Ehlefeldt, Section 68(1), 4 September 2023

Community Services

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

Fiona Brown, Section 68(1), 7 September 2023

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

Jordan Gelonese, Section 68(1), 5 September 2023

Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Samantha Seggie, Section 68(1), 31 August 2023

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

Samira Seidu, Section 68(1), 4 September 2023

Education

School Assistant 4 \$70,028 - \$75,827

Kane Allan, Section 68(1), 27 July 2023

School Assistant 4 \$70,028 - \$75,827

David Thomson, Section 68(1), 30 August 2023

Environment, Planning and Sustainable Development

General Service Officer Level 5/6 \$62,078 - \$68,143

Phillip Walker: 70290306, Section 68 (1), 4/09/2023

General Service Officer Level 6 \$65,256 - \$68,143

Cody Cupitt, Section 68(1), 1 September 2023

General Service Officer Level 6 \$65,256 - \$68,143

Beth Logan, Section 68(1), 4 September 2023

General Service Officer Level 6 \$65,256 - \$68,143

Katelyn McGregor, Section 68(1), 4 September 2023

General Service Officer Level 5/6 \$62,078 - \$68,143

Phillip Walker, Section 68(1), 4 September 2023

Justice and Community Safety

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

Jennifer Calder, Section 68(1), 5 September 2023

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

Megan Emerson-Elliott, Section 68(1), 6 September 2023

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

Emma Lucic, Section 68(1), 4 September 2023

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

Avanti Rao, Section 68(1), 31 August 2023

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

Melanie Thomas, Section 68(1), 1 September 2023

Major Projects Canberra

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

Courtney Holloway, Section 68(1), 1 September 2023

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

David McKeown, Section 68(1), 4 September 2023

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

Sophie Peer, Section 68(1), 7 September 2023

Transport Canberra and City Services

Infrastructure Officer 5 \$163,315

Alvaro Amorim, Section 68(1), 1 September 2023

Capital Linen Service Band 1 \$51,001 - \$53,047

Margie Denyer, Section 68(1), 4 September 2023

General Service Officer Level 3/4 \$56,173 - \$61,181

Mikaela Kelly, Section 68(1), 31 August 2023

General Service Officer Level 2 \$53,202 - \$55,072

Ayla Swanston-Stenner, Section 68(1), 4 September 2023

Bus Operator - Training \$74,582

Brian Sweeting, Section 68(1), 2 September 2023

Bus Operator - Training \$74,582

Ricky Tilley, Section 68(1), 2 September 2023

Worksafe ACT

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

Thomas Logan, Section 68(1), 4 September 2023

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Damon Muller, Section 68(1), 5 September 2023

Regulatory Inspector 5 (WorkCover Officer 5) \$84,749 - \$89,705

Dina Yulia, Section 68(1), 5 September 2023

TRANSFERS

Canberra Health Services

Anita Entriken

From: Administration Service Officer 2/3

Canberra Health Services

To: Administration Service Officer 3 \$68,685 - \$73,920

North Canberra Hospital (PN- P20413) (Gazetted 1 April 2023)

Laura Davies

From: Registered Nurse 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse 2 \$100,957 - \$107,000

North Canberra Hospital (PN. LP8897) (not gazetted under Calvary)

Chantel Payne

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 10539) (Gazetted 25 January 2023)

Kara Pearson

From: Administrative Services Officer Class 4 \$82,566

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 61668) (Gazetted 13 July 2023)

PROMOTIONS

Canberra Health Services

North Canberra Hospital

Women & Children

Maternity

Elizabeth Bishop

From: Registered Nurse 3.2 \$130,846

To: Registered Nurse 4.3 \$149,388

North Canberra Hospital, PN LP9644 (not gazetted under Calvary)

North Canberra Hospital

Surgical Division

Pre-Admission Clinic

Malinda Cahill

From: Registered Nurse 1 \$72,698 - \$97,112

To: Registered Nurse 2 \$100,957 - \$107,000

North Canberra Hospital, PN Lp8939 (not gazetted under Calvary)

North Canberra Hospital

Women & Children

Maternity

Alana Shaw

From: Registered Nurse 1 \$72,698 - \$97,112

To: Registered Nurse 2 \$100,957 - \$107,000

North Canberra Hospital, PN LP6783 (not gazetted under Calvary)

North Canberra Hospital

Women & Children

Midcall

Alice Jakab

From: Registered Nurse 1 \$72,698 - \$97,112

To: Registered Nurse 2 \$100,957 - \$107,000

North Canberra Hospital, PN LP6783 (not gazetted under Calvary)

North Canberra Hospital

Women & Children

Midcall

Bernadette Malycha

From: Registered Nurse 1 \$72,698 - \$97,112

To: Registered Nurse 2 \$100,957 - \$107,000

North Canberra Hospital, PN LP8717 (not gazetted under Calvary)

Clinical Services

Mental Health, Justice Health, Alcohol & Drug Services

Mary Chandy

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. 37811) (Gazetted 20 July 2023)

Clinical Services

University of Canberra Hospital

Kathryn Coen

From: Health Professional Level 1 \$66,285 - \$86,842

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 45372) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Medical Services

Pharmacy - TCH

Benjamin Coghlan

From: Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Canberra Health Services

To: Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 58373) (Gazetted 19 June 2023)

DonateLife

Narelle Comer

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

Canberra Health Services

To: †Registered Nurse Level 4.2 \$140,121

Canberra Health Services, Canberra (PN. 61336) (Gazetted 7 July 2023)

Clinical Services

Surgery

Kirsten Douglass

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 30587) (Gazetted 13 July 2023)

Clinical Services

Mental Health, Justice Health, Alcohol & Drug Services

Supriya Timalisina Gyawali

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 11724) (Gazetted 18 August 2023)

Clinical Services

Mental Health, Justice Health, Alcohol & Drug Services

Rebecca Hall

From: Registered Nurse Level 4.1 \$130,846

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 56745) (Gazetted 28 June 2023)

Medical Services

Exec Director of Medical Services

Amy Kathleen McGloin

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 11914) (Gazetted 3 August 2023)

Clinical Services

University of Canberra Hospital

Rachael Hannah Mitterfellner

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. 04751) (Gazetted 26 July 2023)

Clinical Services

Mental Health, Justice Health, Alcohol & Drug Services

Tosanwumi Otokuefor

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23086) (Gazetted 14 November 2023)

Medical Services

Imaging

Jane Priestley

From: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Canberra Health Services

To: Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)

Canberra Health Services, Canberra (PN. 19408) (Gazetted 26 June 2023)

Allied Health

Allied Health Advisor

Lisa Kym Schmierer

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. 28558) (Gazetted 9 June 2023)

Clinical Services

Mental Health Justice Health, Alcohol & Drug Services

Chul Min Shin

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. 28857) (Gazetted 14 July 2023)

Clinical Services

Cancer & Ambulatory Services

Jessica Thorncraft

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 44806) (Gazetted 9 June 2023)

Infrastructure and Health Support Services

Health Infrastructure Program

Kim Mary Wheeler

From: Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 33904) (Gazetted 20 June 2023)

Clinical Services

Rehabilitation, Aged & Community Services

Yidi Zhou

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

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 59174) (Gazetted)
This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Canberra Institute of Technology

Finance

Business Support

Joanne Wallace

From: Senior Officer Grade C \$114,928 - \$123,710

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 61685) (Gazetted 15 June 2023)

Chief Minister, Treasury and Economic Development

Shared Services

Finance Services

Reporting

Himanshu Bodar

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. 07024) (Gazetted 19 December 2022)

Shared Services

Finance Services

Reporting

Jason Gunning

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. 07002) (Gazetted 19 December 2023)

Digital, Data and Technology Solutions

ACT Cyber Security Centre

Benjamin Mathwin

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. 57199) (Gazetted 14 July 2023)

The Office of Industrial Relations and Workforce Strategy

Finance and Process Improvement

Finance and Process Improvement

Nishchay Mehta

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 30473) (Gazetted 11 July 2023)

Policy and Cabinet

Cabinet, Assembly and Government Business

Cabinet Office

Cameron Musgrove

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 62828) (Gazetted 28 July 2023)

Access Canberra

Service Delivery and Engagement

Service Centres

Bella Parsonage

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. 35203) (Gazetted 11 May 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Economic Development

Events ACT

Event Development

Molly Sturgiss

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 32741) (Gazetted 13 July 2023)

Community Services

Communities

Women, Youth, Multicultural Affairs

Office for Multicultural Affairs

Nicole Lee

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. 49160) (Gazetted 20 June 2023)

Education

School Performance and Improvement

Belconnen Network

Mt Rogers Primary School

Sophie New

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

Education

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

Education, Canberra (PN. 60441) (Gazetted 16 February 2023)

Service Design and Delivery

Student Engagement

Clinical Practice

Eden Roberts

From: Health Professional Level 2 \$70,679 - \$97,028

Education

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

Education, Canberra (PN. 60092) (Gazetted 3 January 2023)

Environment, Planning and Sustainable Development

Statutory Planning

Ku BINTI TUAN YUSOFF

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 42884) (Gazetted 23 August 2023)

Statutory Planning

Planning Support and Development Assessment

DA Gateway and Merit Assessment

Fawzia Majid

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 49319) (Gazetted 22 June 2023)

Statutory Planning

Planning Support and Development Assessment

DA Gateway and Merit Assessment

Minh Pham

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 17696) (Gazetted 22 June 2023)

Environment

ACT Parks and Conservation Service

Fire Management Unit

Deborah Stanley

From: Technical Officer Level 1 \$62,599 - \$65,631

Justice and Community Safety

To: General Service Officer Level 6 \$65,256 - \$68,143

Environment, Planning and Sustainable Development, Canberra (PN. 20125) (Gazetted 15 June 2023)

Statutory Planning

Planning Support and Development Assessment

DA Gateway and Merit Assessment

Dachuan Wang

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 15477) (Gazetted 22 June 2023)

Justice and Community Safety

Emergency Services

Assist Commissioner Corp

Cassie Evans

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

Community Services

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

Justice and Community Safety, Canberra (PN. 58060) (Gazetted 19 December 2022)

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

Amber Millar

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 62083) (Gazetted 18 July 2023)

Suburban Land Agency

Suburban Land Agency

Program Solutions

Community Development and Engagement

Vivek Anand

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

Suburban Land Agency

To: †Senior Officer Grade C \$114,928 - \$123,710

Suburban Land Agency, Canberra (PN. 41547) (Gazetted 3 July 2023)

Suburban Land Agency

Governance and Corporate Services

People and Capability

Stella Barnes

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

Canberra Health Services

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

Suburban Land Agency, Canberra (PN. 53150) (Gazetted 5 January 2023)

Suburban Land Agency

Program Solutions

Community Development and Engagement

Natalie Bishop

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

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

Suburban Land Agency, Canberra (PN. 55376) (Gazetted 20 April 2023)

Transport Canberra and City Services

Transport Canberra and Business Services

Bus Operations

Field Operations

Andrew Brown

From: Bus Operator \$82,733

Transport Canberra and City Services

To: †Transport Officer Grade 3 \$108,910

Transport Canberra and City Services, Canberra (PN. 20236) (Gazetted 26 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.

Transport Canberra and Business Services

Bus Operations

Field Operations

Ian Byrne

From: Bus Operator \$82,733

Transport Canberra and City Services

To: †Transport Officer Grade 3 \$108,910

Transport Canberra and City Services, Canberra (PN. 20119) (Gazetted 26 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.

Transport Canberra and Business Services
Strategic Policy and Programs
Policy and Legislation – Business and City Services
Wim De Beckker

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

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 35594) (Gazetted 11 July 2023)

City Services

Roads ACT

Works

Nathan Hart

From: General Service Officer Level 5/6 \$62,078 - \$68,143

Transport Canberra and City Services

To: †General Service Officer Level 7 \$70,205 - \$74,037

Transport Canberra and City Services, Canberra (PN. 26292) (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.

City Services

City Presentation

Place Management

Yogesh Kumar

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 40994) (Gazetted 3 July 2023)

Worksafe ACT

Worksafe ACT

Psychosocial Team

Manreet Malhi

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

Chief Minister, Treasury and Economic Development

To: †Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 32675) (Gazetted 14 June 2023)

CORRIGENDA

Environment, Planning and Sustainable Development

Permanent Transfer for Deborah Stanley gazette 24/08/2023 should have been a promotion.