



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 30 November 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>

#### **Infrastructure, Communications and Engagement**

##### **Executive**

##### **Business Operational Manager**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63909)**

Gazetted: 05 December 2023

Closing Date: 12 December 2023

Details: Are you a solutions focused collaborator, with great attention to detail and ability to provide high quality support to executive? Then this might be the opportunity for you.

The ACT Health Directorate is seeking an enthusiastic Business Operational Manager who can hit the ground running in providing high level executive support to the Executive Group Manager, Infrastructure Communications and Engagement.

The position is responsible for coordinating and preparing advice on strategic, administrative, and operational matters to assist in decision making. The role is relied upon to provide high level administration support and will on administrative and operational matters and manage a small team to manage and monitor clearances and workflows, and collating meeting papers.

The role is suited to someone who can build and maintain effective working relationships and can quickly get across issues and provide support and advice to Executive and teams across the division to achieve successful results.

The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results. This is a great opportunity for someone wanting to get a taste of working in a fast-paced executive office and working closely with executive.

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

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

Note: The position is permanent, and a merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button.

Contact Officer: Leticia Santek (02) 5124 9878 [Leticia.Santek@act.gov.au](mailto:Leticia.Santek@act.gov.au)

#### **Digital Solutions Division**

##### **Technology Operations**

##### **Technical Services Hub**

##### **Technical Specialist (Biomedical Engineer)**

##### **Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 63848)**

Gazetted: 05 December 2023

Closing Date: 19 December 2023

Details: Are you looking for an opportunity to assist with managing, supporting, designing, testing, and implementing clinical workflows, particularly in relation to medical device integration with the Digital Health Record (DHR) and related systems.

The Digital Solutions Branch has carriage of supporting the DHR and all ancillary systems to assist in the delivery of ACT public health services. This Branch will be responsible for ensuring all the applications are maintained and are meeting the needs of the health services. Changes to the systems to meet the needs of the health services will follow documented governance and ITIL processes.

The team is comprised of people with diverse backgrounds including clinicians, systems support, administration, and application support staff who will all work together to deliver these important outcomes to the ACT.

Eligibility/Other requirements: This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining this Security clearance, your employment in the role will not commence. If you have already commenced, your employment will be terminated.

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

Qualifications:

Bachelor's degree in biomedical engineering or similar.

Post graduate qualification relevant to the role.

Familiar with AS 3551 "Management programs for medical equipment".

Existing knowledge of HL7 messaging and FHIR protocols.

High level knowledge, expertise and skill in biomedical engineering and biomedical ICT or related fields.

Notes: This is a temporary position available from 15 January 2024 until 01 September 2024 with the possibility of extension up to 12 months and/or permanency.

How to apply: Please submit a written application of no more than one page responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of two referees, one of whom is your current manager.

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

Contact Officer: Timothy Panoho (02) 5124 9298 [Timothy.Panoho@act.gov.au](mailto:Timothy.Panoho@act.gov.au)

## **Digital Solutions Division**

### **Office of the Chief Information Officer**

#### **Contract Manager**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63555)**

Gazetted: 01 December 2023

Closing Date: 15 December 2023

Details: The ACT Health Directorate is looking for a dynamic Director with demonstrated contract negotiation and engagement capabilities, an ability to develop and use relationships and networks with internal and external stakeholders and ongoing management of large ICT contracts for critical and clinical systems within the Digital Solutions Division.

The Director is responsible for a diverse portfolio including providing commercial advice, contract management services and goods and services procurement. The position requires a strong, considered, and engaging people focus to successfully deliver contract management services on behalf of the Office of the Chief Information Officer, Digital Solutions Division.

If you are proactive, skilled in building relationships, and experienced in working on complex contract management issues, we want to hear from you.

More information can be found in the Position Description.

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

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

Contact Officer: Surangani Luck 0403 199 658 [Surangani.Luck@act.gov.au](mailto:Surangani.Luck@act.gov.au)

**Policy, Partnerships and Programs (PPP)**

**PPP Executive Branch**

**Aboriginal and Torres Strait Islander Health Partnerships**

**Senior Policy Officer**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 44678)**

Gazetted: 01 December 2023

Closing Date: 10 December 2023

Details: Do you have a passion for improving First Nations health and wellbeing, and the cultural safety and responsiveness of health services delivered? Then we want to hear from you!

We offer a values-based culture in which we pride ourselves on inclusion, respect, and integrity. We provide interesting, diverse work in a unique government environment where you can see the impact you have on the First Nations Communities in the ACT and Region.

The broader division (Policy, Partnerships and Programs Division - PPP) provides strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future. PPP delivers strategic health policy advice on issues including primary care, NDIS, workforce, First Nations health, aged care, LGBTIQ+, inter-governmental negotiations, social and emotional wellbeing and suicide prevention, and legal matters.

We are seeking to recruit a values based, motivated, and experienced Assistant Director that can follow the lead of and negotiate with the Director and Senior Directors and make a significant contribution to improving the health and wellbeing outcomes for First Nations peoples.

This involves contributing to the management and coordination of policies, Cabinet, ACT Legislative Assembly, Ministerial briefings, Directorate coordination and other related issues impacting on the health and wellbeing of First Nations Communities in the ACT and Region. The team will be responsible for ensuring coherent, timely, high-quality advice, briefing and information to Ministers, the Director-General, Directorate executives and other internal and external stakeholders as required across the range of ACT Health policy and program delivery.

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

Eligibility/Other requirements: Whilst not mandatory we are looking for someone with experience in similar roles or relevant fields or suitable qualifications will be highly regarded and desirable. This will include:

Extensive experience and understanding in developing collaborative and culturally responsive working relationships with First Nations Communities.

Connection with the First Nations Communities, and the ability to work broadly across Communities, within the ACT and Region.

Knowledge and expertise in the development, design and implementation of initiatives and projects

Demonstrated knowledge of understanding of policy and the issues affecting First Nations peoples at a jurisdictional and national level.

Knowledge and explicit understanding of the frameworks that support health and wellbeing outcomes for First Nations peoples.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position may be recruited to on application only.

How to apply: If you are interested in applying for this position, please provide a written statement of no more than two pages addressing the Selection Criteria of the Position Description and the highly desirable experiences and qualifications listed, your curriculum vitae, and contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Kathryn Potter (02) 5124 6829 Kathryn.Potter@act.gov.au

**Policy, Partnerships and Programs**

**Health Policy and Strategy Branch**

**Project Lead, Territory-Wide End of Life Care Navigator Service**

**Project Lead, Voluntary Assisted Dying Care Navigator Service**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 63564)**

Gazetted: 30 November 2023

Closing Date: 14 December 2023

Details: Are you a solution focused collaborator, with great attention to detail and the ability to work flexibly and a fast pace? Then this might be the opportunity for you.

The ACT Health Directorate is seeking an enthusiastic individual who can hit the ground running.

The ACT Government is committed to promoting the autonomy and dignity of eligible people and will introduce legislation in late 2023 to legalise access to Voluntary Assisted Dying in the ACT.

Subject to passage of legislation, the Policy, Partnerships and Programs Division will lead the implementation of Voluntary Assisted Dying within ACT Health Directorate.

Sitting within the End of Life Policy team, the Project Lead will support the development of a multidisciplinary territory-wide Voluntary Assisted Dying Care Navigator Service for the ACT. The territory-wide Voluntary Assisted Dying Care Navigator Service will provide advice and support to individuals, their families and carers, healthcare providers and health services, seeking information and pathways regarding available end of life choices within the ACT.

The position will work closely and collaboratively with CHS and areas across ACTHD, engage effectively across ACT Government, and build and maintain relationships with representatives from the community health sector.

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

Eligibility/ Other Requirements: Relevant tertiary qualifications and a minimum of 5 years' relevant experience working professionally as a Registered Nurse or as a Health Professional. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); or be registered or be eligible for membership with the Health Professional's relevant governing body.

Note: This is a temporary position available January 2024 for up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide:

A current curriculum vitae.

A two-page response to the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities' included in the Position Description.

The names and contact details of two referees.

Applications should be submitted via the apply now button.

### **Canberra Health Services**

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

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

#### **CHS Clinical Services**

#### **Cancer and Ambulatory Services**

#### **Cancer Services**

#### **Psychosocial Lead - Cancer Supportive Care**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 18945 - 02F95)**

Gazetted: 04 December 2023

Closing Date: 22 December 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.

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

About the Role:

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

The palliative and cancer supportive care team consists of an inpatient Cancer social work team, out patient cancer counselling team and in patient specialist palliative care team. The Cancer Psychosocial Team aims to improve outcomes for people with cancer and their families, by providing a comprehensive psychosocial service within the inpatient, outpatients and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre.

The Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus.

The Cancer Counselling Service aims to improve outcomes for people with cancer and their families by providing comprehensive psychosocial services in the community. The Cancer Counselling Service is located at the Belconnen community Health Centre and Phillip Health Centre.

The Psychosocial lead will understand issues relating to oncology and the impact of cancer on a person and their family / carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high-quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

The role also provides support and education for staff across diverse professional background and as such is a highly experienced professional.

Please note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the [Position Description](#).

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.

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

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

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

## **North Canberra Hospital**

### **Executive Director, Surgical Services**

**Executive Level 1.3 \$258,855 - \$269,201 depending on current superannuation arrangements, Canberra (PN: E1333)**

Gazetted: 01 December 2023

Closing Date: 8 December 2023

Details: Applications are sought for the position of Executive Director, Surgical Services at North Canberra Hospital (NCH) for appointment on a five year long term executive contract.

Reporting to the General Manager, NCH, the Executive Director Surgical Services operates within the NCH executive team, actively contributing to the high level business, operational and strategic leadership of NCH, facilitating a positive high performing culture.

The Executive Director is responsible for all business, operational and strategic management within the clinical division, from delivery of end-to-end services, management of the division's workforce (irrespective of the area of speciality or classification), governance and quality and safety.

It is expected that the Executive Director will have a unique understanding of the responsibilities and accountabilities of this role and provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex high level team.

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

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

Remuneration: The position attracts a remuneration package ranging from \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

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

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

Contact Officer: Dr Elaine Pretorius (02) 6201 9001 Elaine.pretorius@calvary-act.com.au

### **Social Worker - Child and Adolescent Mental Health Service**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 61640 - 02F2T)**

Gazetted: 04 December 2023

Closing Date: 8 December 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: Mental Health, Justice Health, and Alcohol & Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

The CAMHS mental health inpatient unit is a 6-bed inpatient unit for CAMHS clients experiencing moderate to severe mental illness. The adolescent mental health inpatient unit is a contemporary evidence-based service, providing high quality mental health care guided by the principles of recovery. The service aims to provide collaborative care involving the consumer, their carers, and other key services.

The Safewards model and interventions is an adaptable program of evidence-based nursing interventions that will be implemented on the unit. Safeward interventions strengthen existing principles of good nursing practice. The program encourages staff and clients (including carers, family, and support people) to work together to make the ward safer for everyone.

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

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

note: Selection may be appointed using the written application and referee reports only. Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the [Position Description](#).

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.

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

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

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

Contact Officer: Katherine Staniewski (02) 5124 7978 [Katherine.Staniewski@act.gov.au](mailto:Katherine.Staniewski@act.gov.au)

## **CHS Clinical Services**

### **Medicine**

#### **Clinical Services**

##### **Office Manager / Personal Assistant - Acute Medical Unit**

##### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 63670 - 02F6H)**

Gazetted: 04 December 2023

Closing Date: 20 December 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.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The AMU cares for adult patients who have come to the emergency department (ED) and need to be admitted to Canberra Hospital for management of a medical illness. It's a short-stay unit, with patients staying in AMU for up to 48 hours before moving to a speciality unit or being discharged to outpatient or community-based services. The unit is designed to deliver timely, evidence-based, and holistic care supported by a strong multi-disciplinary team. Please

note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the [Position Description](#).

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

Note: This is a temporary position available for a period of 6 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Tegan Denniss (02) 5124 2923 [Tegan.Denniss@act.gov.au](mailto:Tegan.Denniss@act.gov.au).

## **CHS Infrastructure Management and Maintenance**

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

#### **Food & Sterilising Services**

##### **Change Manager - Food Services Management**

##### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63311 - 02F7F)**

Gazetted: 04 December 2023

Closing Date: 20 December 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.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:



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

Within IHSS, Business Operations is responsible for contracted support services, sterilising, and food services. The Senior Project Manager Food Services will report to the Senior Director, Business Operations and undertake key activities to support planning for a new food services model within the CHS. The role will require working in close collaboration with the Director Food Services and the food services team and our infrastructure delivery partners as required. It is expected that there will be additional projects coming on line in 2024 that will require support from this position eg ACT Government Insourcing Project, Sterilising Services relocation.

The Change Manager will be responsible for overseeing and development of the consultation with union, staff and all major stakeholders for the implementation of a new contemporary food services model at the CHS. The pilot service will be used to assess suitability for further rollout across the CHS where appropriate.

Please

note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the Position Description.

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

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Ken Barnett 0422 383 855 [ken.barnett@act.gov.au](mailto:ken.barnett@act.gov.au)

#### **CHS Chief Executive Officer**

#### **CHS Allied Health**

#### **Allied Health Clinical Educator - MHJHADS**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 63753 - 02ET9)**

Gazetted: 04 December 2023

Closing Date: 19 December 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:

An exciting opportunity exists to take on the role as Allied Health Clinical Educator for Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). This position is full time and requires someone who is dynamic and has a passion for clinical education for both staff and students, has excellent interpersonal and communication skills, and extensive experience in providing a high standard of allied health services in a mental health, justice health and/or alcohol and drug service setting.

For more information regarding the position duties click here for the Position Description.

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: Carmel Blayden 0466334578 [Carmel.Blayden@act.gov.au](mailto:Carmel.Blayden@act.gov.au).

#### **North Canberra Hospital**

#### **Nursing & Midwifery**

#### **North Canberra Hospital Emergency Nurse Level 1- Registered**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: LP8191, Several - 02F5P)**

Gazetted: 04 December 2023

Closing Date: 26 December 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.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.

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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community-based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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 Registered Nurse is responsible for assessing, planning, implementing and evaluating patient care. The RN will be required to collaborate with the multidisciplinary team and provide support, guidance and education to patients and their families.

Under limited direction of the ED Clinical Manager you will perform .You will:

- Provide direct patient care within an ethical and professional framework.
- Practice in accordance with the relevant legislation.
- Practice in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals and/or groups.
- Advocate for individuals and/or groups and their rights for nursing care within the organisational and management structure.
- Understand and practice within your own scope of practice.
- Integrate nursing and health care knowledge, skills and attitudes to provide safe and effective nursing care.
- Integrates organisational policy and guidelines with professional standards.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of 1 year post graduate experience
- Hold a Post Graduate qualification in Emergency Nursing or equivalent or be working towards one. Alternatively commit to completing the internal Emergency Nursing Transition program within 12 months of commencing the role.
- The successful applicant will need to work a rotating roster including evenings, nights and weekends.
- Demonstrated ability to deliver quality nursing care in accordance with the ANMC National Competency Standards for a Registered Nurse
- 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.

- At least 6 months recent experience working as a Registered Nurse in an Emergency Department.

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

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

- 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: Raymond Hunt 6264 8956 [Raymond.Hunt@act.gov.au](mailto:Raymond.Hunt@act.gov.au)

## **Women's and Children's Division**

### **North Canberra Hospital Midwife Level 2 - Registered**

**Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: LP9116, several - 02F42)**

Gazetted: 04 December 2023

Closing Date: 15 December 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.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

The Women's and Children's Division within North Canberra Hospital provides Maternity, Neonatal & Gynaecology services to women and their families in the ACT. These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care. Care is provided by a multidisciplinary team including a Midwifery and Nursing Team, Medical staff, and Allied Health.

The Level 2 Midwife will provide advanced clinical care to women in Maternity. The Midwife will have advanced practice knowledge in midwifery practice and the appropriate experience to provide clinical leadership and work in a collaborative multidisciplinary team. The role deputises for the Clinical Midwife Consultant after hours.

The Level 2 Midwife will be a mentor, clinical education resource and support for other less experienced midwifery staff. The role includes development of Performance Development Plans for Level 1 RN/RMs with support for them to achieve their learning plan.

The midwife will take responsibility for their own professional development.

Under limited direction of the Clinical Midwife Consultant you will perform comprehensive safe midwifery care to women and their infants. You will:

Demonstrated evidence of advanced clinical knowledge and skill in providing midwifery care to women of all complexities.

Works as a clinical team leader.

Demonstrated clinical leadership skills with particular focus on effective interpersonal communication skills within a multidisciplinary team.

Accept responsibility for own actions in midwifery practice.

Participation in professional development of self and others.

Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.

Provide leadership and excellence in the delivery of women-centred care.

Demonstrated ability in planning, coordinating and providing advanced midwifery care.

Provide leadership in clinical policy development, clinical auditing and portfolio development.

Well-developed supervisory skills, with proven team building ability and the management or organisational resources.

A demonstrated ability to set priorities and meet deadlines.

Work in other areas of the hospital when required.

Communicate positively with families, members of the public, public stakeholders, executive, management and staff.

Provide preceptorship and mentoring to less experienced staff.

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

About you:

Requirements/Qualifications:

**Mandatory**

Be registered as a Registered Nurse and/or Midwife (Division 1) or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

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

**Desirable**

Holds, or working towards, post graduate qualifications in midwifery, lactation, management or education.

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:

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

Undergo a pre-employment National Police Check.

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

Note: This position is part-time and the full-time salary noted above will be pro-rata.

Contact Officer: Jennifer Eling (02) 6207 9000 Jennifer.Eling@act.gov.au

**Emergency Department**

**North Canberra Hospital ED Nurse Level 2 - Registered**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: LP9175, several - 02F5L)**

Gazetted: 04 December 2023

Closing Date: 26 December 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.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

The Emergency Department Level 2 Registered Nurse (RN) provides advanced clinical and problem-solving skills, expert assessment, planning and coordination skills in the clinical management of Emergency Department patients with complex care needs, ensuring quality standards are met. This role provides clinical leadership for emergency nursing professional and clinical practice, education and supports management activities including portfolio responsibilities.

Under limited direction of the ED Clinical Manager you will perform. You will:

Provide direct patient care within an ethical and professional framework.

Practice in accordance with the relevant legislation.

Practice in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals and/or groups.

Advocate for individuals and/or groups and their rights for nursing care within the organisational and management structure.

Understand and practice within your own scope of practice.

Integrate nursing and health care knowledge, skills and attitudes to provide safe and effective nursing care.

Integrates organisational policy and guidelines with professional standards.

Under professional supervision, participate in and/or implement and coordinate quality improvement programs, clinical policies, protocols and research programs.

Be a role model, mentor, advocate, clinical teacher, resource and support person for new and less experienced staff, students and other health professionals.

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

About you:

Requirements/Qualifications:

**Mandatory**

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

Minimum of 3 years post registration nursing experience and at least two years in Emergency Nursing

Hold a Post Graduate qualification in Emergency Nursing or equivalent or be working towards one.

The successful applicant will need to work a rotating roster including evenings, nights and weekends.

Demonstrated ability to deliver quality nursing care in accordance with the ANMC National Competency Standards for a Registered Nurse

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.

Demonstrated advanced level of clinical and problem-solving; expert planning and coordination skills in the clinical assessment, management and delivery of comprehensive person-centred care.

Demonstrate ongoing learning and professional development to provide quality person centred care and health education to patients/residents/ clients and others.

Demonstrated communication skills including; negotiation, conflict resolution and problem-solving skills to facilitate customer focused service provision amongst nursing and inter-professional teams.

Evidence of participation in quality improvement, education, clinical research and policy development.

Demonstrated ability to mentor and precept new and/or less experienced staff.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Raymond Hunt (02) 6201 6695 Raymond.Hunt@act.gov.au

## **Emergency Department**

### **North Canberra Hospital ED Enrolled Nurse – Level 2**

#### **Enrolled Nurse Level 2 \$71,574, Canberra (PN: LP7021 - 02F5N)**

Gazetted: 04 December 2023

Closing Date: 26 December 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.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

Under the direct or indirect supervision of a Registered Nurse, the Enrolled Nurse Level 2 provides routine nursing services, of increasing complexity, commensurate with their level of clinical experience and in accordance with the NMBA EN Standards of Practice. This role provides clinical leadership for Emergency Enrolled Nurses, clinical practice, education and supports management activities including NSQHS portfolio responsibilities

Under direct or indirect supervision of a Registered Nurse you will:

Provide direct patient care within an ethical and professional framework.

Practice in accordance with the relevant legislation.

Practice in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals and/or groups.

Advocate for individuals and/or groups and their rights for nursing care within the organisational and management structure.

Understand and practice within your own scope of practice.

Integrate nursing and health care knowledge, skills and attitudes to provide safe and effective nursing care.

Integrate organisational policy and guidelines with professional standards.

Under professional supervision, participate in and/or implement and coordinate quality improvement programs, clinical policies, protocols and research programs.

Be a role model, mentor, advocate, clinical teacher, resource and support person for new and less experienced Enrolled Nurses and students.

Support AINs & HSAs with the oversight and guidance of an RN.

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

About you:

Requirements/Qualifications:

Mandatory

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA) as an Enrolled Nurse (Division 2) with no conditions

Minimum of 3 years post registration nursing experience within an Emergency Department.

Commit to completing the internal Emergency Nursing Transition program within 12 months of commencing the role.

The successful applicant will need to work a rotating roster including evenings, nights and weekends.

Demonstrated ability to deliver quality nursing care in accordance with the ANMC National Competency Standards for an Enrolled Nurse

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.

Demonstrate ongoing learning and professional development to provide quality person centred care and health education to patients/residents/ clients and others.

Demonstrated communication skills including; negotiation, conflict resolution and problem-solving skills to facilitate customer focused service provision amongst nursing and inter-professional teams.

Evidence of participation in quality improvement, education, clinical research and policy development.

Demonstrated ability to mentor and precept new and/or less experienced ENs and students.

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

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

Undergo a pre-employment National Police Check.

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

Note: This position is part-time at (32) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Raymond Hunt (02) 6201 6695 [Raymond.hunt@act.gov.au](mailto:Raymond.hunt@act.gov.au)

**CHS Clinical Services**

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

**Territory Wide Mental Health Services**

**Clinical Nurse Educator - Registered Nurse Level 3**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 48125 - 02F50)**

Gazetted: 04 December 2023

Closing Date: 19 December 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.
- Discounted gym memberships
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. ACMHS is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) division. Although based in Woden, you will be expected to provide assistance across teams as necessary to carry out the functions necessary in this role.

ACMHS teams operate across the Australian Capital Territory, adhering to either the Adult Community Mental Health Model of Care or the Older Persons Community Mental Health Model of Care depending on area of practice. ACMHS program area services the community's mental health needs in the areas of intake, recovery, supported and therapeutic accommodation, therapy, older persons, neuropsychology, assertive community outreach, homeless outreach and intensive home treatment.

Please

note: Interviews may be held in December 2023 with outcomes to be processed in the new year.

For more information regarding the position duties click here for the Position Description.

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.

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

Contact Officer: Erica Campbell on [erica.campbell@act.gov.au](mailto:erica.campbell@act.gov.au) or (02) 5124 9125

### **Justice Health Services – Primary Health**

#### **Justice Health Primary Health Registered Nurse Level 2**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 57441, several - 02F37)**

Gazetted: 04 December 2023

Closing Date: 15 December 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.

Discounted gym memberships

Scholarships for education support

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

About the Role:

This is an exciting opportunity to join the collegial Justice Health Services Custodial Primary Health team, whose core business is to provide high quality health care to people in custody at the ACT's correctional facilities.

If you like variety and would like to grow your expertise, our team provides a broad range of services including nursing care, primary health care, population health, Alcohol and Other Drugs Services, and complex case management. As a Custodial Primary Health Nurse, you will have access to free onsite parking, a generous salary and additional allowances, salary packaging benefits, support from a passionate and enthusiastic team, fantastic training and education opportunities, and genuine career progression and professional development opportunities.

Please note: Interviews will be held between the 18th and 23rd December 2023 with outcomes to be processed in the new year.

For more information regarding the position duties click here for the [Position Description](#).

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.

Undergo an ACT Corrective Services Security Clearance check

Contact Officer: Nicole Purcell (02) 5124 2523 [Nicole.Purcell@act.gov.au](mailto:Nicole.Purcell@act.gov.au)

## **CHS Chief Executive Officer**

### **CHS Medical Services**

#### **Pharmacy**

#### **Associate Deputy Director of Pharmacy**

**Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: 26553 - 02F77)**

Gazetted: 04 December 2023

Closing Date: 28 December 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.
- 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.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. CHS Pharmacy is responsible for purchasing medicines for many services across CHS and distributing, dispensing, and compounding them as appropriate.

Working with the Deputy Director of Pharmacy (Operations) and collaborating with other Lead Pharmacists, the Associate Deputy Director of Pharmacy will lead and support medicine purchasing, distribution and catalogue management processes.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. CHS Pharmacy is supporting the transition to a closed loop medication management system that supports safe and efficient patient care. The Pharmacy is also redeveloping its physical spaces including sterile and cytotoxic product spaces and planning for redevelopment of the campus. The holder of this position will be crucial in aligning medicines information in catalogues across a variety of electronic systems as well as supporting the safe and efficient purchasing and supply of medicines across the health service.

Please note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the [Position Description](#).

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.

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

Contact Officer: Daniel Lalor (02) 5124 2120 [daniel.lalor@act.gov.au](mailto:daniel.lalor@act.gov.au)

## **CHS People and Culture**

### **Nurse Level 3 Grade 2 - Registered**

**Registered Nurse Level 3.2 \$130,846, Canberra (PN: 24018 - 02E6Z)**

Gazetted: 30 November 2023

Closing Date: 7 December 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:

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity, and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards, and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for Learning and Development in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services.

For more information regarding the position duties click here for the Position Description.

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.

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

Note: This is a temporary position available for a period of 6 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Helen Cutler (02) 5124-2437 [helen.cutler@act.gov.au](mailto:helen.cutler@act.gov.au).

## **CHS Clinical Services**

### **Mental Health, Justice Health and Alcohol and Drug Services**

#### **Adult Community mental Health Services**

#### **Clinical Manager - Adult Community Mental Health Services**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 20881, several - 02F3J)**

Gazetted: 30 November 2023

Closing Date: 8 December 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:

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to people via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Justice Health Services

Child & Adolescent Mental Health Services (CAMHS)

Adult Community Mental Health Services (ACMHS) includes:

Intake services:

Access Mental Health Service

Home Assessment & Acute Response Team (HAART)

Community Recovery Services:

Gungahlin

Belconnen

City

Woden

Tuggeranong

Community Specialty Services:

Assertive Community Outreach Service (ACOS)

Older Persons Community Mental Health Team

Mental Health Link

Therapies

Neuropsychology

This position is primarily located within the Community Recovery Services (CRS) but staff may be required to work across all of Adult Community Mental Health Services to meet operational demands. CRS are a multi-disciplinary team of Nurses, Allied Health Professionals, Psychiatry Registrars and Consultant Psychiatrists, and Administration Service Officers.

CRS provide a recovery-focused, strengths-based approach to clinical case management to improve wellbeing and enhance functioning in the community for adults who:

Are experiencing complex mental illness/disorder or psychological distress which is associated with significant functional impairment and/or significant risks.

May be subject to a Psychiatric Treatment Order under the Mental Health Act 2015.

Have multidisciplinary treatment needs that cannot be met elsewhere in the community or less intensive service.

Require regular service contact over a medium to longer-term episode of care.

The successful applicant will be responsible for a caseload of clients with support from an allocated psychiatrist and the multidisciplinary team they work in as well as high quality governance structures/supports. The successful applicant will deliver face to face care and treatment to clients over a sustained period to enable the person to improve in social and other areas of functioning, require less hospital admissions and engage more actively in treatment. The participation of the people who use the service, including families and carers, is encouraged in all aspects of a person's care and you will work in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

At this level, the successful applicant will provide high quality interventions and achieve sound outcomes for people under limited supervision, contribute to the multidisciplinary team processes, undertake professional development and professional supervision including the provision of supervision to staff at level HP1 & HP2, Allied Health Assistants and students, and participate in quality initiatives and strategic planning.

Please note: selection may be appointed using the written application alone. Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the [Position Description](#).

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.

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

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

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

Contact Officer: Vanessa Reid (02) 5124 1795 [Vanessa.Reid@act.gov.au](mailto:Vanessa.Reid@act.gov.au)

**CHS Chief Executive Officer**

**CHS Medical Services**

**Pharmacy**

**Pharmacy Administrative Support Officer**

**Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 22419 - 02F1N)**

Gazetted: 30 November 2023

Closing Date: 8 December 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:

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of over 100 staff (pharmacists, technicians, and administration staff).

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. This is an exciting opportunity to join the team as a pharmacy administrative service officer (ASO). Under the direction of Pharmacy Director, the ASO will work closely with a team of dedicated and skilled technicians and pharmacists and support them to deliver a safe, efficacious, and patient centred service.

Please note: Interviews and the processing of outcomes will not happen until the New Year.

For more information regarding the position click here for the [Position Description](#).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Work across multiple locations

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

Contact Officer: Daniel Lalor (02) 5124 2121 [Daniel.Lalor@act.gov.au](mailto:Daniel.Lalor@act.gov.au)

**CHS Chief Executive Officer**

**CHS Medical Services**

**Imaging**

**Radiographer - Medical Imaging Level 2**

**Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: 28796, several - 02F1J)**

Gazetted: 30 November 2023

Closing Date: 14 December 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:

The Medical Imaging Department at CHS operates 24 hours, seven days week, providing a wide range of diagnostic imaging services. The service provides state-of-the-art diagnostic imaging, interventional radiology and nuclear medicine services to patients in Canberra and the Southeast Region of NSW. The service is committed to providing patients with contemporary diagnostic and interventional radiology, as well as molecular imaging services with a

strong commitment to research and training in advancing the use of imaging for diagnosis and treatment of disease.

The Medical Imaging Department forms part of the CHS Medical Services Group which also includes Pharmacy, Healthcare Technology Management, the Prevocational Education and Training, the Medical Officer Support, Credentialling, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU), ACT Blood Counts Program and the CHS Library and Multimedia.

The MI2 Radiographer position is a clinical role and is responsible for the provision of general radiographer services during business hours, providing leadership for the whole department after hours and on weekends. Daily operations include the management of patient scheduling, throughput and care, as well as immediate staff and clinical contact along with the management and operation of General Radiography.

The position is required to support the Medical Imaging Department in the provision of a 24 hour, 7 days a week service. This includes shift work, overtime and on-call duties outside of normal working hours where required. The position may also be rostered to shifts based outside of the Canberra Hospital precinct and in a remotely supervised capacity (e.g., University of Canberra Hospital and the Weston Creek Imaging Service).

For more information regarding the position duties click here for the [\*Position Description\*](#).

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 credentialling and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Johnathan Mainey (02) 5124 8204 jonathan.maine@act.gov.au

## **North Canberra Hospital**

### **Corporate & Finance**

#### **VMO Claims Officer - Administrative Service Officer 4**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: LP7395 - 02F3V)**

Gazetted: 30 November 2023

Closing Date: 8 December 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.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.

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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community-based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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 Finance Team at North Canberra Hospital is seeking a motivated and well-organised individual who can work independently and as a team member in the Accounts Payable team, including working in APIAS and promoting timely payment of VMO claims.

The VMO Claims Officer duties include:

- The primary role of this position is administering VMO claims and includes other duties within the Finance and Accounts Team as required for work balance and segregation of duties requirements.
- Actively contribute to business planning and the development and implementation of the policies and procedures to ensure alignment of services with stakeholder needs both internal and external.
- Examine VMO invoices and claims against contract documentation and clinical records for accuracy and correctness.
- Apply financial policies and procedures including adherence to delegated authorisations.
- Process VMO invoices and claims on a timely and accurate basis.
- Calculate and process VMO superannuation payments arising from their claims.
- Liaise with VMOs and their representatives to answer queries related to VMO claims.
- Maintain procedure material relating to VMO claims processes.
- Maintain proper records of VMO claims and payments.
- Other accounts duties – assist with daily banking duties.
- Other accounts duties – perform daily Oracle journals.
- Other duties, including backfill for general Accounts Payable, as required in relation to covering for Finance and Accounts Team absences.
- Undertake other duties appropriate to this level of classification, which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

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

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

- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- 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: Rebecca Dowling, on [Rebecca.Dowling@calvary-act.com.au](mailto:Rebecca.Dowling@calvary-act.com.au)

## **Obstetrics and Gynaecology**

### **Senior Resident Medical Officer 1-3 - Obstetrics and Gynaecology**

**Senior Resident Medical Officer 1-3 \$99,996 - \$122,359, Canberra (PN: LP6951 - 02F05)**

Gazetted: 30 November 2023

Closing Date: 15 December 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.

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

Flexible working conditions.

11.5% Superannuation.

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

About the role:

The Senior Resident Medical Officer (SRMO) is a hospital specific Medical Officer working in Obstetrics and Gynaecology, Women and Children Division. This SRMO position is ideally suited to a doctor interested in pursuing a career in Obstetrics and Gynaecology. The minimum requirement is for prior experience in Obstetrics and Gynaecology with ability to function at an SRMO level with the potential for gaining additional experience to enhance their skill set. We seek a SRMO that has interest in working towards speciality training in Obstetrics and Gynaecology.

Under limited direction of the Registrar and or Consultant, you will help assess, admit and clinically manage women in the Women & Children Division. You will;

Liaise regularly with Registrars and/or supervising Consultants particularly with regard to changes in patient clinical conditions

Maintain medical records in accordance with hospital policy and requirements in a timely fashion, including accurately completing discharge summaries reflective of the patient episode of care

Attend morning rounds, assessing and managing patients and identifying those for discharge

Liaise with the multidisciplinary team to identify patients for discharge, and optimise patient flow in the department

Participate in meetings including mortality and morbidity meetings and education sessions as scheduled

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

About you:

Requirements/Qualifications:

Mandatory

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

Post graduate experience ideally within the Australian Health Care setting. PGY 3 or above.

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

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

Have an understanding of how the National 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.

Demonstrated ability to contribute to the general management of a clinical unit in a patient- focused environment, including the ability to work as a member of a multidisciplinary team

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:

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Kim McNeilly (02) 6201 6436 Kim.McNeilly@calvary-act.com.au

**Perioperative Unit – Surgical Bookings Office**

**Surgical Booking Clerk - Administrative Service Officer 4**

**Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: LP6926 - 02EQE)**

Gazetted: 30 November 2023

Closing Date: 15 December 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.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit, Admissions, Day Procedure Unit, Endoscopy, and specialist surgical ward areas.

The Peri-Operative Suite at North Canberra Hospital consists of a Day Surgery Unit, Surgical Admission Lounge (SAL), a Post Anaesthetic Care Unit (PACU), 7 Operating Theatres, and a procedure room, covering a wide range of surgical specialties.

The Peri-operative administration officer role is required to provide assistance to the Peri-operative ADON, Senior nursing and education team, assisting with smooth running of the Peri-operative suite.

Under limited direction of the ADON Surgical Services Manager. You will:

Manage the surgical waiting lists of surgeons in accordance with ACT Health Surgical Access Policy

Booking of theatre lists in accordance with ACT Health Surgical Access Policy and in consultation with surgeons, anaesthetists and theatre management

Data input from the Request for Information in accordance with ACT Health Surgical Access Policy

Maintaining up to date personal information for all patients awaiting surgery

Liaise with patients and provide accurate information and assistance regarding waiting times and booking of procedures

Provide accurate documentation on Digital Health Records (DHR) of all conversations held with patients, their family or GP.

Regular auditing of surgical waiting lists in accordance with ACT Health Surgical Access Policy

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

About you:

Requirements/Qualifications:

**Mandatory**

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

**Desirable**

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:

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Nyree-Ann Rudd (02) 6201 6180 Nyree-Ann.Rudd@calvary-act.com.au

**Medical Imaging - MRI**

**MI3 MRI Radiographer**

**Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: 28795 - 02F2W)**

Gazetted: 30 November 2023

Closing Date: 15 December 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.

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

About the Role:

The Medical Imaging Department at CHS operates 24 hours, seven days week, providing a wide range of diagnostic imaging services. The service provides state-of-the-art diagnostic imaging, interventional radiology, and nuclear medicine services to patients in Canberra and the Southeast Region of NSW. The service is committed to providing patients with contemporary diagnostic and interventional radiology, as well as molecular imaging services with a

strong commitment to research and training in advancing the use of imaging for diagnosis and treatment of disease.

The Medical Imaging Department forms part of the CHS Medical Services Group which also includes Pharmacy, Healthcare Technology Management, the Prevocational Education and Training, the Medical Officer Support, Credentialling, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU), ACT Blood Counts Program and the CHS Library and Multimedia.

This MRI level 3 Radiographer position will need to perform all aspects of MRI while always observing departmental protocols and MRI Safety. In addition to the provision of excellent patient care, the position contributes to scheduling and throughput of patients, effective utilisation of available resources to support MRI in the Medical Imaging Department, supervision to junior staff and students to ensure high quality clinical service, and timely patient care.

This position is required to support the Medical Imaging Department in the provision of a 24 hour, seven days a week service. This includes shift work, overtime, and on-call duties outside of normal business hours where required.

For more information regarding the position click here for the [\*Position Description\*](#).

Please note: Interviews for this position will be held in the second week of January 2024.

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: Sam Wilson on Sam.Wilson@act.gov.au or (02) 5124 4328

### **Gastroenterology and Hepatology Unit**

#### **Administration Service Officer - Gastroenterology and Hepatology Unit**

#### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 52384 - 02F1Q)**

Gazetted: 30 November 2023

Closing Date: 6 December 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.

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

About the Role:

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

The Unit provides:

Inpatient care of patients with gastroenterological and diseases.

Consulting services.

Endoscopic procedures.

Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders.

Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides administrative and office support to the Gastroenterology and Hepatology Unit, with duties including (but not limited to) booking appointments, referral management, screening telephone calls and general reception duties.

This role requires demonstrated ability to ensure high quality customer service standards and a high level of knowledge and demonstrated ability in the use of health-based IT systems including the Digital Health Record.

Please note: Interviews for this position will be held between 11th of December 2023 and 15th of December 2023 with outcomes to be processed in the New Year.

For more information regarding the position click here for the [\*Position Description\*](#).

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: Alexandra Bowman Raath (02) 5124 8595 Alexandra.BowmanRaath@act.gov.au



**Chief Executive Officer**

**General Manager, Canberra Hospital**

**Executive Level 2.4 \$358,414 - \$372,778 depending on current superannuation arrangements, Canberra (PN: E623)**

Gazetted: 30 November 2023

Closing Date: 10 December 2023

General Manager, Canberra Hospital

Canberra Health Services

Newly created, strategic leadership role

Canberra Health Services is an ACT Government Directorate and a world class tertiary health care organisation which delivers a range of high quality, person centred services for patients and consumers across the ACT and surrounding Southern NSW region. Services are delivered through a range of health facilities including Canberra Hospital, North Canberra Hospital, University of Canberra Hospital, Clare Holland House, Mental Health, Justice Health, Alcohol and Drug Services, and a range of community-based health services. Canberra Health Services has strong academic and research partnerships with the Australian National University, the University of Canberra and the Australian Catholic University and is one of the largest employers in the region.

Canberra Hospital is a 700-bed facility and is the region's major public hospital, providing care to more than 500,000 people. A comprehensive range of services is delivered from the Canberra Hospital campus, including acute inpatient and day services, outpatient services, women's and children's services, cancer and pathology services. The role of General Manager, Canberra Hospital (GM) is a new position.

Reporting to the Chief Operating Officer, the GM will:

Provide full operational, financial and clinical leadership of the Canberra Hospital and campus including facilities and patient support services;

Plan, deliver and manage services using activity-based management;

Support commissioning of the new 40,000 sqm Critical Services Building, due to open in August 2024;

Work in close collaboration with the executive team of CHS to ensure Canberra Hospital service delivery aligns with the strategic priorities;

Provide inspirational leadership to the community, the organisation and its staff, ensuring Canberra Hospital delivers world class, patient centred healthcare within agreed budgets;

Lead and inspire an established team of nursing, medical, allied health and operations professionals, ensuring the workforce is aligned to the strategic direction of the health service;

Contribute to cross border health service delivery agreements and initiatives in collaboration with delivery partners e.g. Southern New South Wales Local Health District;

Forge strong networks at local, state and national levels with a wide range of stakeholders;

Foster a responsive, future focused and contemporary culture which supports all staff to deliver true excellence.

We are seeking an experienced health service leader with a track record of success across a significant scale hospital or health service. You may currently hold a similar scale hospital leadership role; we equally value applications from leaders with experience across complex health systems who are looking to step up to this role. You will demonstrate the capacity to work collaboratively across a complex organisational landscape and inspire your teams to set the highest standards in patient care. You'll possess strong financial skills and commercial acumen and be passionate about healthcare and its impact on the community. Critical to your success will be your strong engagement abilities and your track record of successfully forging powerful relationships with team members, stakeholders, and the broader community.

This represents an exciting opportunity to support world class healthcare across this thriving community. It also offers the prospect of living in the beautiful and picturesque ACT region and becoming part of the friendly and community centred culture which the area is renowned for.

Remuneration: The position attracts a remuneration package ranging from \$358,414 - \$372,778 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$319,205.

Contract: The successful applicant will be engaged under a performance-based long-term 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.

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

How to Apply: To download a copy of the Candidate Information Pack which includes details about the organisation, the role and how to apply, please go to <https://www.derwentsearch.com.au/job-results#OurOpportunities> and select 'General Manager Canberra Hospital'. For further information, please contact Rob Macmillan, Partner at Derwent Search or Ellie Morris at [healthservices@derwentsearch.com.au](mailto:healthservices@derwentsearch.com.au) or call on 02 9091 3266.

Contact Officer: Rob Macmillan, Partner at Derwent Search (02) 90913266 [healthservices@derwentsearch.com.au](mailto:healthservices@derwentsearch.com.au)

## **Renal Service**

### **Renal Dialysis - Clinical Development Nurse**

#### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29935 - 02F2C)**

Gazetted: 04 December 2023

Closing Date: 15 December 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.

Discounted gym memberships

Scholarships for education support

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

About the Role:

This is an exciting opportunity to join the Renal Services Team.

The Renal Clinical Development Nurse will be required to work across the service to assist in educating the staff of the ACT Renal Network, particularly haemodialysis. This role is Monday to Friday, with no shift work.

Please note: Interviews will be held in December 2023 with outcomes to be processed in the new year.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Alison Winsbury (02) 5124 8366 [Alison.Winsbury@act.gov.au](mailto:Alison.Winsbury@act.gov.au)

## **CHS Chief Executive Officer**

### **CHS Medical Services**

#### **Pathology**

#### **Technical Officer – ACT Pathology**

#### **Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 42946 - 02F52)**

Gazetted: 05 December 2023

Closing Date: 19 December 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.

Discounted gym memberships

Scholarships for education support

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

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

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

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

For more information regarding the position duties click here for the [Position Description](#).

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: Ahmed Hassan 51243705 Ahmeds.Hassan@act.gov.au

## **CHS Clinical Services**

### **Women, Youth and Children's Health**

#### **Director of Nursing and Midwifery**

#### **Clinical Development Midwife - Registered Midwife Level 2**

#### **Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 63774 - 02F1C)**

Gazetted: 06 December 2023

Closing Date: 27 December 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.

Discounted gym memberships

Scholarships for education support

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

About the Role:

The Centenary Hospital for Women, Youth and Children is a level 6 tertiary centre providing specialised maternity care to Canberra and the surrounding regions.

Reporting to the Clinical Support Midwife, the Clinical Development Midwife (CDM) is responsible for providing leadership in midwifery education. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The CDM will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

For more information regarding the position duties click here for the [Position Description](#).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

Contact Officer: Rebekah Howard 0466 689 522 rebekah.a.howard@act.gov.au

## **Sexual Health**

### **Sexual Health Nurse**

#### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 12611 - 02DZA)**

Gazetted: 06 December 2023

Closing Date: 10 December 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 Sexual Health Centre (CSHC) 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.

Please note previous applicants need not reapply and will be considered.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

Note: This is a permanent part-time position available to 24 hour per week and the full time salary noted above will be paid pro rata.

Contact Officer: Justine Shuck (02) 5124-2184 Justine.Shuck@act.gov.au

#### **CHS Chief Executive Officer**

#### **CHS Allied Health**

#### **New Graduate Occupational Therapists 2024**

#### **Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 62651, several - 02F6P)**

Gazetted: 06 December 2023

Closing Date: 19 December 2023

What can we offer you:

A range of clinical experiences to help you identify your clinical passion and best fit at CHS.

A 12-month new graduate allied health education program, with comprehensive orientation, networking opportunities, clinical supervision and regular education sessions.

Exposure to management of complex clinical cases with great support.

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.

Reimbursement of relocation expenses for interstate candidates up to \$12k (subject to review and approval)

About the Role:

If you are a new graduate occupational therapist looking for an exciting opportunity in healthcare, supercharge your career and create the life you want in Canberra. Our new graduate program has been designed to provide you with tailored individual support whilst optimising your career opportunities.

Did you know that Canberra is ranked one of the most liveable cities in the world? There are stunning natural surrounds, amazing quality restaurants, world-class education facilities and so much more.

And recent research confirms that Canberrans are the happiest people in Australia – no wonder – there really is something for everyone in Canberra.

We are looking for Occupational Therapists in the following areas:

Hospital setting supporting adults during and following a sudden acute illness.

Working in the community providing intervention to aged care and consumers living with a range of disabilities.

Mental Health settings which may include working in either hospital based or community teams providing occupational therapy services to adults, children or young people experiencing mental health disorders.

Successful candidates in the HP1 new graduate year are offered the opportunity to rotate across services and divisions to provide them with a broad range of experiences and opportunity to identify their clinical passion. You will work in a growing and dynamic health service that is committed to providing state of the art services to Canberra and the surrounding regions. Successful candidates will be supported and provided ongoing education opportunities facilitated through the Allied Health New Graduate program and Allied Health Clinical Education Unit.

For more information regarding the position duties click here for the [Position Description](#).

We will work with you to align you with the work areas you would prefer to work in.

Transition to a permanent HP2 position is dependent on successful completion of the New Graduate year and the Division where a permanent position is available.

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: Mel Symon (02) 5124 3286 Melinda.Symon@act.gov.au

### **Spiritual Support Services**

#### **Spiritual Care Practitioner**

##### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 63685 - 02F20)**

Gazetted: 06 December 2023

Closing Date: 21 December 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.

About the Role:

As a Spiritual Care Practitioner, you will work as part of the multi-disciplinary care team to address the spiritual and emotional wellbeing of patients, their families or carers and staff at Canberra Hospital (TCH) and University of Canberra Hospital (UCH).

Canberra Health Services understands healthcare works best when we create a person-centred partnership that delivers holistic care for the body, mind, and spirit. Spiritual Care seeks to address the spiritual domain of health, with particular response to the unique human vulnerabilities associated with healthcare including fear, loneliness, pain, grief, and joy.

Standard hours of work are Monday to Friday 8:30am-4:30pm and this role may include an overnight on-call service, weekend, and public holiday work.

For more information regarding the position duties click here for the [Position Description](#).

Please note: Interviews and outcomes will take place in the New Year.

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: Chris Dudfield (02) 5124 3743 Chris.Dudfield@act.gov.au

### **Workforce Capability**

#### **Neonatal Life Support Educator - Nurse Level 3 Grade 1 - Registered - Workforce Capability**

##### **Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 26326 - 02E4F)**

Gazetted: 06 December 2023

Closing Date: 10 December 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:

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity, and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards, and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (L&D) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS. Please note previous applicants need not reapply and will be considered.

For more information regarding the position duties click here for the [Position Description](#).

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 position is part-time and the full-time salary noted above will be pro-rata.

Contact Officer: Helen Cutler (02) 5124 2437 [helen.cutler@act.gov.au](mailto:helen.cutler@act.gov.au)

## **Adult Community Mental Health Services**

### **Nurse Level 1 - Registered**

#### **Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 41611 - 02EIW)**

Gazetted: 06 December 2023

Closing Date: 10 December 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.

Discounted gym memberships

Scholarships for education support

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

About the Role:

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres. This position will be based at Belconnen Community Health Centre.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program recently implemented a new model of care (MoC) which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions.

Clarify and delineate the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact.

Provide optimal treatment for people in their homes and community as effective hospital diversion.

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness.

Please note previous applicants need not reapply and will be considered.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Chloe Looker 02 5124 6890 [Chloe.Looker@act.gov.au](mailto:Chloe.Looker@act.gov.au)

## **North Canberra Hospital**

### **Allied Health & Palliative Care**

#### **Health Professional 3 -Physiotherapist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: LP9213 - 02F5W)**

Gazetted: 05 December 2023

Closing Date: 19 December 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.

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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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:

Physiotherapy at Clare Holland House provides specialised palliative care services to a range of clients in inpatients, home based and outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health professionals and multidisciplinary teams to achieve safe, high quality patient care.

This position supports the delivery of services including provision of physiotherapy services within Clare Holland House and its range of palliative care services. You will play a key role in delivering high quality patient centred care and associated functions to support service delivery in this clinical area.

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

You will be required to participate in an overtime, restricted on-call and shift rosters.

Under limited direction of the Allied Health Team Leader you will be required to work at North Clare Holland House. You will:

Provide high level of clinical expertise and practice in specialised palliative care at Clare Holland House Inpatient and Outpatient Clinics and Home Based Palliative Care.

Facilitate effective communication and work collaboratively with the patients, families, carers, healthcare and service providers to ensure continuum of care.

Complete case, program and activity records to standards required while ensuring data retention policies are followed.

Exercise independent professional judgement on moderately complex matters, generating innovative solutions to problems and producing a range of options.

Provide supervision and education to Health Professional 1 & 2, students, allied health assistants and other non-professional staff, and participate in education programs for area of clinical service delivery.

Participate in team and program related service activities as required.

Participate in supervision, credentialing, continuing professional development and performance management.

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

About you:

Requirements/Qualifications:

Mandatory

Relevant Tertiary qualifications in Physiotherapy

A current driver's license

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

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

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

Desirable

Minimum of three years' experience working professionally in Physiotherapy

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:

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)

Undergo a pre-employment National Police Check.

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

Note: There is a temporary position available with the possibility of extension and/or permanency.

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

Contact Officer: Jade Johnston N/A Jade.johnston@act.gov.au

## **CHS Clinical Services**

### **Cancer and Ambulatory Services**

#### **Cancer Services**

##### **Immunology Registered Nurse Level 2**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 20075 - 02F7R)**

Gazetted: 05 December 2023

Closing Date: 21 December 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.

Discounted gym memberships

Scholarships for education support

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

About the Role:

The Immunology Department is part of the Division Cancer and Ambulatory Support (CAS) and provides adult and paediatric care throughout the Canberra Hospital. It is a tertiary referral service for patients within the ACT and regional areas who require medical intervention in relation to immune-mediated diseases. This encompasses autoimmune diseases, systemic inflammatory diseases, primary and secondary immune deficiencies, and allergies. The Immunology nursing service operates five days a week from 8:30am till 5pm, Monday to Friday.



The Immunology Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care to our Immunology patients. In this position, you will be working in the outpatient setting.

For more information regarding the position duties click here for the [Position Description](#).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

Contact Officer: Liset De Koeijer (02) 5124 8457 [Liset.deKoeijer@act.gov.au](mailto:Liset.deKoeijer@act.gov.au)

## **CHS Clinical Services**

### **Women, Youth and Children's Health**

#### **Director of Nursing and Midwifery**

#### **Paediatric Clinical Development Nurse - Registered Nurse Level 2**

#### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 62535 - 02EC0)**

Gazetted: 05 December 2023

Closing Date: 10 December 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:

Are you an experienced Paediatric Registered Nurse looking for your next challenge? Are you ready move forward in your leadership role?

Then we are looking for you!

Successful candidates will be provided ongoing education and training opportunities facilitated through Workforce Capability and Clinical Development Nurses. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for Paediatric patients with a wide range of conditions.

The Paediatric Service at Canberra Hospital provides coordinated and integrated health services for children and young people, and their families/carers, for medical, surgical, and mental health care, up to the age of 16 years.

The care provided is family centred, safe and effective.

The Paediatric Service is an interdisciplinary service comprising medical, nursing, and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics.

For more information regarding the position duties click here for the [Position Description](#).

Please note previous applicants need not reapply and will be considered.

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.

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

Contact Officer: Emma Mevius 02 5124 0991 [libby.coonan@act.gov.au](mailto:libby.coonan@act.gov.au).

## **CHS Clinical Services**

### **Mental Health, Justice Health and Alcohol and Drug Services**

#### **Justice health Services**

**Primary Health Registered Nurse level 1**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 38663, several - 02F33)**

Gazetted: 04 December 2023

Closing Date: 15 December 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: This is an exciting opportunity to join the collegial Justice Health Services Custodial Primary Health team, whose core business is to provide high quality health care to people in custody at the ACT's correctional facilities.

If you like variety and would like to grow your expertise, our team provides a broad range of services including nursing care, primary health care, population health, Alcohol and Other Drugs Services, and complex case management. As a Custodial Primary Health Nurse, you will have access to free onsite parking, a generous salary and additional allowances, salary packaging benefits, support from a passionate and enthusiastic team, fantastic training and education opportunities, and genuine career progression and professional development opportunities. Please note: Interviews will be held between the 18th and 23rd December 2023 with outcomes to be processed in the new year.

For more information regarding the position duties click here for the [Position Description](#).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

Undergo an ACT Corrective Services Security Clearance check.

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

Contact Officer: Nicole Purcell (02) 5124 2523. [Nicole.Purcell@act.gov.au](mailto:Nicole.Purcell@act.gov.au)

**CHS Clinical Services**

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

**Director of Allied Health**

**Psychologist - Secure Mental Health Unit**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 37524 - 02F6E)**

Gazetted: 05 December 2023

Closing Date: 12 December 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.

Discounted gym memberships

Scholarships for education support

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

About the Role: Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Justice Health Services

Child & Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their careers, and other key services.

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

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by MHJHADS Division.

At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to students and staff at Health Professional Level 1&2 and support the Allied Health Manager in service development processes.

All team members are required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

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

Please note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the [\*Position Description\*](#).

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.

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 \(act.gov.au\)](#)

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

Contact Officer: Graham Twycross (02) 5124 1516 [Graham.Twycross@act.gov.au](mailto:Graham.Twycross@act.gov.au)

## **Women, Youth and Children**

### **Maternal Child and Family Health (MACH) RN1 Scholarship**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 54169 - 02DSD)**

Gazetted: 06 December 2023

Closing Date: 10 December 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:

An exciting opportunity has become available for experienced Registered Nurse to undertake studying diploma in Child and Family health qualifications. These positions are supported by a scholarship. Consider growing your skills and knowledge in a very rewarding nursing career and becoming part of our family-friendly and supportive culture. The scholarship program has been developed to create a sustainable pathway for Registered Nurses to undertake tertiary study while obtaining relevant work experience leading to a work ready MACH workforce upon graduation. This scholarship involves a two (2) year commitment. In the first year the Registered Nurse (RN) will work in the Child and Adolescent Immunisation Team within the Early Childhood Immunisation program three (3) days per week delivering National Immunisation Program.

During the first year of the scholarship the RN will be supported to complete the Postgraduate Certificate in Child and Family Health qualification. In the second year of the scholarship, the RN will transfer into the Maternal Child and Family Health team to complete the Postgraduate Diploma in Child and Family Nursing, whilst rotating and gaining competency across the full scope of practice of a MACH nurse.

MACH services deliver a range of universal and targeted services for newborns, young children, and their parents/carers. These services aim to support early identification and intervention for child development concerns, information, and support for parenting. This is the only child and family health service across the ACT. The work of Maternal Child and Family Health nurse/midwife is supported by the MACH Nurses /midwives are guided by the National Standards of Practice for Maternal, Child and Family Health Nurses in Australia (2017) and support families by working in the model of Family Partnership to provide support, information, and health advice within a multidisciplinary context. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support.

MACH services are delivered across ACT from health centre locations to outreach clinic sites and in client's homes. Please note previous applicants need not reapply and will be considered.

For more information regarding the position duties click here for the [Position Description](#).

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.

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

Note: This is a part-time temporary position available for six to 12 months with the possibility of extension/and or permanency at 24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Sally Haseler (02) 5124-1701 [sally.haseler@act.gov.au](mailto:sally.haseler@act.gov.au)

#### CHS Clinical Services

##### Rehabilitation, Aged and Community Services

##### Executive

##### Administration Officer - Rehabilitation, Aged and Community Services

##### Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 16498 - 02F6N)

Gazetted: 05 December 2023

Closing Date: 21 December 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers 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, and the University of Canberra Hospital.

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

Please note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the [\*Position Description\*](#).

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.

Hold a Drivers licence.

Note: This position is part-time at 15 hours per week and the full-time salary noted above will be pro-rata.

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

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

## **Pathology**

### **Medical Scientist - Pathology**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 63655 - 02EVD)**

Gazetted: 05 December 2023

Closing Date: 19 December 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:

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

The Diagnostic Genomics Department is a multidisciplinary laboratory performing conventional cytogenetics, microarray techniques, Fluorescence In Situ Hybridisation (FISH) and molecular genetic techniques for the investigation of constitutional and somatic (oncological) abnormality. Our laboratory services Canberra and the surrounding region. The team is led by the Supervising Scientist (HP4 and comprised of 2 Health Professionals Level 3 (HP3), 4 Health Professionals Level 2 (HP2) and 1 Technical Officer (TO1).

The Diagnostic Genomics Department of ACT Pathology provides a constitutional and somatic genomics service to the ACT and surrounding region. Based at The Canberra Hospital, the laboratory utilises conventional and molecular diagnostic investigations, for a variety of tissue types and referrals. With exciting developments in technologies, Diagnostic Genomics is expanding. We are seeking an individual with keen investigative skills, great team communication, and flexibility to work across multiple disciplines. A background in molecular techniques would be an advantage.

This position offers an exciting opportunity, under the direction of the Supervising Scientist and Senior Scientists of Diagnostic Genomics, to be part of a dynamic team that provides an expanding and comprehensive Diagnostic Genomics service.

Please note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the [\*Position Description\*](#).

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: Monica Armstrong (02) 5124 3449 [Monica.Armstrong@act.gov.au](mailto:Monica.Armstrong@act.gov.au)

## **CHS Clinical Services**

### **Mental Health, Justice Health and Alcohol and Drug Services**

#### **Justice health Services**

### **Alcohol and Drug Nurse Clinical Lead**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 52419 - 02F39)**

Gazetted: 05 December 2023

Closing Date: 19 December 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.

Discounted gym memberships

Scholarships for education support

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

About the Role: This is an exciting opportunity to join the collegial Justice Health Services Custodial Primary Health team, whose core business is to provide high quality health care to people in custody at the ACT's correctional facilities.

If you like variety and would like to grow your expertise, our team provides a broad range of services including nursing care, primary health care, population health, Alcohol and Other Drugs Services, and complex case management. As a Custodial Primary Health Nurse, you will have access to free onsite parking, a generous salary and additional allowances, salary packaging benefits, support from a passionate and enthusiastic team, fantastic training and education opportunities, and genuine career progression and professional development opportunities.

For more information regarding the position duties click here for the [Position Description](#).

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

Contact Officer: Nicole Purcell (02) 5124 2523 [Nicole.Purcell@act.gov.au](mailto:Nicole.Purcell@act.gov.au)

### **Community Care Program**

**Community Care Program, Registered Nurse Level 1**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 60963, several - 02F5U)**

Gazetted: 05 December 2023

Closing Date: 9 January 2024

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.

Discounted gym memberships

Scholarships for education support

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

About the Role:

Are you a Registered Nurse looking to work outside the hospital environment and continue providing outstanding nursing care? The Community Care Program is looking for Level 1 Registered Nurses who are motivated, caring and looking to make a difference to our patients' lives.

Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

For more information regarding the position duties click here for the [Position Description](#).

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

### **Emergency Department**

#### **Administration Officer - Emergency Department**

**Administrative Services Officer Class 2/3 \$62,994 - \$76,427, Canberra (PN: 20958, several - 02F04)**

Gazetted: 06 December 2023

Closing Date: 11 December 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.

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

About the Role:

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

The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing, and allied health staff.

The Administration Officer is responsible for the administrative activities within the Emergency Department such as patient registration, transfer, admission, discharging patients and the coordination of medical records whilst providing high quality customer service 24 hours a day, 7 days a week.

Please note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the [Position Description](#).

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: Ashley Young (02) 5124 4115 Ashley.R.Young@act.gov.au

### **Territory Wide Mental Health Services**

#### **Nursing Practice Development & Education Nurse**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 21806 - 02F3H)**

Gazetted: 05 December 2023

Closing Date: 26 December 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.

Discounted gym memberships

Scholarships for education support

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

About the Role:

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to young persons, adults and older persons via inpatient and outpatient settings, justice health facilities, alcohol and drug programs that focuses on therapeutic practice, hope, and achievement of a consumer's personal recovery.

The Nursing Practice Development & Education role is critical to the ongoing effective development, learning and professional support of all nurses within MHJHADS. This position is a leadership role that is essential to the articulation and translation of knowledge into practice and the embedment of a learning culture.

In addition to clinical expertise, the position has strategic oversight, capacity, and capability to form and maintain key relationships and partnerships with internal and external agencies, services, and colleagues as well as

consumers, their family and/or carers. This is necessary for continuous evaluation and long-term sustainability improvements in nursing care delivery.

For more information regarding the position duties click here for the [Position Description](#).

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: Lizz Whitlam 0432 364 520 [Lizz.Whitlam@act.gov.au](mailto:Lizz.Whitlam@act.gov.au)

**CHS Infrastructure Management and Maintenance**  
**Infrastructure and Health Support Services Recurrent**  
**Food and Sterilising Services**

**Operations Officer - Health Service Officer Level 2/3 - Food Services**

**Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992), Canberra (PN: 58348, several - 02FAF)**

Gazetted: 05 December 2023

Closing Date: 25 December 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.

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

About the Role:

Applications are sought from enthusiastic and motivated individuals to fill permanent part-time HSO-2/3 positions at the within the Patients Services section of the Food Services Department at the Canberra Hospital.

These positions are initially based on a Monday to Friday roster and successful applicants will be required to fill morning, afternoon, and evening shifts.

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Note: This position is part-time at (20:00) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Ric Della-Torre (02) 6207 9194 [Ric.Della-Torre@act.gov.au](mailto:Ric.Della-Torre@act.gov.au)

**CHS People and Culture**

**Executive Assistant - People and Culture**

**Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 24925 - 02F7G)**

Gazetted: 04 December 2023

Closing Date: 14 December 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.



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

About the Role:

The People and Culture Division is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS divisions, the People and Culture Division portfolio delivers strategically aligned workforce solutions in areas including change management, diversity, and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards, and recruitment.

The Division also plans, designs, communicates, and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Quality expert advice and support is provided through the People and Culture integrated teams.

The People and Culture Executive team is responsible for the strategic and operational management of the People and Culture Branch ensuring the effective and efficient operation of strategic people management advice, policy, and programs across CHS.

Please note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the Position Description.

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

- Undergo a pre-employment National Police Check.

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

Contact Officer: Sinead Clarke 0251249635 [Sinead.Clarke@act.gov.au](mailto:Sinead.Clarke@act.gov.au).

## **North Canberra Hospital**

### **Medical & Mental Health**

#### **Registered Nurse Level 1 – Mental Health Division**

#### **Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: LP8092 - 02F4Z)**

Gazetted: 04 December 2023

Closing Date: 19 December 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.

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 current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

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: This is a full-time position working a rotating shift roster, including morning, evening, and night shifts across both Banksia and Acacia.

Under limited direction of the Clinical Nurse Consultant, you will perform a range of evidenced based clinical duties:

Provide quality direct clinical care to mental health clients addressing their physical, social, emotional and psychological needs

Within clinical governance structures and scope of practice, provide comprehensive nursing care including assessment, care planning, multidisciplinary team reviews and interventions

Liaise, consult, and provide education with other agencies, families and carers

Provide services which are designed to promote recovery and maximise independence, involving clients, carers and other services where appropriate

Practice in a way that acknowledges the dignity, culture, values, beliefs and rights of people integrating recovery principles into your practice

Integrate organisational policy and guidelines with professional standards and practices in accordance with the relevant legislation

Undertake clinical supervision and professional development activities and provide support and supervision to student nurses

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

About you:

Requirements/Qualifications:

**Mandatory**

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

The successful applicant will need to be available to work on a seven day a week roster filling morning, evening, and night shifts.

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

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

**Desirable:**

Hold or be working toward Post Graduate qualification in mental health nursing.

Current driver's licence

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

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

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: Jody Alexander N/A [Jody.Alexander@act.gov.au](mailto:Jody.Alexander@act.gov.au)

## **CHS Clinical Services**

### **Women, Youth and Children's Health**

#### **Women, Youth and Children Community Health Programs**

##### **Clinical Nurse Manager - School Services Team**

##### **Registered Nurse Level 4.1 \$130,846, Canberra (PN: 28564 - 02F3T)**

Gazetted: 04 December 2023

Closing Date: 8 December 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: The School Services Clinical Nurse manager is responsible for a high functioning team which provides quality services for children and young people in the ACT, particularly through Health services delivered in ACT Government schools.

##### **School Youth Health Nurse Program**

The School Youth Health Nurse works with a preventative focus including early identification, brief intervention and harm minimisation activities. The nurse is often the first point of contact for young people, their families and

school community members seeking information, advice and support in health matters. The School Youth Health Nurse Program has a full time Clinical Nurse Consultant who reports to the School Services CNM.

#### Healthcare Access At School (HAAS)

Healthcare Access At School (HAAS) provides nurse-led care to students with complex or invasive health care needs while they are at school. This is a nurse-led model and is provided in partnership with the Education Directorate. HAAS has a Children's Clinical Nurse Consultant three days a week who reports to the School Services CNM.

#### Children's Hearing Service

The Children's Hearing Service is for children over 18 months up to 18 years to provide a full hearing assessment that includes: the client's hearing health history, inspection of the ear canal and ear drum (otoscopy), tympanometry that will assess the middle ear function and a hearing assessment (audiometry). The Children's Hearing Service reports both operationally and clinically to the School Services CNM.

Please note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the [Position Description](#).

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

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

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

Contact Officer: Ruth Evans (02) 5124 1607 [Ruth.Evans@act.gov.au](mailto:Ruth.Evans@act.gov.au)

### CHS Clinical Services

#### Mental Health, Justice Health and Alcohol and Drug Services

#### Alcohol & Drug Program

#### Case Worker, Alcohol & Other Drug Worker / Counsellor

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 32496 - 02F60)**

Gazetted: 05 December 2023

Closing Date: 22 December 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers 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](#).

Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality ADS guided by the principles of harm minimisation. ADS incorporates 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services.

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

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of MHJHADS.

This position is part of the ADS Diversion Service, located at Moore St Community Health Centre, Canberra.

The role sits within a multidisciplinary team that works collaboratively with individuals to address psychosocial issues which involves screening, assessment, counselling, therapeutic group work, advocacy, or referral to other agencies for more specialised support.

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, ability to provide a wide range of psychological/counselling treatments and group work to adults. Experience of alcohol and other drug assessment skills are desirable but not mandatory.

All team members are required to undertake professional development and supervision, provide supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Please note: Interviews and processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the [\*Position Description\*](#).

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. For further information on Working with Vulnerable People registration refer to - [\*Working with vulnerable people \(WWVP\) registration \(act.gov.au\)\*](#)

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

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

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

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

Contact Officer: Paul Davies (02) 5124 3285 [Paul.Davies@act.gov.au](mailto:Paul.Davies@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](mailto:jobs@act.gov.au)**

#### **Education and Training Services**

#### **Health, Community & Science**

#### **Community Work**

#### **Senior Educator**

#### **Teacher Level 2 \$114,979, Canberra (PN: 41565)**

Gazetted: 06 December 2023

Closing Date: 13 December 2023

Details: CIT Community Work is seeking an experienced Senior Teacher to provide educational leadership, support and guidance to the staff in the department. Under the general direction of the Head of Department - CIT Community Work, the Senior Educator will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals.

Working at CIT: With an impressive 95-year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest vocational education and training (VET) provider in Canberra, we are committed to recruiting, developing and retaining the best people possible 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

The successful candidate will:

Provide educational guidance to students within the department programs.

Be willing to support student progression and provide a quality student experience.

Demonstrate an understanding of national VET standards including industry currency, assessment principles and rules of evidence.

Demonstrate capacity in the use of technology and be willing to further develop digital literacy to a high level.

Have current knowledge of the VET sector.

Have experience in working collaboratively and effectively with teams with minimal supervision.

Develop and maintain working relationships with industry and key stakeholders.

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

Eligibility/Other requirements:

**MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING**

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

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

**Industry Experience**

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

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

**DESIRABLE**

Prior leadership experience in a teaching department.

Notes: This position is for permanent filling. Selection may be based on applications 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.

\*Due to the timing of the shutdown and leave periods this process may not be finalised until late January.

How to apply: Interested applicants should submit a pitch of no more than two pages. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role and clearly linked to the Selection Criteria. Applications should include a current curriculum vitae and details of two referees. Your application should also include two referee reports.

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

Contact Officer: James Dunstan (02) 6207 3491 [James.Dunstan@cit.edu.au](mailto:James.Dunstan@cit.edu.au)

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

**Chief Minister, Treasury and Economic Development**

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

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

**Executive Branch Manager, Innovation, Change and Strategy Transformation Office  
Temporary Vacancy (Immediately until 29 February 2024, with possible extension)**

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

**Office of Industrial Relations and Workforce Strategy**

**Position: E498**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: #ACTPS Senior Executive List; #ACTPS, SOGA; #MPC Infrastructure Managers

Date of circulation: 5 December 2023

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, Innovation, Change and Strategy Transformation Office within the Future Workforce Strategies Group, Office of Industrial Relations and Workforce Strategy.

This temporary vacancy commences as soon as possible until end February, with the possibility of extension.

The Office of Industrial Relations and Workforce Strategy (OIRWS) provides the formal structure to lead the ACTPS' industrial, employment and strategic workforce agenda into the future. The OIRWS aims to support a more effective ACTPS where workforce strategy, work healthy and safety, industrial relations, and employment policy and governance is developed and delivered in a more consistent and collaborative manner.

Within the Office, the new Future Workforce Strategy Group has been set up to strengthen and bring together professional capability to identify, understand and respond to the challenges which face the ACTPS workforce now, and those it will face in the future.

As part of this group and reporting to the Executive Group Manager Future Workforce Strategies, the Innovation, Change and Strategy & Transformation Office Branch is home to two sections which have recently been brought together: Workforce Data and Reporting, which delivers in-depth workforce data reporting services to business areas across the ACTPS; and the Strategy and Transformation Office, which offers ACT Government Directorates and Agencies the opportunity to progress strategic projects with in-house partners rather than procuring external consultancy services. The Branch is also responsible for delivery of high-profile projects such as the ACTPS Employee Survey and management of the ACTPS' Innovation Centre.

For further information please see the Executive Capabilities attached.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees only.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicants. This includes a cash component of \$244,201.

To apply: Interested candidates should submit a short pitch (two page max) which highlights what you would offer to this opportunity and which addresses the Executive Capabilities; a current curriculum vitae; and details of two referees to Janet Wilson via email to [janet.wilson@act.gov.au](mailto:janet.wilson@act.gov.au) by 5pm Friday 12 December 2023.

Contact Officer: Janet Wilson via MS Teams or Email: [janet.wilson@act.gov.au](mailto:janet.wilson@act.gov.au)

**Executive Branch Manager, People and Capability  
Temporary Vacancy (18 December 2023 to 2 February 2024)  
Chief Minister, Treasury and Economic Development Directorate  
Corporate  
Position: E421**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 4 December 2023

Expressions of interest are sought for the position of Executive Branch Manager, People and Capability. This temporary vacancy is from 18 December 2023 to 2 February 2024.

The People and Capability Branch is responsible for the delivery of human resources in CMTEDD, including: policy settings, culture training and capability development, employment programs, executive engagements, safety, wellbeing, conduct, performance, reportable conduct scheme, case management, employee relations, reward and recognition, workforce data and analytics functions.

The successful candidate will possess outstanding leadership, strategic, relationship management, communication, and change management skills with a strong background in leading strategic human resource initiatives across a complex and diverse workforce.

For further information please see the Executive Capabilities attached.

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 \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Interested candidates should submit a short EOI, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Steven Wright via email, [Steven.wright@act.gov.au](mailto:Steven.wright@act.gov.au) by COB Thursday 7 November 2023.

Contact Officer: Steven Wright 6207 1356 [Steven.wright@act.gov.au](mailto:Steven.wright@act.gov.au)

**Digital, Data and Technology Solutions  
Technology Services  
Networks, Communications Services and ICT Facilities / ICT Facilities Infrastructure and Operations  
ICT Facilities Support Officer  
Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 51434)**

Gazetted: 06 December 2023

Closing Date: 8 January 2024

Details: Digital Data and Technology Solutions are seeking an experienced, committed and enthusiastic team member to join the ICT Facilities Infrastructure and Operations Team. ICT Facilities Support Officer assists in the management of ACT Government data centres and communications rooms, cabinets and associated ICT infrastructure at several key primary locations and hundreds of secondary locations across the territory that are managed by the ICT Facilities Infrastructure and Operations team, ensuring the timely response and rectification work of all activities in accordance with relevant service level agreements.

The position requires a collaborative approach with a strong focus on implementing effective ICT infrastructure and supporting existing infrastructure to underpin the territories ICT services for delivering government and community 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. Hear about CMTEDD from some of our staff.

**Eligibility/Other requirements:**

This position requires an Australian Government Security Vetting Agency (AGSVA) issued Negative Vetting Level 1 (NV1) security clearance, or the ability to obtain and maintain one.

Class C driver licence is essential.

Current holder of an Occupational Health and Safety Construction Induction White Card or ability to obtain and hold one is mandatory.

Current holder of an Asbestos Awareness Card or ability to obtain and hold one is mandatory.

Certification in Crystalline Silica Exposure Prevention or ability to obtain and hold certification in Crystalline Silica Exposure Prevention is mandatory.

Note: This is a permanent position, currently based in at Callam Offices. The ACT government is transitioning to Activity Based Work (ABW). Under ABW arrangements, officers may not have a designated workstation/desk.

Working from home part time may also form part of the flexible work arrangements for this position. A Merit Pool will be established from this selection process and may be used to fill similar vacancies over the next 12 months.

Selection may be based on application and referee reports only.

**How to Apply:** Candidates are asked to review the Position Description and address the seven points under the "Professional/Technical Skills and Knowledge" and "Behavioural Capabilities" sections and submit your pitch of no more than two pages providing evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please also provide a copy of your current curriculum vitae and contact details of at least two referees.

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

Contact Officer: J Mudiyanse (02) 6207 6693 J.Mudiyanse@act.gov.au

## **Office of Industrial Relations and Workforce Strategy - Work Safety Group**

### **Data Analytics and Finance Team**

#### **Data and Analytics Officer**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 01659)**

Gazetted: 06 December 2023

Closing Date: 20 December 2023

**Details:** Do you like to solve problems using data and analytics? Do you like to work on a range of tasks and engage with different stakeholders? Look no further! This might be the position for you!

This is an opportunity for individuals who are interested in data and analytics in the areas of workplace health and safety, workers' compensation and self-insurance to join the Data, Analytics and Finance Team (DAFT) within the Work Safety Group (WSG) in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

The Data and Analytics Officer is responsible for developing and curating datasets for analysis; and developing tools that facilitate better use of data and add value across a wide range of business processes. Duties also include providing a range of reporting and analytics services to other teams within the WSG, CMTEDD and other ACT Government Directorates and agencies as well as external stakeholders and partners. The successful candidate is expected to follow the principles of and support the delivery of a comprehensive data management framework.

This position may involve direct supervision of personnel.

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

**Eligibility/Other requirements:**

Tertiary qualifications and/or equivalent relevant experience in actuarial studies, statistics, data science and other related discipline is highly desirable.

Experience in the areas of insurance, work health and safety, work-related injury management or workers' compensation would be an advantage.

Experience with contemporary data discovery tools such as Microsoft SQL, Python, SAS, R or equivalent would be an advantage.

Proficiency in Microsoft Power BI is highly desirable, experience with other contemporary data visualisation tools such as Tableau or equivalent also being advantageous.

**Notes:** This is a temporary position available immediately for a period of nine months with the possibility of permanency.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: As a minimum, please provide a written response and a copy of your current curriculum vitae. Your written response should be no longer than two pages, addressing the Capabilities outlined in the Position Description document and describing why you would be a good fit for the role.

You are welcome to provide copies of qualifications, certifications etc to support your application - subject to a limit of 10MB and 10 documents per application.

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

Contact Officer: Phoenix Zhong (02) 6207 4209 Phoenix.Zhong@act.gov.au

## **Digital, Data and Technology Solutions**

### **ACT Data Analytics Centre**

#### **Assistant Director - Data Infrastructure and Solutions**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 40121)**

Gazetted: 06 December 2023

Closing Date: 20 December 2023

Details: Do you want to lead, maintain and build infrastructure and solutions that allows the ACT Government to gain the most out of their data? The ACT Data Analytics Centre (ACTDAC) is the ACT Government's central team supporting directorates to create, use and govern data, data infrastructure and data products and we are looking for a passionate leader of data infrastructure and solutions to join our team for three months.

You will lead ACTDAC's data engineers as they work with stakeholders across government to design, develop, implement, and support solutions across the entire data lifecycle, as well as maintain and grow the functionality of our ACT Data Lake. We partner with data and digital teams within Directorates to get the best out of data and information assets to improve Canberra's wellbeing. Your work will have a direct impact on how Canberrans live their lives.

In this role, your leadership will enable the team to develop secure, scalable, re-usable data products. You will ensure that the Data Lake is secure, stable and performing ready to ingest, transformation, and deliver the data products that help government to gain new insights on its services and policies.

ACTDAC is part of the Digital, Data and Technology Solutions Group (DDTS), led by the Chief Digital Officer. DDTS drives the ACT's digital and data agenda, ensuring alignment of government ICT and digital priorities, innovation, and initiatives across the ACT Government.

Canberra is committed to being a city of wellbeing and liveability, supported by a knowledge-based public service that makes a real difference for our community. In this role, you will be helping to shape Canberra as an inclusive, progressive, and connected city.

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 this sound like the job for you, we would love to hear from you!

Note: This is a temporary position available immediately for 3 months.

A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months. This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space 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: Please provide a maximum of a two page Expression of Interest addressing the Selection Criteria and a curriculum vitae.

*Applications should be sent to the Contact Officer.*

Contact Officer: Patrick Drake-Brockman (02) 6205 0971 Patrick.Drake-Brockman@act.gov.au

## **Access Canberra**



**Construction and Planning Regulation  
Strategic Business Coordination Unit  
Assistant Director**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 57080)**

Gazetted: 04 December 2023

Closing Date: 1 January 2024

Details: We are looking for someone who thrives in a fast-paced, collaborative environment and wants to use their combination of skills and knowledge to fill the role of Assistant Director, Strategic Business and Coordination, in Access Canberra's Construction and Planning Regulation Branch.

IF YOU HAVE...

Excellent writing skills with the ability to get to the heart of the matter and pay great attention to detail, as well as strong research and analysis in an operational policy context, and a deep understanding of government business and parliamentary processes.

COMBINED WITH...

The ability to find joy in juggling competing priorities, using your communication skills to drive collaboration across technical teams and stakeholders, and making recommendations for changes to strategic policy.

THEN THIS MAY BE THE ROLE FOR YOU!

The Assistant Director needs to be able to provide leadership to the team, consult with and influence stakeholders, and work under time pressure with limited direction.

If you're interested in applying your unique skills and knowledge to construction and planning on behalf of the Canberra community, and you're passionate about governance and accountability, then this 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEED from some of our staff.

Note: A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This role operates under a hybrid location working environment, including working from home and in Access Canberra offices under -based working (ABW) arrangements. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the selection criteria, your current curriculum vitae and details of two referees, one of which should have worked with you most recently.

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

Contact Officer: Radmila Andric (02) 6207 4988 Radmila.Andric@act.gov.au

**Digital, Data and Technology Solutions  
Customer, Data and Technology  
Director, Asset Reporting  
Director Asset Reporting**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 36280)**

Gazetted: 04 December 2023

Closing Date: 11 December 2023

Details: We're looking for someone to join our team as a Director Asset Reporting. The Asset Reporting role is part of a multi-disciplinary team within Customer Data and Technology division of DDTS and reports to the Senior Director, Strategic IT Asset Management.

We pride ourselves on continuous evolution. The driving force behind our improvements and innovations is the presence of skilled and dedicated team members. 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:

Effectively lead the development of ICT Asset reporting, including an approach to improve lifecycle management and build a comprehensive view of the cost of ICT services across government to inform development of a sustainable operating and funding model via ETL from numerous systems into a Data Warehouse and relevant operational dashboards.

Support the completion of a comprehensive audit of the ACT Government's ICT asset holdings across all agencies and directorates by using statistical tools to identify, analyse, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction of activity.

Support and maintain the maturity of a data governance culture, specifically around master data management and data modelling.

This is a hands-on role and will involve scoping, validating and delivering outcomes. You will work with high performing matrix teams, often with several streams of work, in a professional and collaborative approach to deliver 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. 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.

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

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

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](mailto:Jacinta.Smith@act.gov.au)

## **Access Canberra**

### **Corporate Support and Capability**

#### **Digital Design and Delivery**

#### **Business Risk & Compliance Manager, PCI DSS**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63852)**

Gazetted: 04 December 2023

Closing Date: 18 December 2023

Details: The Access Canberra Digital Design and Delivery section enables Access Canberra's effective and secure use of technology in delivering digital services to the community. Working in partnership with the operational business units and policy areas, the section plays a lead role in designing and delivering digital solutions as well as supporting and maintaining the agency's critical business systems. The section provides services such as ICT project/program management, solution architecture, service design, business and systems analysis, software development and testing, business information and security in ensuring digital solutions are fit-for-purpose, support the legislative requirements, and serve our customer's needs.

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 are looking for someone with strong organisational skills and knowledge of risk management, data security and privacy principles to join our team to manage the delivery of PCI DSS Compliance for Access Canberra.

To be successful you will be someone with:

Well-developed organisational skills including the ability to lead and deliver on compliance commitments for PCI DSS.

Demonstrated communication skills including relationship management, written and verbal communication skills.

A working knowledge of risk management frameworks and the importance of Data Security and Privacy Principles.

An understanding of ACTPS values and a proven commitment to the ongoing integration of workplace respect, equity, and diversity principles

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 Payment Card Industry Data Security Standards is highly desirable.

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

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

How to Apply: Please attach the following to your application:

Your curriculum vitae

Names and contact details of two professional referees

A written pitch of two pages, providing evidence of your suitability for the role. 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.

Touching base with the contact officer to discuss the duties of the position is highly recommended.

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

Contact Officer: Samantha Cleary (02) 6207 9131 [Samantha.Cleary@act.gov.au](mailto:Samantha.Cleary@act.gov.au)

## **Strategic Finance**

### **Executive Assistant**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 63847)**

Gazetted: 01 December 2023

Closing Date: 15 December 2023

Details: The Strategic Finance Division in the Chief Ministers, Treasury and Economic Development Directorate is currently looking for a motivated individual to join the team as the Executive Assistant to the Financial Controller. In this role you would provide support and coordination to the executive including diary management and meeting support, managing correspondence, work flowing documents in the corporate records system, and liaising with other executive offices across Government. The ideal candidate for this role would manage multiple demands under time pressure, demonstrate strong communication and interpersonal skills, and foster relationships with stakeholders at all levels.

While previous experience in office administration or as an executive assistant is desirable, it is not essential. We are looking for candidates with the right attitude and personality.

What we offer:

Competitive pay rates and 11.5% superannuation

Flexible working conditions including work-from-home options

Full-time, part-time, or job-sharing arrangements

Support for further training and development

Competitive birth and carers leave

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

Note: Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based out of an office with activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for this position please provide a short pitch of no more than one page outlining why you are interested in this role and what you offer in terms of your skill set and relevant career history.

You will also be required to provide a copy of your curriculum vitae and any qualifications when completing your application. A referee report may be requested upon completion of the interview process. Please let us know if you wish to be contacted prior to going out for referee report.

Applications should be submitted via the apply now button.

Contact Officer: Lewis Hayward (02) 6207 5615 [Lewis.Hayward@act.gov.au](mailto:Lewis.Hayward@act.gov.au)

**Office of Industrial Relations and Workforce Strategy**

**Policy Branch**

**Workplace Legislation and Policy Team**

**Policy Officer**

**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 31574)**

Gazetted: 01 December 2023

Closing Date: 5 January 2024

Details: Workplace Legislation and Policy, Policy Branch, Work Safety Group, is looking for a passionate and dedicated ASO6 Policy Officer who will work as part of the work health and safety stream. You will work on the development of legislation and policy that support and improve the safety of Canberra workplaces.

As a policy officer in the team, you will work across a breadth of safety related subject matters to review, improve, and develop the frameworks that support workers, employers, their representatives and the broader community in creating healthy and safe working environments. This includes pivotal work health and safety issues such as legislative policy measures to prevent and manage psychological risks of workplace discrimination, the impacts of climate change on working conditions and ongoing work in addressing the risks of silica dust exposure in the workplace.

The role involves a combination of working independently and within a small team delivering outcome focused policy approaches. Examples of what you will get involved in include:

drafting Ministerial briefs, speeches, submissions and reports;

undertaking research and analysis;

liaising with stakeholders both internal and external to ACT Government; and

assisting in the development and delivery of high-level legislative, policy and project related issues, including the operation of the ACT's Work Health and Safety (WHS) Laws, including implementation of WHS codes of practice.

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: Experience or relevant qualifications in workers' compensations, work health and safety laws, and public policy areas will be highly regarded.

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

How to Apply: Applicants are required to submit a two-page pitch addressing the Selection Criteria, a current curriculum vitae, and details of at least two referees.

Applications should be submitted via the apply now button.

Contact Officer: Gabriela Falzon (02) 6207 2670 Gabriela.Falzon@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Professional Standards Unit**

**Intelligence Analyst**

**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 08546)**

Gazetted: 30 November 2023

Closing Date: 14 December 2023

Details: We are seeking a high-performing and results-oriented Intelligence Analyst to join our team. Our ideal candidate has relevant experience in intelligence activities and a high level of understanding of the misconduct framework (or the ability to quickly gain this understanding).

As an Intelligence Analyst you will research and gather evidence, analyse information, undertake data integration and present persuasive arguments with recommendations, including about the occurrence of misconduct.

You will work within a small team which undertakes a broad range of activities including undertaking intake and assessment enquiries, preparation of briefs and communications concerning complex topics, conduct appropriate research and analysis to provide strategic advice in workplace performance and misconduct issues to inform senior executives and stakeholders.

To be successful in this position, you will be someone who thrives on working in a values-based, stimulating and results-oriented environment. You will provide critical analysis of sometimes complex information, providing

trusted advice and briefings based on sound research. You will work well in a team environment, responding quickly to changing priorities, showing initiative and sound judgement, and be able to complete projects within tight timeframes. Your duties will also include providing assistance in relation to a variety of administrative functions to support the unit.

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 investigative qualifications such as a Certificate IV in Government Investigations and/or a HR related discipline or related field, or significant study towards gaining such qualifications are highly desirable.

Educational and professional qualifications checks may be undertaken prior to employment.

Criminal history checks will be conducted prior to employment.

Note: This is a temporary position available immediately to 1 June 2024 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: In applying for this position, you are not required to address individual Selection Criteria. Rather, you should provide a statement of no more than two pages outlining your background, capabilities, and experiences and how these align with the duties (WHAT YOU WILL DO), and capabilities and behaviours (WHAT YOU REQUIRE) required to be successful for this role.

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

Applications should be submitted via the apply now button.

Contact Officer: LisaM Murphy (02) 6205 4657 [LisaM.Murphy@act.gov.au](mailto:LisaM.Murphy@act.gov.au)

## **Digital, Data and Technology Solutions**

### **ACT Data Analytics Centre**

#### **Assistant Director - Data Infrastructure and Solutions**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 40121)**

Gazetted: 01 December 2023

Closing Date: 12 December 2023

Details: Do you want to lead, maintain and build infrastructure and solutions that allows the ACT Government to gain the most out of their data? The ACT Data Analytics Centre (ACTDAC) is the ACT Government's central team supporting directorates to create, use and govern data, data infrastructure and data products and we are looking for a passionate leader of data infrastructure and solutions to join our team for three months.

You will lead ACTDAC's data engineers as they work with stakeholders across government to design, develop, implement, and support solutions across the entire data lifecycle, as well as maintain and grow the functionality of our ACT Data Lake. We partner with data and digital teams within Directorates to get the best out of data and information assets to improve Canberra's wellbeing. Your work will have a direct impact on how Canberrans live their lives.

In this role, your leadership will enable the team to develop secure, scalable, re-usable data products. You will ensure that the Data Lake is secure, stable and performing ready to ingest, transformation, and deliver the data products that help government to gain get new insights on its services and policies.

ACTDAC is part of the Digital, Data and Technology Solutions Group (DDTS), led by the Chief Digital Officer. DDTS drives the ACT's digital and data agenda, ensuring alignment of government ICT and digital priorities, innovation, and initiatives across the ACT Government.

Canberra is committed to being a city of wellbeing and liveability, supported by a knowledge-based public service that makes a real difference for our community. In this role, you will be helping to shape Canberra as an inclusive, progressive, and connected city.

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 this sound like the job for you, we would love to hear from you!

Note: This is a temporary position available immediately for three months.

A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months. This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a maximum of a two page expression of Interest addressing the Selection Criteria and a curriculum vitae.

*Applications should be sent to the Contact Officer.*

Contact Officer: Patrick Drake-Brockman (02) 6205 0971 [Patrick.Drake-Brockman@act.gov.au](mailto:Patrick.Drake-Brockman@act.gov.au)

## **Community Services**

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

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

### **Corporate**

#### **People, Capability and Culture**

##### **HR Business Coordinator**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 37814)**

Gazetted: 01 December 2023

Closing Date: 15 December 2023

Details: Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client-centred services to assist the community in creating a safe and equitable environment across the ACT.

Our People Capability and Culture branch currently has a vacancy for a HR Business Coordinator to join our team. This role involves the management of Branch activity to achieve timely and complete outcomes. The Business Coordinator provides support to the Executive Branch Manager and Senior Managers of People, Capability and Culture Branch as directed.

The Business Coordinator facilitates timely responses on behalf of the Executive Branch Manager to action items sought by the CSD Director General's Office, Directorate Divisions, ACT Public Service Agencies and a range of ACT Government Boards and Committees. The position also assists with HR processes and HR data reporting, coordinating HR's input into annual reports, State of Service survey responses and budget estimate briefs. 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.

Note: This is temporary position available from 15 January 2024 until 2 April 2024 with possibility of extension up to 12 months.

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

How to Apply: To apply, please submit a current curriculum vitae and a two-page pitch addressing the position requirements.

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

Contact Officer: Caitlyn Kline (02) 6207 3565 [Caitlyn.Kline@act.gov.au](mailto:Caitlyn.Kline@act.gov.au)

## **Education**

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

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

### **School Performance and Improvement**

**Gungahlin / Inner North**

**Campbell High School**

**Defence and International Student Mentor**

**School Assistant 4 \$72,353 - \$78,207, Canberra (PN: 63634)**

Gazetted: 06 December 2023

Closing Date: 20 December 2023

Details: Campbell High School is seeking to appoint a Student Mentor to work with Defence and international students at Campbell High School. This full-time role will see a successful applicant working approximately 60 per cent of time with Defence students and the remaining 40 per cent of time with international students.

The successful applicant will have a depth of knowledge and experience in dealing with various wellbeing matters students face in a high school setting. The role will support International Students of the International Education Unit (IEU) and Defence Students from the Defence Mentor Program (DSM). These programs, delivered in schools, are designed to provide practical assistance to students and families, and support the social and emotional wellbeing of Defence and international students within their schools.

The role will require the Student Mentor to regularly engage with students and families to ensure a successful education journey while at the school. The successful applicant will also create and initiate programs to embed strong connections and relationships among students and families. This may include organising information sessions, excursions and/or celebration events.

Prospective applicants are encouraged to contact the contact officer to discuss the role.

The role is partly funded by the Defence Member and Family Support (DMFS) Branch, of the Commonwealth Department of Defence.

Eligibility/Other requirements:

Experience working in a school environment or with secondary aged children.

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

Note: This is a temporary position available from 24 January 2024 until 24 July 2024.

How to Apply:

An expression of interest outlining suitability against the Selection Criteria of no more than two pages.

A current curriculum vitae.

Contact details for at least one referee.

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

Contact Officer: Kris McCreath (02)6142 3170 [Kris.McCreath@ed.act.edu.au](mailto:Kris.McCreath@ed.act.edu.au)

**Business Services Group**

**Strategic Finance and Procurement**

**Strategic Procurement**

**Senior Procurement Officer**

**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 51184)**

Gazetted: 05 December 2023

Closing Date: 12 December 2023

Details: The Education Directorate is looking for a dynamic individual to fill the role of Senior Procurement Officer in the Strategic Procurement Team. The team provides a dedicated and central function for goods and services procurement for the ACT public schools and the Education Support Office. It is responsible for ensuring compliance with legislation and consistency in best practice.

The successful applicant will be highly motivated, possess excellent communication skills and work collaboratively to support the Directorate's procurement and contract management activities.

Eligibility/Other Requirements:

Highly desirable:

Certificate IV in Procurement and Contracting or other relevant qualifications.

Note: This is a temporary position available for 3 months with the possibility of extension up to 12 months.

Selection may be based on application and referee reports only.

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

How to Apply: Please submit a one page pitch addressing your claims against the Selection Criteria.

Applications should be submitted via the Apply Now button.

Contact Officer: Susanna Wicks (02) 6205 3839 [Susanna.Wicks@act.gov.au](mailto:Susanna.Wicks@act.gov.au)

### **Gungahlin College**

#### **Director of Student Wellbeing - Gungahlin College**

#### **School Leader C \$135,383, Canberra (PN: 19919)**

Gazetted: 05 December 2023

Closing Date: 12 December 2023

Details: Gungahlin College is located in the North/Gungahlin Network and caters for a diverse range of students from year 10 (specialised program) to year 12, supporting the learning of 1200 students. We have a staff of 130 teachers, learning support and administration professionals.

Gungahlin College is looking for an enthusiastic, knowledgeable and highly motivated School Leader C to join our Leadership team to lead and manage Student Wellbeing as part of the Student Support Hub and work closely with the School Leader C of Diverse Programs, Targeted Supports, Careers and Transitions, to spearhead the provision of Student Supports across the whole college. The successful applicant will lead Student Wellbeing across the college and be instrumental in the establishment and strengthening of the PERMA framework for Positive Psychology, central to building respectful relationships with the entire college community. The successful applicant will also undertake an appropriate teaching load and other school wide duties as determined by the principal.

Eligibility/Other requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

#### **Mandatory:**

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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

#### **Notes:**

This is a permanent position available from 24 January 2024.

Only permanent classroom teachers and School Leader C's are eligible to apply for this position.

Selection may be based on application and referee reports only.

How to apply: Applicants need to submit their application including:

Supporting statement addressing all five capabilities listed below and be written with a focus on the job description specified for the position. (Please write five pages in total)

Current curriculum vitae and

Name and contact details for two referees.

School Leader Capabilities

Leading learning and teaching

Developing self and others

Leading improvement innovation and change

Leading management of the school

Engaging and working with community

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Lemmey (02) 6142 1000 [Michael.Lemmey@ed.act.edu.au](mailto:Michael.Lemmey@ed.act.edu.au)

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

### **System & Policy Reform**

#### **Board of Senior Secondary Studies**

#### **Office of the Board of Senior Secondary Studies**

#### **Manager: Business, Regulatory Compliance, and Programs**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 53510)**

Gazetted: 05 December 2023

Closing Date: 12 December 2023

Details: Do you have the skills and business acumen required to lead business services within a public administration context? Are you looking for a varied and rewarding role leading business and compliance functions within a statutory environment?



The Office of the Australian Capital Territory Board of Senior Secondary Studies (ACT BSSS) is seeking a Business Manager to join their leadership team.

The ACT BSSS is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the ACT.

This role will lead and oversee all business and financial functions of the Office of the Board and is accountable to the Executive Director in meeting relevant legislative requirements.

Responsibilities include (but are not limited to) coordination of legislative and policy compliance; project leadership including digitisation of operations and records; financial management; building and managing relationships with stakeholders; identifying opportunities and assisting with development and implementation of strategic business plans and responsibility for leading, mentoring and managing the administrative staff, working to align high quality service delivery with the legislative, strategic, and operational goals of the Board.

An ability to think critically will be vital in providing informed advice to the Executive Director to minimise risks, ensure compliance, strategically ensure the most effective use of resources, identify issues, and offer solutions for business operations. Excellent communication and customer service skills will be essential.

The successful applicant will be a motivated and dynamic leader seeking to work within a culture of high performance, collaboration, and innovation with a focus on solutions, accountability, and excellence.

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

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. Applicants should be aware of and able to apply the ACTPS Values and Signature Behaviours.

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

How to apply: Please submit your response of no more than three pages addressing the Selection Criteria (see Position Description), together with your curriculum vitae and names of two referees by the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

Contact Officer: Kristofer Feodoroff (02) 6205 7180 [Kristofer.Feodoroff@act.gov.au](mailto:Kristofer.Feodoroff@act.gov.au)

#### **Business Services Group**

#### **School Facilities Management**

#### **School Infrastructure Management**

#### **Senior Director - School Infrastructure Management**

#### **Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 40395)**

Gazetted: 04 December 2023

Closing Date: 18 December 2023

Details: The School Facilities Management Branch (SFM) of the Education Directorate is seeking applications for a Senior Director (IM1) to manage the portfolio of School Infrastructure Management which includes the capital upgrades works program, repairs and maintenance program and the Corporate Asset Services team who coordinate the Directorate's fleet management, asset operations for non-school sites, security and contract management.

The Senior Director, School Infrastructure Management is part of the SFM senior management team, supporting the Executive Branch Manager to achieve strategic and operational Branch objectives. The Senior Director will lead the School Infrastructure Management team and promote best practice in the strategic planning, delivery and ongoing management of the Directorate's physical assets.

The team works collaboratively across government with a wide range of internal and external stakeholders, the Minister's Office, school communities, interest groups and other government agencies.

Eligibility/Other requirements: The Senior Director will require outstanding organisational and communication skills, and a highly developed knowledge of and experience in delivering a significant annual works program and modern asset management principles and practices.

Mandatory

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

Hold a relevant building degree; or

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

Desirable

Possession of a 'white card', Asbestos Awareness Training and Silica Awareness Training certificate or willingness to complete the required training.

A current Driver's Licence.

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: Suitably qualified and experienced applicants should submit a curriculum vitae (including evidence of relevant qualifications), a statement of claims addressing the Selection Criteria and the contact details of two referees.

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

Contact Officer: Anthony Bailey (02) 6207 2725 [Anthony.Bailey@act.gov.au](mailto:Anthony.Bailey@act.gov.au)

## Office for Schools

### North Canberra/Gungahlin School Network

#### Black Mountain School

#### Administration Coordinator/ Operations Medical Management

**School Assistant 4 \$72,353 - \$78,207, Canberra (PN: 47780)**

Gazetted: 04 December 2023

Closing Date: 11 December 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 provide high level administrative support in the development, management, and maintenance of the school medical management procedures.

This position will play a vital role in providing service and support to the school community and will be responsible for quality assurance for medical procedures and first aid resources in the school, inclusive of medical administration forms and permissions.

This position is a designated First Aid 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Eligibility

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)

First Aid Certificate or a willingness to undertake appropriate training.

HIGHLY DESIRABLE

Medical qualification

High level communication including knowledge of augmentative and alternative communication methods (PODD, LAMP, Proloquo2Go etc.)

Note: This is a temporary position available from 22 January 2024 until 22 January 2025 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: All interested candidates are invited to submit a curriculum vitae and Statement of Claims addressing each of the Selection Criteria. Please provide two referee reports. The statement of claims should be no longer than three pages. Applicants are encouraged to contact the school prior to submitting an application to learn more about the role.

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

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

Contact Officer: Emma-Louise Leonard (02) 6142 1400 [Emma-Louise.Leonard@ed.act.edu.au](mailto:Emma-Louise.Leonard@ed.act.edu.au)

## **Business Services**

### **School Facilities Management**

#### **Repairs and Maintenance**

##### **Network Project Officer**

##### **Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 44152)**

Gazetted: 04 December 2023

Closing Date: 18 December 2023

Details: The Education Directorate delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT. Within the Directorate Schools Facilities Management Branch (SFM) is responsible for the overall management of public-school buildings and infrastructure and the Directorate's corporate office facilities and infrastructure.

The school's maintenance unit (Repairs & Maintenance) within SFM manages the repairs and maintenance of ACT Government school buildings and facilities including:

- General repairs and maintenance in schools.
- Hazardous materials removal and school hazardous materials management plans.
- Fire, emergency lighting and security systems.
- Tree safety assessments.
- Lifts and automatic doors.
- School insurance claims.
- Maintenance of Heating, Ventilation and Air Conditioning (HVAC) systems in all schools.

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 and/or Other requirements:

Project Management, or accreditation with a professional body recognised within Australia, or

- Hold a relevant building degree, or
- Have significant building or Infrastructure knowledge and/or project management experience.

Highly Desirable

- Current Drivers Licence
- Possession of a white card or willingness to complete the required training.
- Asbestos awareness training certificate or willingness to complete the required training.
- Crystalline silica awareness training certificate or willingness to complete the required training.
- Working with Vulnerable People (Background Check) or willingness to complete the required training.

Note: This is a temporary position available immediately to 24 May 2024 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are to provide written responses that address the numbered Selection Criteria located in the Position Description. Limit responses to 200-300 words (max) per criteria. Also attach a curriculum vitae and a list of referees.

Applications should be submitted via the apply now button.

Contact Officer: Nicole Barnes (04) 0113 0372 [Nicole.Barnes@act.gov.au](mailto:Nicole.Barnes@act.gov.au)

## **Service Design & Delivery**

### **Student Engagement**

#### **Murrumbidgee School**

##### **Art or Woodwork Teacher - Murrumbidgee School**

##### **Classroom Teacher \$79,108 - \$117,538, Canberra (PN: 37114)**

Gazetted: 01 December 2023

Closing Date: 11 January 2024

Details: The Flexible Education team are looking for passionate Art or Woodwork classroom teachers to support the students at Murrumbidgee School, located within the Bimberi Youth Detention Centre. You will be responsible for developing personalised learning programs, utilising creative pedagogical and differentiated learning approaches to support high engagement and high expectations for all young people.

Eligibility/Other requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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 term 1 2024 for 12 months with the possibility of permanency.

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

How to Apply: Applicants are to provide a curriculum vitae, a two-page Statement of Claims based on the *Australian Professional Standards for Teachers* and details of two referees.

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

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

Contact Officer: Janine Inggs 0468 572 790 [Janine.Inggs@ed.act.edu.au](mailto:Janine.Inggs@ed.act.edu.au)

### **School Improvement**

#### **Tuggeranong**

#### **Erindale College**

#### **School Leader C Technology and Creative Arts Academy**

#### **School Leader C \$135,383, Canberra (PN: 02666)**

Gazetted: 30 November 2023

Closing Date: 8 December 2023

Details: Erindale is seeking a dynamic and motivated school leader. The successful applicant will be an instructional leader who builds strong, respectful, and productive relationships with all members of the school community.

Eligibility/ Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (TQI) or eligibility to obtain [TQI](#).

A current registration issued through Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011 ([WwVP](#)).

Note: This is a temporary position available 23 January 2024 to 17 December 2024 with the possibility of extension up to 12 months and/ or permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants need to submit their expression of interest via this link including:

- Supporting statement addressing the 5 capabilities listed below and be written with a focus on the job description

specified for the position. (no more than 1 page per capability)

- Current CV and
- Name and contact details for two referees.

#### **School Leader Capabilities**

Leading learning and teaching

Developing self and others

Leading improvement innovation and change

Engaging with community

Leading management of the school

Applications should be submitted via the apply now button.

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

Contact Officer: Gary Lawson (02) 6142 1878 [Gary.Lawson@ed.act.edu.au](mailto:Gary.Lawson@ed.act.edu.au)

### **Service Design and Delivery**

#### **North/Gungahlin Network**

#### **Black Mountain School**

#### **Director, Allied Health and Wellbeing Team**

**Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 50952)**

Gazetted: 30 November 2023

Closing Date: 7 December 2023

Details: Clinical Practice is responsible managing the Allied Health and School Psychology Services as well as the Social and Youth Work Project for all ACT public schools. Clinical Practice also contributes to the strategic direction of the Student Engagement Branch, especially related to allied health and wellbeing supports for students in ACT Public Schools.

Black Mountain School Director of Allied Health is a new school-based position to lead the development and delivery of an Allied Health Team with strong multidisciplinary service delivery approaches with allied health and other professions in Black Mountain School and the Education Directorate.

Eligibility/ Other Requirements:

**MANDATORY**

Relevant tertiary qualifications in a relevant allied health discipline (Psychology, Physiotherapy, Occupational Therapy, Speech Pathology, Social Work)

The candidates from professions that are registered (Occupational Therapy, Psychology or Physiotherapy) must be fully registered with their relevant Board of Australia that sits under the Australian Health Practitioner Regulation Agency.

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

A current registration issued under the Working With Vulnerable People (Background Checking) Act 2011 (WWVP).

Refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Minimum of 5 years work experience is required.

**HIGHLY DESIRABLE**

A current Australian driver's license and access to a private vehicle.

Experience working with children, young people and families or in education settings.

Note: This is a temporary position available January 2024 for a period of 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. Selection may be based on application and referee reports only.

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

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

Applications should be submitted via the apply now button.

Contact Officer: Lara Coman (02) 6205 1310 [Lara.Coman@ed.act.edu.au](mailto:Lara.Coman@ed.act.edu.au)

**Environment, Planning and Sustainable Development**

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

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

**Executive Branch Manager, Climate Change and Energy**

**Temporary Vacancy (2 January 2024 to 19 January 2024)**

**Environment, Planning and Sustainable Development Directorate**

**Climate Change and Energy**

**Position: E1285**

**(Remuneration equivalent to Executive Level 1.2)**

Circulated to: #ACTPS, SOGA; #MPC Infrastructure Managers

Date of circulation: 4 December 2023

Expressions of Interest are sought for the position of Executive Branch Manager, Climate Change and Energy Programs. This temporary vacancy is from 2 January to 19 January 2024.

The Executive Branch Manager, Climate Change and Energy Programs reports directly to the Executive Group Manager and is part of the Climate Change and Energy Divisions Senior Leadership Team. The EBM is responsible for five sections providing a broad range of programs to the community.

To be successful in this role you will require experience in driving delivery, possess outstanding leadership, strategic vision, relationship management, and communication skills.

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

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 should submit a one-page pitch on why they would be a good fit for the role and a copy of a current curriculum vitae with contact details for two referees to Kaylene Schroeder via email [kaylene.schroeder@act.gov.au](mailto:kaylene.schroeder@act.gov.au) by COB Monday 11 December 2023.

Contact Officer: Ros Malouf (02) 6207 5335 [ros.malouf@act.gov.au](mailto:ros.malouf@act.gov.au)

**Executive Branch Manager, ACT Parks and Conservation Service  
Temporary Vacancy (10 February 2024 to 11 March 2024)  
Environment, Planning and Sustainable Development Directorate  
Environment, Heritage and Water**

**Position: E610**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: #ACTPS, SOGA; #MPC Infrastructure Managers #ACTPS Senior Executive List

Date of circulation: 4 December 2023

Expressions of Interest (EOI) are sought for the position Executive Branch Manager (EBM), ACT Parks and Conservation Service for the period 10 February 2024 to 11 March 2024.

The EBM, ACT Parks and Conservation Service is responsible for the management of the Territory's national park, nature reserves and softwood plantations; development and delivery of an annual bushfire operations plan and providing exceptional experiences to connect people with nature, along with supporting the aspirations of Traditional Custodians to Care for Country.

The ACT Parks and Conservation Service is made up of a diverse range of land management professionals, with a focus on partnering with the community to deliver best practice land management services. Your skills in people management and program delivery will be supported by a strong senior management team which oversees the direction and delivery of government priorities.

The role will expose you to a range of innovative projects, all of which have established and developing links with community, industry and the scientific community.

This Senior Executive role within the Directorate will enable you to demonstrate your leadership and executive management skills and contribute to the culture and direction of the directorate.

Note: Selection of the successful candidate may be made based on application and referees only.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicants. This includes a cash component of \$244,201.

To apply: Interested candidates should submit a one-page pitch on why they would be a good fit for the role and a copy of a current curriculum vitae with contact details for two referees via email to Stephen Alegria [stephen.alegria@act.gov.au](mailto:stephen.alegria@act.gov.au) by Monday 18 December 2023.

Contact Officer: Stephen Alegria 0429995173 [stephen.alegria@act.gov.au](mailto:stephen.alegria@act.gov.au)

**Executive Branch Manager, Planning and Urban Policy  
Temporary Vacancy (18 December 2023 until 12 January 2024)  
Environment, Planning and Sustainable Development Directorate (EPSDD)  
Planning and Urban Policy  
Position: E1265**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 5 December 2023

Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking expressions of interest for the role of Executive Branch Manager, Planning and Urban Policy. The Executive Branch Manager is responsible for Strategic and Territory Planning and the implementation of the new planning system.

The role requires a person with experience in a policy context, strong project management, problem solving, communication and leadership skills at a senior level. During this period you will also be required to participate in workforce planning and review for future approaches to work in the division. This position is also responsible for leading a positive culture based on respect and collaboration across EPSDD and the ACT Public Service.

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 \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Interested candidates should submit a one-page pitch that responds to the requirements of the role and how you will fulfill these, a current curriculum vitae and contact details for two referees to Ben Green via email, [Ben.Green@act.gov.au](mailto:Ben.Green@act.gov.au) by COB Monday 11 December 2023.

Contact Officer: Ben Green 6207 7387 [Ben.Green@act.gov.au](mailto:Ben.Green@act.gov.au)

## **Corporate Services and Operations**

### **Finance, Information and Assets**

#### **Strategic Finance**

##### **Assistant Director, Finance Business Partner**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 46772)**

Gazetted: 30 November 2023

Closing Date: 7 December 2023

Details: Strategic Finance, Finance Business Partners, provide Directorate managers and executive members with accurate and timely financial analysis, forecasting, and reporting and budgeting information through quality financial management advice and support. As the Finance Business Partner, you will be responsible for the successful delivery of financial outcomes and compliant financial operations. This will include budget, resource and stakeholder management as well as overall strategic financial planning across sections of EPSDD.

Brief description of the role and its requirement:

The primary responsibilities for the position are to:

Assist business units in developing and managing their budgets and forecasts, providing technical assistance and advice.

Provide timely and accurate advice to business area managers and executives on financial performance, expenditure projections and costings of specific project and budget initiatives.

Provide technical accounting directions, budgeting and financial management advice to the Senior Director, Management Accounting, Projects and Performance Reporting,, the Chief Finance Officer and other Directorate executives and line area managers.

Conduct monthly account analyses and reconciliations to ensure the accuracy and integrity of the ledger's financial information resulting from daily transactional activities.

Track third party and or Commonwealth funded program expenditure, providing reconciliations or reporting.

Contribute to delivery of the day-to-day activities of the Strategic Finance team with a view to delivering the unit's common business goals and objectives.

Maintain records in accordance with the Territory Records Act 2002

Other tasks as required.

#### **Skills**

Highly developed interpersonal and written communication skills with a focus on delivering complex information in clear and concise terms for multiple audiences.

Highly developed organisational skills with an emphasis on managing competing priorities and deadlines either independently or within a team.

Demonstrated delivery of budget development and monthly reporting.

#### **Knowledge**

Strong understanding of accrual accounting principles

Demonstrated understanding of the Financial Management Act 1996 (or an equivalent financial framework) on public sector budgeting and financial management

Demonstrated highly developed knowledge and experience working with large data sets and Financial Management Information Systems to provide accurate financial analysis and advice to meet the needs of the executive and business areas.

#### **Behaviour**

Proven ability to work as part of a team and contribute to a positive team culture

Demonstrated understanding and commitment to the implantation of Respect, Equity and Diversity (RED), participative work practices and Workplace Health and Safety (WHS).

Eligibility/ Other Requirements:

Highly Desirable:

Tertiary qualifications in Accounting or a related field

Membership of CPA Australia or Chartered Accountants Australia and New Zealand or progress toward this will be highly regarded

Note: This is a temporary position available for 3 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.

The successful applicant may be selected based on application only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than one (1) page addressing the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the apply now button.

Contact Officer: Ella Caitcheon (02) 5124 9660 [Ella.Caitcheon@act.gov.au](mailto:Ella.Caitcheon@act.gov.au)

## **Environment, Heritage and Water**

### **Office of Water**

#### **Water Information Services**

##### **Director, Water Information Services**

##### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63469)**

Gazetted: 30 November 2023

Closing Date: 7 December 2023

Details: The Office of Water (EPSDD) is seeking applications from an experienced professional to join our team. The ideal candidate will lead a new multi-disciplinary Water Information Services Section which is the central point for Government and the community to access water-related data and information. The successful applicant will have strong interest and experience in applying technical information to develop strategic policy advice or support planning and operations on a wide range of water resource and catchment management activities. This role will provide opportunities to work across government agencies within the ACT, and interstate. They must have an exceptional technical background in hydrology and data analysis and want to influence change through evidence-based policy and strategy and government processes. The role requires an ability to lead a team working in a fast-paced environment with competing priorities and tight deadlines, and collaboration with colleagues across government to develop water policy and programs to deliver secure and high-quality water resources to meet the future needs of the Canberra community. We seek a positive person with well-developed communication skills and with experience preparing formal written documentation for Government.

Eligibility/ Other Requirements:

Post-graduate qualifications in freshwater ecology, water science or related discipline are an advantage.

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

How to Apply: Applications are sought from potential candidates and should include:

Supporting statement that addresses each Selection Criteria (maximum two pages)

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the apply now button.

Contact Officer: Kaylene Schroeder (02) 6207 6663 [Kaylene.Schroeder@act.gov.au](mailto:Kaylene.Schroeder@act.gov.au)

## **Justice and Community Safety**

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

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

### **ACT Emergency Services Agency**

#### **ACT Ambulance Service**



## **Ambulance Operations**

### **Duty Officer (Operations)**

#### **Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties, Canberra (PN: 21473, Several)**

Gazetted: 05 December 2023

Closing Date: 15 December 2023

Details: The ACT Ambulance Service Duty Officer – Operations is a critical frontline position. As the tactical commander for daily operations, the Duty Officer leads its organisational unit (or block) in the delivery of ambulance services which are patient centric and in response to our community demand. This role requires leadership, management, and support of a wide range of staff from diverse backgrounds and experiences. The Duty Officer is the first line of ACTAS management and is a critical link between frontline staff and the ACTAS Operations Managers and broader management team. Building and maintaining relationships between their people, their managers and all other stakeholders will be a key element of the Duty Officer position moving forward.

Applications are now being sought from experienced ACTAS staff to expand the Duty Officer Operations workgroup. We are seeking staff members who reflect the diversity of our current workforce and who are willing to be part of a time of change within the ACTAS Ops team.

We are looking for an intake of 12- 16 staff members on a higher duties merit list to support the extended Duty Officer workgroup. There is a possibility of permanent appointment should a substantive position become vacant. To be a competitive applicant, you will need to have good communication skills, be willing to embrace and innovate change and actively engage with the ACTAS Leadership framework.

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:

A current Class C driver's licence.

Advanced Diploma of Paramedical Science (Ambulance), or equivalent.

Current unsupervised Authority to Practice at Ambulance Paramedic or Intensive Care Paramedic level within the ACT or equivalent interstate.

A minimum of five years post Authority to Practice (concurrent) at time of application is desirable.

Current Unconditional Paramedic Registration with AHPRA.

How to Apply: If you would like to apply, please read through the position description carefully. You will need to submit the following:

A written application of no more than two pages addressing all the professional and behavioural capabilities outlined in the Position Description. Please ensure you use examples of your strengths against these capabilities.

A one-page employment history/curriculum vitae, including the names and contact details of two referees.

A Scanned copy of your APHRA registration

Applications should be submitted via the Apply Now button.

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

Contact Officer: Rebecca Lundy (02) 6207 6692 [Rebecca.Lundy@act.gov.au](mailto:Rebecca.Lundy@act.gov.au)

## **ACT Emergency Services Agency**

### **ACT Ambulance Service**

#### **Ambulance Operations**

##### **Duty Officer (Operations)**

#### **Ambulance Paramedic 2 \$96,807 - \$108,731 plus penalties, Canberra (PN: 50798, Several)**

Gazetted: 05 December 2023

Closing Date: 15 December 2023

Details: The ACT Ambulance Service Duty Officer – Operations is a critical frontline position. As the tactical commander for daily operations, the Duty Officer leads its organisational unit (or block) in the delivery of ambulance services which are patient centric and in response to our community demand. This role requires leadership, management, and support of a wide range of staff from diverse backgrounds and experiences. The Duty Officer is the first line of ACTAS management and is a critical link between frontline staff and the ACTAS Operations Managers and broader management team. Building and maintaining relationships between their

people, their managers and all other stakeholders will be a key element of the Duty Officer position moving forward.

Applications are now being sought from experienced ACTAS staff to expand the Duty Officer Operations workgroup. We are seeking staff members who reflect the diversity of our current workforce and who are willing to be part of a time of change within the ACTAS Ops team.

We are looking for an intake of 12- 16 staff members on a higher duties merit list to support the extended Duty Officer workgroup. There is a possibility of permanent appointment should a substantive position become vacant. To be a competitive applicant, you will need to have good communication skills, be willing to embrace and innovate change and actively engage with the ACTAS Leadership framework.

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:

A current Class C driver's licence.

Advanced Diploma of Paramedical Science (Ambulance), or equivalent.

Current unsupervised Authority to Practice at Ambulance Paramedic or Intensive Care Paramedic level within the ACT or equivalent interstate.

A minimum of five years post Authority to Practice (concurrent) at time of application is desirable.

Current Unconditional Paramedic Registration with AHPRA.

How to Apply: If you would like to apply, please read through the position description carefully. You will need to submit the following:

a written application of no more than two (2) pages addressing all the professional and behavioural capabilities outlined in the position description. Please ensure you use examples of your strengths against these capabilities.

A one page employment history/resume/CV, including the names and contact details of two referees.

A Scanned copy of your AHPRA registration

Applications should be submitted via the Apply Now button.

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

Contact Officer: Rebecca Lundy (02) 6207 6692 [Rebecca.Lundy@act.gov.au](mailto:Rebecca.Lundy@act.gov.au)

## **ACT Courts and Tribunal**

### **Corporate and Strategic Services**

#### **People and Governance**

##### **Administrative Assistant**

##### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 51245)**

Gazetted: 05 December 2023

Closing Date: 19 December 2023

Details: BUSINESS UNIT OVERVIEW

The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT) with registry, court support, forensic, corporate and strategic services.

#### **BRANCH OVERVIEW**

##### **CORPORATE AND STRATEGIC SERVICES:**

The Corporate and Strategic Services branch is responsible for delivering a range of corporate and strategic services that support the operations of each Court and ACAT.

The Corporate and Strategic Services branch consists of the following areas:

Corporate Information Systems

Finance

People and Governance

Property and Contracts

Therapeutic and Client Services.

##### **PEOPLE & GOVERNANCE:**

The People & Governance team provides strategic business support across ACT Courts and Tribunal in the areas of governance, human resources, risk and work health and safety, communications, complaints, and annual reporting.

The team provides coordination and management of matters relating to Government and Assembly business and contributes to the development of strategic policy initiatives.

#### POSITION OVERVIEW

The Administrative Assistant sits in the ACTCT's People and Governance Team and provides administrative support and coordination across a diverse range of activities undertaken in the team, including managing complaints and freedom of information requests; preparing a weekly staff newsletter; supporting professional development and training for staff; undertaking small projects; managing uniforms for staff; and assisting with events.

The Administrative Assistant will support the work of the People and Governance team to achieve goals and deliverables, while learning new skills and responding to challenges.

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

Experience in using the Microsoft Office Suite, MS Teams, Adobe Acrobat and HP Record Manager (TRIM) and the ability to learn new programs/systems quickly.

Understanding of a court or legal environment.

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

Note: This is a temporary position available February 2024 for 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to provide a written response no more than two pages addressing the Professional Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Lydia Jooste (02) 6205 8972 [Lydia.Jooste@Courts.act.gov.au](mailto:Lydia.Jooste@Courts.act.gov.au)

### **ACT Emergency Services Agency**

#### **ACT Ambulance Service**

##### **General Manager Clinical Governance Unit**

##### **Ambulance Manager Level 3 \$157,201, Canberra (PN: 24024)**

Gazetted: 05 December 2023

Closing Date: 19 December 2023

Details: The General Manager (GM) Clinical Governance Unit (CGU) position is an Ambulance Manager level 3 (AM3) level position within the ACT Ambulance Service.

In this position you will take a lead role in clinical governance activities for the ACT Ambulance Service. You will lead and manage a small team responsible for clinical review, the management of external feedback, and liaison with patients with specific needs. You will work closely with a broad range of internal and external stakeholders on patient safety related matters and represent the service on a range of related forums.

As part of the ACTAS, the GM Clinical Governance Unit will be expected to contribute to a culture of quality and safety through the delivery of a consistent person-centred service that is driven by evidence and innovative processes, to improve and support healthcare outcomes.

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

Eligibility/Other requirements: The following eligibility requirements are required for the position:

Registration as a paramedic (without conditions or notations) with Ahpra.

Relevant recent experience as a senior manager in an organisation engaged in the delivery of emergency ambulance (pre-hospital) or acute health care related services to the community. Tertiary qualification in management or health related fields would be highly regarded.

Current ACT Class C Drivers Licence (or equivalent) is essential.

How to apply: Applications should be submitted prior to the advertised closing date and include:

A three page statement addressing the capabilities for this position, showing your experience and what you can bring to the position of General Manager CGU with ACTAS;

A brief employment curriculum vitae;

Copies of any relevant qualifications or registrations

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

Contact Officer: Howard Wren (02) 6207 9000 Howard.Wren@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.

## **Legislation, Policy and Programs**

### **Governance and Business Support**

#### **Executive Officer**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 36587)**

Gazetted: 04 December 2023

Closing Date: 18 December 2023

Details: The Executive Officer is a Senior Executive Assistant/Executive Officer position providing strategic, operational and high-level administrative support to the Executive Group Manager and Executive Branch Managers. The Executive Officer will also be responsible for the coordination of the division's cabinet processes including, but not limited to, coordinating input on cabinet briefs, cabinet comments, the division's input on national forums, monitoring Ministerial Correspondence and preparing high quality correspondence/documents to a wide variety of requests for advice and responses from internal and external stakeholders.

The Executive Officer is required to exercise a considerable degree of independence, must consistently exercise sound judgment and effective problem-solving skills, and tactfully manage complex and sensitive issues. The Executive Officer will have outstanding multi-tasking skills and the ability to effectively manage rapidly shifting priorities in a fast-paced work environment.

The Executive Officer will liaise across the ACT Government with various stakeholders, whilst maintaining a high level of confidentiality and discretion, respond quickly to business needs and adhere to tight timeframes.

Eligibility/Other Requirements: Eligibility

Experience in an Executive Officer or similar support role is desirable

An understanding of Cabinet, Ministerial, Legislative Assembly and Machinery of Government processes is desirable.

Note: This is a temporary position available from February 2024 for 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: 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 professional and behavioural capabilities found in the Position Description; and a current curriculum vitae with the name and contact details of two referees.

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

Contact Officer: Dean Browne (02) 6205 4013 Dean.Browne@act.gov.au

## **Emergency Services Agency**

### **Assistant Commissioner Corporate**

#### **ESA Finance**

##### **Senior Finance Officer, Finance Strategic Planning**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63768)**

Gazetted: 30 November 2023

Closing Date: 14 December 2023

Details: Are you a finance guru with an eye for detail, a mind full of strategy and comfortable negotiating with internal and external stakeholders? The ACT Emergency Services Agency (ESA) is looking for a Senior Finance Officer, Finance Strategic Planning who will proactively assist in providing strategic financial modelling and assist in the delivery of the financial reform program. As a critical member of the finance team, you will need to provide accurate and timely financial information to stakeholders, as well as some basic financial training and day to day support to relevant ESA agency staff.

This role sits within the ESA Finance Branch; We are part of ESA Corporate Services and responsible for the provision of financial management, advice, and services across the ESA to support front line operations, and to provide operational assistance when an Incident Management Team (IMT) is established. Our team undertakes day-to-day financial management activities such as financial reporting, budget development and management,

costing, business analysis, internal assurance, accounts payable and receivable management as well as providing advice on strategic matters.

A few key elements of the role:

You will expertly deliver financial support services, including liaising with external stakeholders and providing high-level specialist advice to all staff including the Director and the Executive Team across the agency on a diverse range of financial issues.

Contribute to the review and development of financial policies, procedures and forms.

Support the identification and implementation of business processes improvements.

Contribute to the management and planning activities of the Finance Branch and ensure the Branch is meeting a wide range of Governance requirements.

Assist in the collaboration and communication across the Directorate and various government agencies during consultations and negotiations.

Further information can be found in the position description.

Please note: In the event of a major emergency incident involving the ACT Emergency Services Agency, an Incident Management Team (IMT) is established. The IMT is a group of incident management personnel comprising of an incident controller and other personnel appointed to be responsible for the functions of operations, planning, and logistics. IMT Logistics plays an important role in ensuring all aspects of the incident are covered from supply delivery, ground support and financial management to catering and accommodation.

The Finance Branch is comprised of staff who are able to facilitate corporate and logistical support. Additional hours worked will be remunerated in accordance with the relevant enterprise agreement.

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

Eligibility/Other requirements:

Relevant Financial or equivalent qualifications, or progress toward gaining them, or relevant experience is highly desirable.

Experience in the use of financial management systems such as Oracle, EMS, APAIS and TM1 is desirable.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two page addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. A current curriculum vitae including the details of two referees should also be provided.

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

Contact Officer: Sukardi Sukardi (02) 6207 9124 [sukardi.sukardi@act.gov.au](mailto:sukardi.sukardi@act.gov.au)

## **Emergency Services Agency**

### **Assistant Commissioner Corporate**

#### **ESA Finance**

#### **Senior Finance Officer, Finance Operations**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 54177, several)**

Gazetted: 30 November 2023

Closing Date: 14 December 2023

Details: Would you like to 'fire up' your financial career? The ESA is looking for TWO (2) motivated and highly talented Senior Finance Officers to join the Finance Operations team to ensure first responders have the financial tools they need to support the safety of our community.

This role sits within the ESA Finance Branch; We are part of ESA Corporate Services and responsible for the provision of financial management, advice, and services across the ESA to support front line operations, and to provide operational assistance when an Incident Management Team (IMT) is established. Our team undertakes day-to-day financial management activities such as financial reporting, budget development and management, costing, business analysis, internal assurance, accounts payable and receivable management as well as providing advice on strategic matters.

The successful applicants will be required to:

Proactively contribute to the financial management of activities, including reporting, analysis, reconciliations and budgeting within the team relating to operational services and supporting branches.

Expertly deliver financial support services, including liaising with external stakeholders and providing high-level specialist advice to the Senior Director and the Executive Team across the agency on a diverse range of financial issues.

Provide expert briefings and advice to the ESA Executive and managers on financial and budget related issues, including the coordination of Executive Leadership Committee Reporting.

Assist in consultation and negotiations, liaison and coordination across the Directorate and with other government agencies and promote a commitment to high quality customer service principles, practices and attributes.

Contribute to the management and planning activities of the Finance Branch and ensure the Branch is meeting a wide range of Governance requirements.

Further information can be found in the position description.

Please note: In the event of a major emergency incident involving the ACT Emergency Services Agency, an Incident Management Team (IMT) is established. The IMT is a group of incident management personnel comprising of an incident controller and other personnel appointed to be responsible for the functions of operations, planning, and logistics. IMT Logistics plays an important role in ensuring all aspects of the incident are covered from supply delivery, ground support and financial management to catering and accommodation.

The Finance Branch is comprised of staff who are able to facilitate corporate and logistical support.

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

Eligibility/Other requirements:

Relevant Financial or equivalent qualifications, or progress toward gaining them, or relevant experience is highly desirable.

Experience in the use of complex spreadsheets and financial management systems such as TM1 is desirable.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two page addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. A current curriculum vitae including the details of two referees should also be provided.

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

Contact Officer: Sukardi Sukardi (02) 6207 9124 [sukardi.sukardi@act.gov.au](mailto:sukardi.sukardi@act.gov.au)

## **Public Trustee and Guardian**

### **Finance Unit**

#### **Senior Taxation Officer**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 40549)**

Gazetted: 30 November 2023

Closing Date: 7 December 2023

Details: At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing legal and financial services, by acting as a Guardian, a financial manager, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 70 people and encourage applications from passionate individuals who possess emotional maturity, resilience, and a kind disposition to champion all members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

We are seeking applications for a motivated and well-organised individual to take on the role of Senior Taxation Officer in our Finance Unit. The Finance Unit provides Corporate Finance, Investment/Funds Management, Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients.

Under the direction of the Principal Taxation Officer, the role of Senior Taxation Officer is to assist PTG's Taxation team achieve PTG's taxation responsibilities for the office and clients including tax returns and Business Activity Statements (BAS) statements.

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: Proven experience in a related/relevant organisation/service is highly regarded.

Qualifications related to accounting are 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 [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available immediately for a period of 6 months with 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.

How to Apply: Applicants should include a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. Applicants should also attach a current curriculum vitae including the details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Carol McCallum (02) 6207 9800 [Carol.McCallum@act.gov.au](mailto:Carol.McCallum@act.gov.au)

### **Major Projects Canberra**

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

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

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

##### **Delivery**

##### **Senior Director, Project Delivery**

##### **Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 48943)**

Gazetted: 05 December 2023

Closing Date: 12 January 2024

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

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

The Project will deliver the Canberra region with a state-of-the-art Critical Services Building – including the following key facilities: emergency department; intensive care unit; surgical theatres (including hybrid theatres and interventional radiology suites); coronary care unit; cardiac catheterisation and electrophysiology laboratories; and inpatient unit.

At over \$500 million, the Project represents the most significant investment in Canberra Hospital for decades and will create a future-proofed acute services building around which future developments on the campus will be planned. It represents a generational opportunity for Canberra Hospital to position itself as a leading player in the delivery of acute tertiary healthcare services in Australia and beyond. It will deliver world-class facilities that respond to contemporary and forward-thinking models of care and will attract the best and brightest clinical staff from Australia and around the world to Canberra Hospital.

The Senior Director Project Delivery is a significant role within the CHE Project Team primarily responsible for the delivery of a range of complex stakeholder engagement and project management activities in the delivery of the new Critical Services Building (CSB).

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. Australian Defence Force (ADF): Current and former ADF members are encouraged to apply.

Eligibility/Other Requirements: Compliance Requirements / Qualifications

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:

Professional qualifications and experience are defined as:

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:

a 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) 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 that is eligible for reciprocal recognition in Australia, and a minimum of ten years relevant experience in project management; or have at least ten years relevant experience in and around health projects, accompanied by relevant tertiary qualifications in a relevant health discipline

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.

Contact Officer: Josh Faulkner (02) 6205 4922 [Josh.Faulkner@act.gov.au](mailto:Josh.Faulkner@act.gov.au)

## **Office of the Legislative Assembly**

### **Parliamentary Support**

#### **Assembly Library**

##### **Senior Librarian - Systems**

##### **Professional Officer Class 2 (OLA) \$93,996 - \$107,322, Canberra (PN: 277)**

Gazetted: 05 December 2023

Closing Date: 12 December 2023

Details: The Legislative Assembly Library is seeking expressions of interest for an experienced systems librarian, or an experienced librarian seeking systems experience, to join our team.

The Assembly Library is a small, dynamic, library staffed by a team of highly motivated professionals committed to the continuous development and improvement of library services. We value intellectual curiosity, collaboration, and innovation and we strive to create an environment that enables success for our clients as well as for library staff.

This is a great short-term opportunity for someone who likes learning and problem-solving and wants to work in an environment that enthusiastically welcomes change.

We are looking for:

- Demonstrated experience with systems and applications management.
- Demonstrated experience providing reference/research support.
- Ability to communicate clearly and effectively with clients and co-workers face to face, via email, via Teams, and over the phone.
- Ability to work independently and as part of a small team.
- Previous cataloguing experience is desirable.

Eligibility/Other Requirements: Eligibility for professional membership of the Australian Library and Information Association (ALIA) or recognised tertiary qualifications in Library and Information studies or a related discipline.

Note: This is a temporary position available immediately through to 16 February 2024 with a possibility of extension up to 12 months.

This position is a hybrid role with a minimum of five days worked onsite each fortnight. Selection may be based on written application and referee report only.



How to Apply: Please provide a one-page pitch responding to 'We are looking for', an up-to-date curriculum vitae, and the names of two referees.

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

Contact Officer: Jennifer Carmody (02) 6205 0391 [jennifer.carmody@parliament.act.gov.au](mailto:jennifer.carmody@parliament.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](mailto:jobs@act.gov.au)**

#### **Suburban Land Agency**

##### **Program Solutions**

##### **Sales and Client Services**

##### **Sales and Client Services Officer**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 39615)**

Gazetted: 05 December 2023

Closing Date: 12 December 2023

Details: If you love real estate and a passion for project management, we want you to apply for the position of Sales and Client Services Officer at the Suburban Land Agency. This is a hands-on role with lots of stakeholder interaction. This is a full-time position, and you may be required to work at the Whitlam Display suite on Thursday's and Friday's. There are also some possibilities for overtime on weekends.

Eligibility/Other Requirements:

Highly Desirable

Frontline client service experience in a sales environment,

Experience using a CRM (Salesforce) or equivalent, and

Must possess a Drivers' licence.

Note: This is a temporary position available immediately to 30 November 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. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided. The successful candidate may be taken on application only.

Applications should be submitted via the Apply Now button.

Contact Officer: Kathy Torcasio (02) 6205 3020 [Kathy.Torcasio@act.gov.au](mailto:Kathy.Torcasio@act.gov.au)

#### **Suburban Land Agency**

##### **Program Solutions**

##### **Sales and Client Services**

##### **Senior Sales Officer**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 57097)**

Gazetted: 05 December 2023

Closing Date: 12 December 2023

Details: If you love real estate and a passion for customer service, we want you to apply for the position of Senior Sales Officer, Sales and Client Services at the Suburban Land Agency. This is a hands-on role with lots of customer interaction. This is a full-time position, and you will be required to work at Whitlam Display suite on Thursday's and Friday's. There are also some possibilities for overtime on weekends.

Eligibility/Other Requirements:

Highly Desirable

Frontline client service experience in a sales environment,

Experience using a CRM (Salesforce) or equivalent, and  
Must possess a Drivers' licence.

Note: This is a temporary position available immediately to 30 June 2024 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided. The successful candidate may be taken on application only.

Applications should be submitted via the Apply Now button.

Contact Officer: Kathy Torcasio (02) 6205 3020 [Kathy.Torcasio@act.gov.au](mailto:Kathy.Torcasio@act.gov.au)

## **Suburban Land Agency**

### **Program Solutions**

#### **Sales and Client Services**

#### **Assistant Director, Commercial Sales**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 59025)**

Gazetted: 04 December 2023

Closing Date: 18 December 2023

Details: Applications are sought for the position of Assistant Director, Commercial Sales at the Suburban Land Agency (SLA).

The Assistant Director, Commercial Sales is responsible for managing some of the SLA's multi-unit, mixed-use, commercial, industrial and community land sales, and is a valued member of a small and passionate team.

You should have knowledge of the planning and development environment, including an ability to interpret legislation and contracts relating to the sale and development of land in Canberra. Project management skills and the ability to manage stakeholders is integral to the role, as you will work with colleagues across our organisation and other stakeholders (including individuals within other areas of the ACT Government, sales agents, and legal advisors).

We are looking for candidates who:

- communicate respectfully;
- have a willingness to learn new skills;
- can be flexible and adapt to changing priorities;
- have high quality written and oral communication skills; and
- have the motivation to drive projects from conception through to delivery.

Eligibility/Other Requirements: Highly Desirable

High-level skills in the use of IT applications relevant to the sales environment (such as sales databases, records management systems, Customer Relationship Management (CRM) systems and Microsoft Office applications)

Legal qualifications or experience, particularly in property and/or contract law

Real Estate qualifications or experience, particularly in managing high-value, complex commercial land sales

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

How to Apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided. The successful candidate may be taken on application only.

Applications should be submitted via the Apply Now button.

Contact Officer: MichelleK Thompson (02) 6207 0681 [MichelleK.Thompson@act.gov.au](mailto:MichelleK.Thompson@act.gov.au)

## **Suburban Land Agency**

### **Office of CEO**

#### **Executive Support Team**

### **Executive Officer**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 44834)**

Gazetted: 30 November 2023

Closing Date: 14 December 2023

Details: As an Executive Officer with Suburban Land Agency (SLA), you will draw on administration and people skills and capability to provide quality executive support, maintain the integrity of SLA, effectively manage stakeholder relationships, and ensure the quality of outputs from the agency are to a high standard. The position, which reports to the Senior Director, Office of the Chief Executive Officer (CEO) supports the day-to-day operations of your respective Executives and teams, including the provision of advice and support on a range of corporate and administrative matters.

Eligibility/ Other Requirements:

Highly Desirable

Experience in supporting an Executive office will be highly regarded.

Note: This is a temporary position available 29 January 2024 to 5 May 2024 with the possibility of extension up to 12 months and/or permanency.

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

How to Apply: Applicants should submit a supporting statement of not more than three A4 pages, addressing the Professional/Technical Skills and the Behavioural Capabilities in the Position Description, 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.

Contact Officer: Katherine Macpherson (02) 6207 9497 Katherine.Macpherson@act.gov.au

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

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

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

#### **Executive Branch Manager Finance**

**Temporary Vacancy (21 December 2023 to 19 January 2024 with the possibility of extension)**

**Transport Canberra and City Services**

**Chief Operating Group**

**Position: E416**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: #ACTPS Senior Executive List; #ACTPS, SOGA; #MPC Infrastructure Managers

date circulated: 5 December 2023

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager (Chief Financial Officer) Finance.

The Executive Branch Manager Finance (CFO) reports to the Chief Operating Officer.

The EBM Finance leads the branch in facilitating the management of the Directorate's budget and providing financial advice to the relevant Ministers, the Executive Leadership Team, other executives and line managers. The EBM Finance plays a key role in developing strategic approaches to improving financial management practices, cost-effectiveness and resource allocation across the Directorate. The Finance branch also co ordinates the Directorate's financial plan, budget and financial processes.

The Financial technical accountabilities of the position are significant with considerable financial complexities. Broad executive level expertise in financial management and technical leadership is an essential and required capability for the position.

The position has significant contact with the Minister's Office, Director-General, Executive Leadership Team and ACT Treasury. The occupant requires a high degree of sensitivity and confidentiality, excellent negotiation and representational skills and ability to meet tight deadlines.

The 2019-2020 financial operating environment includes:

- expense budget of approximately \$630m
- capital budget of approximately \$230m

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Branch Manager will also contribute to broader whole of service initiatives relating to workforce management and planning.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicants. This includes a cash component of \$244,201.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Andrew Pedersen via email, [andrew.pedersen@act.gov.au](mailto:andrew.pedersen@act.gov.au) (By COB Tuesday 12 December 2023).

Contact Officer: Andrew Pedersen (02) 6207 5389 [andrew.pedersen@act.gov.au](mailto:andrew.pedersen@act.gov.au)

## City Services

### Roads ACT

#### Business Support/Claims

#### Administrative Support Officer

#### Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 63861)

Gazetted: 06 December 2023

Closing Date: 3 January 2024

Details: The role is a part of the Claims team within the Business Support Unit of Roads ACT and will be a key player in the daily work being undertaken by this team.

Under limited direction, the position performs administrative functions for the Claims team in accordance with the Directorate's policies, guidelines, practices and procedures to achieve corporate objectives. The role requires high level customer service skills, high level of attention to detail, an ability to identify, seek and collate information and working knowledge of Microsoft Office Suite. Some knowledge or background in preparation of Freedom of Information and Ministerial responses would be an advantage.

The position will undertake a range of tasks related to customer enquiries, compensation claims, Freedom of Information (FOI) and Ministerial responses.

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:

Proficiency using and interrogating data in various systems.

Individuals on visas with Australian working rights are eligible to apply for temporary non-ongoing roles.

Driver's licence Class C is essential.

This position does not require a pre-employment

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

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, 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 two page outlining experience and/or ability and addressing the requirements listed in 'Selection Criteria' in the attached Position Description. A current curriculum vitae with contact details of two referees.

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

Contact Officer: Kimberley Nyberg (02) 6207 5825 [Kimberley.Nyberg@act.gov.au](mailto:Kimberley.Nyberg@act.gov.au)

## City Services

### Roads ACT

#### Business Support/Claims

#### Business Support Claims Officer

#### Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 63860)

Gazetted: 06 December 2023

Closing Date: 13 December 2023

Details: The role is a part of the Claims team within the Business Support Unit of Roads ACT and will be a key player in the daily work completed by this team.

Under limited direction, the position will deliver claims administration functions for Roads ACT in accordance with the Directorate's policies, guidelines, practices, and procedures to achieve corporate objectives. The role requires a high level of customer service skills, a sound ability to interrogate data in various systems and an ability to assess claims.

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:

Proficiency using and interrogating data in various systems.

Individuals on visas with Australian working rights are eligible to apply for temporary non-ongoing roles.

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

Driver's licence Class C is essential.

This position does not require a pre-employment

Notes: This is a temporary position available immediately for a period of 12 months. There is a view to permanency only if funding arrangements change within the 12 months.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position 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 two page outlining experience and/or ability and addressing the requirements listed in 'Selection Criteria' in the attached Position Description. A current curriculum vitae with contact details of two referees.

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

Contact Officer: Kimberley Nyberg (02) 6207 5825 Kimberley.Nyberg@act.gov.au

## **City Services**

### **ACT NoWaste**

#### **Waste Regulation**

#### **Assistant Director - Regulatory Engagement and Reporting**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 41135)**

Gazetted: 05 December 2023

Closing Date: 19 December 2023

Details: The Assistant Director (Regulatory Engagement and Reporting) has responsibility for overseeing initial engagement with external stakeholders, including developing education and engagement resources in partnership with the Waste Education and Partnerships team, the collection of waste activity data by regulated entities, the analysis of this (and other data), the oversight of administration functions and the production of information packages to inform policy development, program information and regulatory intelligence. This, together with managing a small team will require you to bring your amazing leadership skills.

Are you interested and want to know more?

ACT NoWaste is a unique organisation in Australia: we work across both state/territory and local government functions. We are a diverse, innovative, and professional team 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 and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

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

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and experience in relation to the duties/responsibilities listed in the Position Description.

Applications should include a curriculum vitae and a response to the Selection Criteria outlining why you are the best person for the role.

Applications should be submitted via the Apply Now button.

Contact Officer: Joley Vidau 0438 464 845 Joley.Vidau@act.gov.au

## **City Services**

### **City Presentation**

#### **Place Management**

#### **Contracts and Programs Coordinator**

#### **Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 00537)**

Gazetted: 01 December 2023

Closing Date: 15 December 2023

Details: This position involves leading a small team responsible for managing contracts and projects across a range of horticultural maintenance services and is physically based in Dickson. The successful applicant may be expected to move between several locations across the city as required to meet operational needs. City Presentation operates in an Activity Based Working environment.

Day to day activities of this position include procurement and contract management; the management of Canberra's play spaces; designing and delivering projects; reviewing development applications; responding to public and ministerial enquiries; liaising with service providers, industry, government agencies and the community; and conducting field investigations relating to urban open space management.

The role is required to support a team of technical officers to provide specialist advice and to lead and manage programs and projects independently.

The applicant requires a high level of communication skills (oral and written), including conflict resolution and negotiation skills. Procurement and contract management skills are also highly desirable.

The primary responsibilities for this position are to with limited guidance:

Supervise a small team responsible for the management of Canberra wide contracts and work programs related to urban open space maintenance and cleaning.

Develop work programs and monitoring for urban open space maintenance and cleaning, including playground improvements and safety inspection programs, park security, BBQ maintenance, Graffiti management and other relevant services as required.

Develop contract specifications and undertake supervision and coordination the above services.

Review and provide comments on design and development proposals by other sectors of Government, private developers or the public and prepare ministerial and other correspondence, including briefs and budget submissions.

Represent the branch and liaise with government agencies, the community and developers on more complex issues relating to Urban Open Space management. This includes knowledge of relevant legislation and its application to policy and practice.

Promote and monitor compliance with legislative requirements in the workplace, including the ACT Public Service Respect Equity and Diversity Framework and Code of Conduct, workplace health and safety and staff development and training.

This position does involve direct supervision of staff.

Eligibility/Other requirements:

Relevant tertiary qualifications, such as Contract Management, Horticulture Environmental Science or equivalent is desirable.

Fully competent in Microsoft Office suite (Word, Excel, Outlook, Powerpoint)

Qualifications and experience in playground safety are desirable

Permanent resident of Australia

Current manual drivers' licence

Workplace Health and Safety Induction (White Card)

Asbestos awareness card

Crystalline Silica Exposure Awareness card

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)

This position does not require a pre-employment medical.

Note: This is a temporary position available from 15 January 2024 until 16 August 2024.

Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include:

A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements for each of the five points listed in the Selection Criteria in the attached Position Description

Contact details of two referees

A current curriculum vitae

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

Contact Officer: Jeffrey VanAalst (02) 6205 8257 [Jeffrey.VanAalst@act.gov.au](mailto:Jeffrey.VanAalst@act.gov.au)

## **Transport Canberra & Business Services**

### **Libraries ACT**

#### **Service Delivery**

#### **Director, Service Delivery**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 34360)**

Gazetted: 01 December 2023

Closing Date: 29 December 2023

Details: As a branch within Transport Canberra City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant and every-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

Libraries ACT mirrors the vibrancy of the community it serves, constantly re-inventing itself to meet community needs and expectations. We are now on the search for a Director of Service Delivery to lead a large team of library officers in the delivery of exceptional customer service.

This busy, forward-focused position is responsible for the overall coordination and management of the nine public library branches across Canberra, the Customer Information Centre and Home Library Service. With a strong focus on people, service delivery, and leading the way in responding to and assessing WHS matters, this role requires extensive liaison between different Libraries ACT branches, teams, and other business units across TCCS and the ACTPS.

It can be pretty full-on, but the reward you get from stretching yourself and realising the impact you make has value. You're not just working in an office...you're contributing to making Canberra a better place.

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: As this position is temporary with the possibility of permanency, you must be an Australian citizen or permanent resident to be eligible for this position.

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

Please note, this position works in a space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position is also expected to work from different library branches when required. 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 750 words or less, tell us why you're the people-focused leader we need on our team, addressing the Selection Criteria outlined in the Position Description. Your pitch must be accompanied by a curriculum vitae of no more than three pages, including the contact details of two referees.

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

Contact Officer: Peta Harding (02) 6207 1949 [Peta.Harding@act.gov.au](mailto:Peta.Harding@act.gov.au)

## **Worksafe ACT**

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

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

## **WorkSafe ACT**

### **WorkSafe ACT**

#### **Compliance and Enforcement**

##### **Senior Director Compliance and Enforcement**

##### **Senior Officer Grade A \$160,541, Canberra (PN: 53115)**

Gazetted: 30 November 2023

Closing Date: 14 December 2023

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

WorkSafe ACT is seeking an experienced senior leader to fill the position of Senior Director, Compliance and Enforcement. This multifaceted and dynamic position holds great significance in driving the achievement of various critical objectives within the agency. Within this role you will be an important part of the Senior Leadership Team. As part of your responsibilities, you will create and implement strategies to ensure the delivery of agency's operational objectives. You will also help lead the compliance and enforcement team's activities through efficient planning, prioritisation of tasks, identification of risks, and collaboration with the executive and senior leadership teams.

To excel in this position, the successful candidate must possess exceptional project and/or program management skills, including extensive regulatory experience with demonstrated knowledge of WHS.

If you believe you possess these qualities, we strongly encourage you to submit your application.

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

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all the points under 'Ideal Candidate' and provide examples. Please ensure you address the criteria which are highly desirable, as detailed in the Position Description. Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the apply now button.

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

Contact Officer: Amanda Grey (02) 6207 0056 [Amanda.Grey@worksafe.act.gov.au](mailto:Amanda.Grey@worksafe.act.gov.au)

## **Strategy & Engagement**

### **Senior Director Strategy & Engagement**

##### **Senior Officer Grade A \$160,541, Canberra (PN: 48222)**

Gazetted: 30 November 2023

Closing Date: 14 December 2023

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

WorkSafe ACT is seeking an experienced senior leader to fill the position of Senior Director, Strategy & Engagement. This multifaceted and dynamic position holds great significance in driving the achievement of various critical objectives within the agency. You will be an important part of the Senior Leadership Team.

As part of your responsibilities, you will be in charge of supervising the agency's strategy, communication, and engagement delivery. Your leadership skills will be put to the test as you guide the Strategy & Engagement teams towards success through efficient planning, prioritisation of tasks, identification of risks, and collaboration with the executive and senior leadership teams.

To excel in this position, the successful candidate must possess exceptional project and/or program management skills, including expertise in governance and strategic planning within a regulatory environment.

If you believe you possess these qualities, we strongly encourage you to submit your application.

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



How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two pages demonstrating your skills and experience relevant to the Selection Criteria listed under 'Ideal Candidate' in the Position Description. Please address all the points under 'Ideal Candidate' and provide examples. Please ensure you address the criteria which are highly desirable, as detailed in the Position Description. Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

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

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

Contact Officer: Amanda Grey (02) 6207 2718 [Amanda.Grey@worksafe.act.gov.au](mailto:Amanda.Grey@worksafe.act.gov.au)

## APPOINTMENTS

### ACT Health

**Health Professional Level 2 \$70,679 - \$97,028**

Madushani Amarasiri, Section 68(1), 1 December 2023

**Health Service Officer Level 4 \$57,149 - \$59,336**

Sugirtha Bramenthiran, Section 68(1), 1 December 2023

### Canberra Health Services

**Specialist Band 1 – 5 \$188,151 - \$232,185**

Dr Muntaser Darwish Mustafa Musameh, Section 68 (1), 8 January 2024

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Emily Rogers, Section 68(1), 12 December 2023

**Administrative Services Officer Class 2/3 \$62,994 - \$76,427**

Savannah Achieng, Section 68(1), 24 November 2023

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

Aditya Basnet, Section 68(1), 6 November 2023

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

Gabrielle Beutel, Section 68(1), 1 December 2023

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

Zoe Blackman, Section 68(1), 1 December 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Evita Chapman, Section 68(1), 4 December 2023

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

Doris Ekwegwo, Section 68(1), 5 December 2023

**Registered Nurse Level 4.1 \$130,846**

Janeen Johnson, Section 68(1), 7 December 2023

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Kim King, Section 68(1), 10 November 2023

**Assistant in Nursing \$55,927 - \$57,820**

Princy Kollanoor Francis, Section 68(1), 27 November 2023

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

Ufuomanefe Levy, Section 68(1), 30 November 2023

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

Samjhana Magar, Section 68(1), 1 December 2023

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Stella Mireku, Section 68(1), 10 November 2023

**Registered Nurse Level 3.1 \$115,743 - \$120,506**

Dannielle Nevin, Section 68(1), 8 August 2023

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

Georgina Pepper, Section 68(1), 29 November 2023

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

Anjeela Prasain, Section 68(1), 29 November 2023

**Technical Officer Level 1 \$62,599 - \$65,631**

Nathan Punch, Section 68(1), 6 December 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Srutilaya Rejeesh, Section 68(1), 4 December 2023

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

Lili Rogers, Section 68(1), 18 January 2024

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Tiffany Smith, Section 68(1), 1 December 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Paige Starczewski, Section 68(1), 4 December 2023

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

Wang Yao, Section 68(1), 7 December 2023

#### **Canberra Institute of Technology**

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

Ottis Muzvidzwa, Section 68(1), 30 November 2023

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

Matthew Skupien, Section 68(1), 30 November 2023

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

**Health Professional Level 4 \$114,928 - \$123,710**

Georgina Alderman, Section 68(1), 4 December 2023

**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Prinka Dhingra, Section 68(1), 14 November 2023

**Professional Officer Class 1 \$64,473 - \$89,398**

Stuart Gollan, Section 68(1), 4 December 2023

**Senior Officer Grade A \$160,541**

Ian Humphries, Section 68(1), 1 December 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Ashlee Marques, Section 68(1), 1 December 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Marta Paddubskaya, Section 68(1), 3 December 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Samprit Rekha, Section 68(1), 4 December 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Esha Sharma, Section 68(1), 27 November 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Rhiannon Sutherland, Section 68(1), 1 December 2023

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

Hung Vinh Tieu, Section 68(1), 1 December 2023

**Community Services**

**Technical Officer Level 1 \$62,599 - \$65,631**

Hugo Berger, Section 68(1), 29 November 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Humphrey Cornthwaite, Section 68(1), 29 November 2023

**Senior Officer Grade C \$117,845 - \$126,715**

Samuel Fitchett, Section 68(1), 29 November 2023

**Senior Officer Grade C \$117,845 - \$126,715**

Catherine Hale, Section 68(1), 29 November 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Claudia Hepper, Section 68(1), 4 December 2023

**Health Service Officer Level 3/4 \$55,350 - \$59,336**

Purushottam Kafle, Section 68(1), 10 November 2022

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Clinton Lillepruun, Section 68(1), 30 November 2023

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

Georgina McAuley, Section 68(1), 30 November 2023

**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Aileen O'Neill, Section 68(1), 29 November 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Thi Thu Ha Pham, Section 68(1), 29 November 2023

**Cultural Facilities Corporation**

**Director of Public Prosecutions**

**Prosecutor Grade 5 \$182,406 - \$193,395**

Marcus Dyason, Section 68(1), 1 December 2023

**Education**

**Classroom Teacher \$80,858 - \$119,288**

Katherine Fleming, Section 68(1), 21 August 2023

**Classroom Teacher \$80,858 - \$119,288**

Stephen Read, Section 68(1), 21 August 2023

**Classroom Teacher \$80,858 - \$119,288**

Charlene Mitchell, Section 68(1), 21 August 2023

**Classroom Teacher \$80,858 - \$119,288**

Stephen Loy, Section 68(1), 21 August 2023

**Classroom Teacher \$80,858 - \$119,288**

Ann Jenvey, Section 68(1), 21 August 2023

**Classroom Teacher \$80,858 - \$119,288**

Russell Cooper, Section 68(1), 3 October 2024

**Classroom Teacher \$80,858 - \$119,288**

Amy Kowalczyk, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Leila Chalmers, Section 68(1), 16 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Annabel Hogan-Turnbull, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Friederike Prillwitz, Section 68(1), 16 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Shaza Sheikh, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Varun Chand, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Hayley Borg, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Poonam Kumari Kataria, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Anthony Godden, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Stephanie McConnell, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Danni Luo, Section 68(1), 16 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Domenic Giampaolo, Section 68(1), 16 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Marina Faulkner, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Rafael Poli Section 68(1), 16 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Aleisha Price Section 68(1), 16 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Matthew Hogan, Section 68(1), 16 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Vanjalyln Sharma, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Nadege Maurin, Section 68(1), 23 January 2024

**Classroom Teacher \$75,004 - \$117,538**

Daniel Host, Section 68(1), 7 December 2023

**Classroom Teacher \$75,004 - \$117,538**

Grace Odell, Section 68(1), 7 December 2023

**Classroom Teacher \$75,004 - \$117,538**

Caterina Pangallo, Section 68(1), 7 December 2023

**Classroom Teacher \$75,004 - \$117,538**

Christopher Ryan, Section 68(1), 7 December 2023

**Classroom Teacher \$75,004 - \$117,538**

Alexander Televantos, Section 68(1), 7 December 2023

**Classroom Teacher \$75,004 - \$117,538**

Zachary Todd Section 68(1), 7 December 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Anna Ciaccia, Section 68(1), 7 December 2023

**School Assistant 4 \$72,353 - \$78,207**

Samara Cummings, Section 68(1), 5 December 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Ghaissaa El-Hassan, Section 68(1), 29 November 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Stephanie Goleby, Section 68(1), 1 December 2023

**School Assistant 3 \$60,493 - \$64,989**

Sulani Gustinna Waduge, Section 68(1), 1 December 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Israt Jahan, Section 68(1), 30 November 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Georgia Kennedy, Section 68(1), 5 December 2023

**Building Service Officer 3 \$75,931 - \$80,136**

Vijay Kumar, Section 68(1), 4 December 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Lee Raynor, Section 68(1), 30 November 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Nathan Rollings, Section 68(1), 7 December 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Lisa Smith, Section 68(1), 30 November 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Amy Summerfield, Section 68(1), 4 December 2023

**Senior Officer Grade C \$117,845 - \$126,715**

Charlotte Violante, Section 68(1), 1 December 2023

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Lucy Barrett, Section 68(1), 1 December 2023

**General Service Officer Level 5/6 \$62,078 - \$68,143**

Dylan Killick-Moran, Section 68(1), 30 November 2023

**Park Ranger 1 \$68,685 - \$73,920**

Emma Wade, Section 68(1), 1 December 2023

**Park Ranger 2 \$76,255 - \$82,566**

Sharon Woods, Section 68(1), 1 December 2023

**Justice and Community Safety**

**Senior Officer Grade A \$160,541**

Joe Colbert, Section 68(1), 7 December 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Michelle Griffen, Section 68(1), 4 December 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Thao Le, Section 68(1), 1 December 2023

**Senior Officer Grade C \$117,845 - \$126,715**

John Pender, Section 68(1), 7 December 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Sushant Thapa, Section 68(1), 5 December 2023

**ESA Mechanical Technician Level 3 \$117,845 - \$126,715**

Broc Tonissen, Section 68(1), 4 December 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Trang Truong, Section 68(1), 30 November 2023

**Major Projects Canberra**

**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Lachlan McDonald, Section 68(1), 4 December 2023

**Suburban Land Agency**

**Infrastructure Officer 4 \$136,524 - \$155,109**

Lucy Kane, Section 68(1), 4 December 2023

**Senior Officer Grade C \$117,845 - \$126,715**

Shahrina Sharmin, Section 68(1), 4 December 2023

**Transport Canberra and City Services**

**General Service Officer Level 3/4 \$56,173 - \$61,181**

Samaan Attia, Section 68(1), 1 December 2023

**Senior Officer Grade C \$117,845 - \$126,715**

Arryn Bennetts, Section 68(1), 4 December 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Sagi Liberman, Section 68(1), 1 December 2023

**General Service Officer Level 3/4 \$56,173 - \$61,181**

Layla O'Connor, Section 68(1), 23 November 2023

**General Service Officer Level 3/4 \$56,173 - \$61,181**

Tyler Smith, Section 68(1), 23 November 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Ana Strmota, Section 68(1), 4 December 2023

**Administrative Services Officer Class 4 \$78,785 - \$85,159**

Kiera Xuereb, Section 68(1), 7 December 2023

**Worksafe ACT**

**Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509**

Heather Seagrove, Section 68(1), 4 December 2023



## TRANSFERS

### Canberra Health Services

#### **Sarah Hutchinson**

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 61643) (Gazetted 7 November 2023)

#### **Louie Manny**

From: Registered Nurse Level 1 \$86,024

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 61542) (Gazetted 13 October 2023)

#### **Jade Townsend**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23678) (Gazetted 28 September 2023)

### Chief Minister, Treasury and Economic Development

#### **Akm Atiqul Haque**

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN:40837) (Gazetted 03/10/2023)

### Transport Canberra and City Services

#### **Michelle Corlett**

From: Senior Officer Grade B \$138,476 - \$155,668

Worksafe ACT

To: Senior Officer Grade B \$138,476 - \$155,668

Transport Canberra and City Services, Canberra (PN. 50057) (Gazetted 9 November 2023)

#### **Swadesh Khatri**

From: Information Technology Officer Class 2 \$91,428 - \$105,186

Transport Canberra and City Services

To: Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services, Canberra (PN. 62398) (Gazetted 7 December 2023)

#### **Terrance Raath**

From: Technical Officer Level 4 \$104,509

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 62832) (Gazetted 4 September 2023)

## PROMOTIONS

### ACT Health

#### **Mental Health and Suicide Prevention Division**

##### **Office for Mental Health and Wellbeing**

##### **Reinette McFarland**

From: Senior Officer Grade C \$117,845 - \$126,715

ACT Health

To: †Senior Officer Grade B \$138,476 - \$155,668

ACT Health, Canberra (PN. 40302) (Gazetted 26 September 2023)

### Canberra Health Services

#### **Anil Nair**

From: Career Medical Officer 2 \$176,425 - \$209,516

Canberra Health Services

To: Senior Career Medical Officer \$225,594 - \$242,117

Canberra Health Services, Canberra (PN.

#### **Manju Bagale**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services, Canberra (PN. 61442) (Gazetted 12 October 2023)

#### **Adam Benfatto**

From: Sterilising Services Technical Officer Level 2 \$67,760 - \$77,593

Canberra Health Services

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services, Canberra (PN. 36763) (Gazetted 11 May 2023)

#### **Taylor Collins**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services, Canberra (PN. 28534) (Gazetted 9 October 2023)

#### **Grace Field**

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. 63748) (Gazetted 11 August 2023)

#### **Amy Hughes**

From: Medical Imaging Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 28811) (Gazetted 27 September 2023)

#### **Cassandra Luke**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.2 \$140,121

Canberra Health Services, Canberra (PN. 62704) (Gazetted 30 August 2023)

**Alison Merrington**

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. 28647) (Gazetted 27 October 2023)

**Martha Mungaray Chihuahua**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427  
Canberra Health Services  
To: Administrative Services Officer Class 4 \$78,785 - \$85,159  
Canberra Health Services, Canberra (PN. 23756) (Gazetted 9 October 2023)

**Eleni Pavlidou**

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. 28686) (Gazetted 4 October 2023)

**Stephanie Playford**

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. 29235) (Gazetted 8 November 2023)

**Nicole Reid**

From: Administrative Services Officer Class 2/3 \$62,994 - \$76,427  
Canberra Health Services  
To: Administrative Services Officer Class 4 \$78,785 - \$85,159  
Canberra Health Services, Canberra (PN. 53406) (Gazetted 27 October 2023)

**Lyndell Tutty**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728  
Community Services  
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 26461) (Gazetted 26 October 2023)

**Gemma Wall**

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. 27178) (Gazetted 25 October 2023)

**David Wheeler**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Justice and Community Safety  
To: †Senior Officer Grade C \$117,845 - \$126,715  
Canberra Health Services, Canberra (PN. 40392) (Gazetted 17 March 2023)

**Clinical Services**

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

**Territory Wide Mental Health Services**

**Elizabeth Whitlam**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506  
Canberra Health Services  
To: †Registered Nurse Level 4.3 \$149,388  
Canberra Health Services, Canberra (PN. 10736) (Gazetted 19 October 2023)

**Canberra Institute of Technology**

**Corporate Services**

**Data and Digitalisation**

**Sirisha Davala Venkata**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Education

To: †Senior Officer Grade C \$117,845 - \$126,715

Canberra Institute of Technology, Canberra (PN. 62696) (Gazetted 14 September 2023)

**CIT Corporate Services**

**Audit, Risk and Corporate Governance**

**Sadib Dowla**

From: Senior Officer Grade C \$117,845 - \$126,715

Community Services

To: †Senior Officer Grade A \$160,541

Canberra Institute of Technology, Canberra (PN. 62365) (Gazetted 25 July 2023)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Service Delivery and Engagement**

**Service Centres**

**Timothy Black**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development, Canberra (PN. 35201) (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.

**Office of Industrial Relations and Workforce Strategy (OIRWS)/ Property and Government Insourcing Group**

**ACT Property Group**

**Integrated Facilities Management Team**

**David Clarke**

From: General Service Officer Level 8 \$75,931 - \$80,136

Chief Minister, Treasury and Economic Development

To: †Building Trade \$78,676 - \$83,109

Chief Minister, Treasury and Economic Development, Canberra (PN. 29333) (Gazetted 27 September 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.

**OIRWS-Future Workforce Strategy Group**

**Innovation, Change**

**Strategy and Transformation Office**

**Adeline Jeffery**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development, Canberra (PN. 63826) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

**Procurement ACT**

**Goods and Services**

**Sourcing, Advice and Supply**

**Jessica Lewis**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 13128) (Gazetted 29 August 2023)

**Procurement ACT**

**Procurement Policy and Capability**

**Procurement Policy**

**Shunzi Liwu**

From: Graduate Administrative Assistant \$80,535 - \$82,894

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN. 11066) (Gazetted 3 October 2023)

**Corporate**

**Corporate Management**

**Governance Security and Audit**

**Michael Robinson**

From: Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety

To: †Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 30984) (Gazetted 8 November 2023)

**Digital, Data and Technology Solutions**

**Strategic Business**

**Procurement and Compliance**

**Corey Stinson**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 36276) (Gazetted 3 July 2023)

**CMTEDD - Strategic Finance**

**Trang Tran**

From: Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$160,541

Chief Minister, Treasury and Economic Development, Canberra (PN. 12102) (Gazetted 23 October 2023)

**Procurement ACT**

**Procurement Policy and Capability**

**Procurement Policy**

**Lara Widdup**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 51917) (Gazetted 3 October 2023)

**Economic Development**

**Policy and Strategy**

**Strategic Policy**

**Stephanie Wilson**

From: Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$160,541  
Chief Minister, Treasury and Economic Development, Canberra (PN. 50031) (Gazetted 14 December 2023)

### **Community Services**

**Office of the Director General  
Regulation, Assurance and Quality  
ACT Children and Young People Death Review Committee  
Alana McInerney**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Justice and Community Safety

To: †Senior Officer Grade B \$138,476 - \$155,668  
Community Services, Canberra (PN. 31199) (Gazetted 8 May 2023)

**Strategic Policy  
Office for Aboriginal and Torres Strait Islander Affairs  
Telesha Newman**

From: Senior Officer Grade C \$117,845 - \$126,715  
Community Services

To: †Senior Officer Grade B \$138,476 - \$155,668  
Community Services, Canberra (PN. 63470) (Gazetted 17 April 2023)

**Housing Assistance  
Client Services Branch  
Alex Njuguna**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370  
Community Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Community Services, Canberra (PN. 38711) (Gazetted 23 August 2023)

**Corporate  
Business Transformation and Systems  
Project and Change Delivery  
Nathasha Weerasinghe**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Community Services

To: †Senior Officer Grade C \$117,845 - \$126,715  
Community Services, Canberra (PN. 57083) (Gazetted 12 October 2023)

### **Education**

**School Performance and Improvement  
South Weston Network  
Alfred Deakin High School  
Katherine Bolton**

From: \$135,383  
Education

To: †School Leader B \$157,341  
Education, Canberra (PN. 13624) (Gazetted 1 November 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.

**School Performance and Improvement  
Belconnen Network**

**Hawker Primary School**

**Lisa Bray**

From: School Assistant 4 \$72,353 - \$78,207

Education

To: †Administrative Services Officer Class 6 \$93,996 - \$107,322

Education, Canberra (PN. 36255) (Gazetted 28 September 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.

**Director-General's Office**

**Benjamin Duggan**

From: Senior Officer Grade B \$138,476 - \$155,668

Education

To: †Senior Officer Grade A \$160,541

Education, Canberra (PN. 46479) (Gazetted 21 June 2023)

**Business Services**

**School Facilities Management Branch**

**Beverley Gardner**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Education

To: †Senior Officer Grade C \$117,845 - \$126,715

Education, Canberra (PN. 60691) (Gazetted 9 October 2023)

**School Improvement**

**Tuggeranong Network**

**Theodore Primary School**

**Susan Hough**

From: \$79,108 - \$117,538

Education

To: †School Leader C \$135,383

Education, Canberra (PN. 18446) (Gazetted 19 October 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.

**School Performance and Improvement**

**North and Gungahlin Network**

**Harrison School**

**Kathryn Matthews**

From: School Assistant 2/3 \$53,566 - \$64,989

Education

To: Administrative Services Officer Class 3 \$71,139 - \$76,427

Education, Canberra (PN. 37012) (Gazetted 24 October 2023)

**Environment, Planning and Sustainable Development**

**Pearl Ting**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$117,845 - \$126,715

Environment and Planning, Canberra (PN:58856) (Gazetted 04/10/2023)

**Justice and Community Safety**

**ACT Government Solicitor**

**Legal Practice**

**Carys Atkinson**

From: Government Solicitor 1 \$80,822 - \$121,026

Justice and Community Safety

To: †Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety, Canberra (PN. 12586) (Gazetted 7 December 2023)

**ACT Government Solicitor**

**Legal Practice**

**Gillian Belcher**

From: Government Solicitor 1 \$80,822 - \$121,026

Justice and Community Safety

To: †Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety, Canberra (PN. 45442) (Gazetted 7 December 2023)

**ACT Government Solicitor**

**Legal Practice**

**Indigo Collins**

From: Government Solicitor 1 \$80,822 - \$121,026

Justice and Community Safety

To: †Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety, Canberra (PN. 31524) (Gazetted 7 December 2023)

**Public Trustee and Guardian**

**Rhianna De Vries**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN. 40076) (Gazetted 5 July 2023)

**Human Rights Commission**

**Victims of Crime Commissioner**

**Victim Support ACT**

**Linda Drumgold**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Justice and Community Safety

To: †Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety, Canberra (PN. 57000) (Gazetted 4 October 2023)

**ACT Government Solicitor**

**Legal Practice**

**Andrew Giddings**

From: Government Solicitor 1 \$80,822 - \$121,026

Justice and Community Safety

To: †Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety, Canberra (PN. 43181) (Gazetted 7 December 2023)

**Security and Emergency Management**

**Emergency Management**

**Stephen Huntley**

From: Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety

To: †Senior Officer Grade B \$138,476 - \$155,668

Justice and Community Safety, Canberra (PN. 62400) (Gazetted 2 August 2023)

**ACT Government Solicitor**

**Legal Practice**

**Georgia Junakovic**



From: Government Solicitor 1 \$80,822 - \$121,026  
Justice and Community Safety  
To: †Government Solicitor 2 \$126,839 - \$152,194  
Justice and Community Safety, Canberra (PN. 26050) (Gazetted 7 December 2023)

**Emergency Services Agency**  
**Capability Coordination and Support**  
**Workshop**  
**Robert Kepe**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159  
Major Projects Canberra  
To: †Senior Officer Grade C \$117,845 - \$126,715  
Justice and Community Safety, Canberra (PN. 62052) (Gazetted 16 August 2023)

**ACT Government Solicitor**  
**Legal Practice**  
**Susan Lane**

From: Government Solicitor 1 \$80,822 - \$121,026  
Justice and Community Safety  
To: †Government Solicitor 2 \$126,839 - \$152,194  
Justice and Community Safety, Canberra (PN. 45441) (Gazetted 7 December 2023)

**ACT Government Solicitor**  
**Legal Practice**  
**Catherine Pilley**

From: Government Solicitor 1 \$80,822 - \$121,026  
Justice and Community Safety  
To: †Government Solicitor 2 \$126,839 - \$152,194  
Justice and Community Safety, Canberra (PN. 42608) (Gazetted 14 December 2023)

**Corporate**  
**Capital Works & Infrastructure**  
**Achini Thenuwara**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Major Projects Canberra  
To: †Infrastructure Officer 3 \$115,193 - \$126,450  
Justice and Community Safety, Canberra (PN. 15447) (Gazetted 25 August 2023)

**ACT Corrective Services**  
**Office of the Commissioner**  
**Bregje Van Spijker**

From: Senior Officer Grade C \$117,845 - \$126,715  
Justice and Community Safety  
To: †Senior Officer Grade B \$138,476 - \$155,668  
Justice and Community Safety, Canberra (PN. 37993) (Gazetted 13 October 2023)

**ACT Corrective Services**  
**Offender Reintegration**  
**Damien Veal**

From: Correctional Officer Class 1 \$69,433 - \$82,797  
Justice and Community Safety  
To: †Senior Officer Grade B \$138,476 - \$155,668  
Justice and Community Safety, Canberra (PN. 30868) (Gazetted 3 October 2023)

**Transport Canberra and City Services**

**Chief Operating Officer Group**

**Finance**

**Finance Business Partners**

**Wei Li**

From: Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety

To: †Senior Officer Grade B \$138,476 - \$155,668

Transport Canberra and City Services, Canberra (PN. 00654) (Gazetted 17 January 2023)

**City Services**

**City Presentation**

**Urban Treescapes**

**Renae Palmer**

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. 11016) (Gazetted 7 December 2023)

**CORRIGENDA**

**Canberra Health Services**

Promotion for Shiela Sander was gazetted in 30 November, amendment made to commencement date. Date of effect 31 January 2024

**Transport Canberra and City Services**

Amended classification from Senior Officer (Technical) Grade C to Senior Officer Grade A

Date Advertised Gazette: 15 August 2023

Vacancy Number: 57539

Transport Canberra and City Services

Transport Canberra and Business Services

Libraries ACT

Senior Director, Libraries ACT

Senior Officer Grade A \$160,541, Canberra (PN: 50828)

Closing Date: 19 September 2023

Weeks to Close: 4

Details: As a branch within Transport Canberra City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant and every-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

Libraries ACT mirrors the vibrancy of the community it serves, constantly re-inventing itself to meet community needs and expectations. We are now on the search for a Senior Director to influence and oversee the delivery of literacy and learning to the people of Canberra.

Managing a broad range of organisation and engagement functions for Libraries ACT, the Senior Director will provide strategic advice and operational leadership to the 11 Libraries ACT sites and work collaboratively with the

Executive Branch Manager and other leaders to deliver improvements to library performance and community engagement. We think for the longer term, meaning we can invest in our people and our projects with a view to enduring benefits rather than short term wins.

As a senior leader, the ideal candidate has excellent interpersonal and organisation skills, demonstrates initiative and can manage competing priorities. They will draw on their experiences working in a library or community-focused environment to motivate and positively influence team and individual outcomes and have a proven ability to draw on the right skills at right time to align team performance, build capability and achieve organisational objectives.

As an ACT Public Servant, the position has access to a competitive salary and a range of other benefits designed to help employees find the best work-life balance for them. Relocation costs may also be considered for the right candidate.

It's challenging, but the reward you get from stretching yourself and realising the impact you make has value. You're not just working in an office...you're contributing to making Canberra a better place.

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.

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

How to apply: Tell us your story. Provide a 750-word pitch addressing the Selection Criteria from the position description, accompanied by a curriculum vitae (no more than three pages) with the contact details of two referees.

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

Contact Officer: Oliver Hall (02) 6207 1949 [Oliver@horizonone.com.au](mailto:Oliver@horizonone.com.au)