



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 18 January 2024**

## 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>

#### **Population Health**

#### **Business Management**

#### **Administration Officer**

#### **Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 51826, Several)**

Gazetted: 24 January 2024

Closing Date: 31 January 2024

Details: Health Protection is looking for experienced Administrative Officers with personal drive and integrity to join the Business Unit.

The role provides critical administrative support to various business areas in relation to licencing and compliance of various registrations, permits and licences. the role is required to maintain a high level of confidentiality whilst following policy and procedures.

To be competitive for this role you will need to be highly organized along with well-developed communication and coordination skills.

Eligibility/Other Requirements:

Experience with licencing and compliance is highly desirable.

Experience in the use of Trim, Objective, Open Office and Microsoft Suite is desirable

The ability work flexibly in a fast-paced environment and be part of a cohesive Team.

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

How to Apply: For this vacancy, please submit your curriculum vitae, contact details for two referees and a two-page pitch outlining your suitability for the position against the selection criteria .

Applications should be submitted via the Apply Now button.

Contact Officer: Alexandra Hambesis (02) 5124 9267 [Alexandra.Hambesis@act.gov.au](mailto:Alexandra.Hambesis@act.gov.au)

#### **Population Health**

#### **Health Protection**

#### **Business Management**

#### **Team Leader**

#### **Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 59751)**

Gazetted: 24 January 2024

Closing Date: 31 January 2024

Details: Health Protection is looking for an experienced Team Leader with personal drive and integrity to manage the Business Unit.

The role provides critical support to the business team who's primary work is licencing, and compliance related to various areas such as Controlled Medicines and Radiation Licences and Registration. The Team Leader will provide high level guidance, support and training to staff undertaking administrative functions.

To be competitive in this role you will need to be highly organised with strong leadership, communication and coordination skills.

Eligibility/Other Requirements:

Experience in compliance and licencing is highly desirable.

Experience in the use of Trim, Objective, Open Office and Microsoft Suite is desirable.

Experience in leading a team in a busy environment is desirable.

The ability work flexibly under limited supervision.

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

How to Apply: For this vacancy, please submit your curriculum vitae, contact details for two referees and a two-page pitch outlining your suitability for the position against the Selection Criteria.

Applications should be submitted via the Apply Now button.

Contact Officer: Alexandra Hambesis (02) 5124 9267 [Alexandra.Hambesis@act.gov.au](mailto:Alexandra.Hambesis@act.gov.au)

## **Corporate Services**

### **Corporate and Governance**

#### **Strategic Finance**

##### **Assistant Director**

##### **Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 01762)**

Gazetted: 23 January 2024

Closing Date: 30 January 2024

Details: Are you ready to take the next step in your career as a finance professional? Do you want the opportunity to have a direct impact on the health of the community where you live? Then this opportunity is for you! The ACT Health Directorate's Strategic Finance team is looking for a Financial Reporting Assistant Director. In this role you will have the opportunity to provide strategic financial support to the Directorate. Ensure effective, efficient and accurate financial reporting and compliance at an organisational level, while at the business unit level provide financial and budgeting support, reporting and advice on a range of financial issues.

To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks under broad direction of your supervisor.

Eligibility/ Other Requirements:

Tertiary qualifications in Accounting, Commerce, Finance or a related field along with professional membership or progressing towards CIMA, CPA or ICA are desirable.

Previous experience working with complex spreadsheets and financial management systems, in particular TM1, Oracle and CDM, would be an advantage.

Note: This is a temporary position available immediately for a 6 month period with the possibility of permanency. : Selection will be based on the application, referee reports and interview. A merit pool may be established to fill future similar vacancies over the next 12 months.

How to Apply:

1. Applicants should provide a written pitch of no more than two pages addressing the Selection Criteria outlined in the Position Description addressing each of the Capabilities outlined in the "What You Require" section.
2. A current curriculum vitae should also be provided including contact details for two referees.

Applications should be submitted via the apply now button.

Contact Officer: Dean Naude 02 5124 9705 [Dean.Naude@act.gov.au](mailto:Dean.Naude@act.gov.au)

## **Policy, Partnerships and Programs**

### **Data Analytics Branch**

#### **Reporting and Analysis**

##### **Data Analyst**

##### **Information Technology Officer Class 2 \$95,746 - \$109,072, Canberra (PN: 32722, several)**

Gazetted: 23 January 2024

Closing Date: 6 February 2024

Details: The Data Analytics Branch (DAB) of the Policy, Partnerships and Programs Division is looking, for enthusiastic staff to work in the Reporting and analysis team. The ideal candidate will possess high level analysis and written communication skills, and the ability to work collaboratively with staff and stakeholders, maintaining positive working relationships to deliver on the organisation's strategic objectives.

This is a technical role where the successful candidate will be responsible for engaging with stakeholders to gather requirements, and developing and delivering high-quality, well-structured reports, dashboards, and data visualisations that are fit for purpose and tailored to diverse audiences.

The Reporting and Analysis team within Data Analytics Branch is responsible for the provision of accessible, ready-to-use analytics that are reliable and policy-relevant to stakeholders and diverse audiences including the Health Minister and the public. It also is responsible for developing and monitoring health performance frameworks for the delivery of high-quality health services across the ACT.

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

Eligibility/Other requirements:

Tertiary qualifications in data science or statistics and/or previous experience analysing and reporting health data would be an advantage.

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

Notes: There are two temporary project contract positions available for a period of 12 months and a nominally vacant temporary position that will be filled for 12 months with the possibility of permanency. There are three positions to fill in total.

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, providing a response (preferably using the STAR method) addressing each Criteria under the "What you require" Section in the Position Description.

A current curriculum vitae.

Contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jane McIntyre (02) 5124 6906 [Jane.McIntyre@act.gov.au](mailto:Jane.McIntyre@act.gov.au)

### **Canberra Health Services**

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

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

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

**Nursing Clinical Practice and Governance - Nurse Level 3 Grade 2 - Registered  
Registered Nurse Level 3.2 \$130,846, Canberra (PN: 21306 - 02FPN)**

Gazetted: 19 January 2024

Closing Date: 5 February 2024

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.

Scholarships for education support

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

About the Role:

The Nursing Clinical Practice and Governance role will be pivotal in the planning, development, implementation, evaluation of key strategic nursing professional and clinical practice priorities across MHJHADS.

The successful candidate must display an ability to interact and communicate with a diverse range of people at all levels, maintain a personal approach which is positive, enthusiastic, friendly, and helpful. Demonstrate a willingness and ability to learn and an ability to work as part of a team, as well as to work independently. Flexibility to operate in an environment of change and continuous improvement.

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: Sonny Ward (02) 5124 1623 [sonny.ward@act.gov.au](mailto:sonny.ward@act.gov.au)

## **CHS Finance and Business Intelligence**

### **FBI Operations**

#### **Procurement and Supplies**

#### **Supply Administration Officer - Supply Services**

#### **Health Service Officer Level 4 \$57,149 - \$59,336, Canberra (PN: 25221 - 02FSV)**

Gazetted: 18 January 2024

Closing Date: 1 February 2024

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

About the Role:

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

The position reports to the Assistant Director of Supply Operations, Canberra Health Services.

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

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.

Note: This is a temporary position available for 3 months with the possibility of extension up to 12 months and/or permanency.

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

Contact Officer: Ray Pratho (02) 5124 2500 [Ray.Pratho@act.gov.au](mailto:Ray.Pratho@act.gov.au).

## **Clinical Services**

### **Medicine**

#### **General Medicine**

#### **Staff Specialist / Senior Specialist in General Medicine**

#### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 42980 - 02FP6)**

Gazetted: 22 January 2024

Closing Date: 13 February 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

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

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

We are a diverse speciality with the flexibility to work across complementary areas within the Division including General Medicine and the Acute Medical Unit (AMU).

The Department of General Medicine manages patients with a diverse range of multiple active co-morbidities or undifferentiated illnesses under the age of 80 years that require ongoing inpatient, ward-based hospital care. We are a busy inpatient service with consultation and outpatient clinic responsibilities.

Applicants should have had training and experience in General Medicine or relevant medical sub-specialty. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing, allied health, and medical staff, including Advanced and Basic Physician Trainees.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

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

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

Duties:

Provide competent and efficient clinical management of general medical inpatients relevant to the specific area of employment

Contribute to general medicine outpatient clinics relevant to the specific area of employment

Attend and contribute to medical and multidisciplinary handover sessions, clinical and business meetings

Contribute to the clinical governance of the relevant unit by undertaking clinical audit activities, clinical pathway development and demonstrate an active commitment to best clinical practice

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

Actively engage in quality and safety activities and model of care development for the Department and the Division

Contribute to the on-call and after-hours roster

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

For more information about this role and how to apply, please [click here](#) to see the Position Description.

Contact Officer: Brooke Denyer (02) 5124 2278 [brooke.denyder@act.gov.au](mailto:brooke.denyder@act.gov.au)

## **North Canberra Hospital**

### **Surgical Division**

#### **North Canberra Hospital - Staff Specialist in Cardiology**

#### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: LP6715 - 02FU8)**

Gazetted: 22 January 2024

Closing Date: 12 February 2024

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 approval)

About the role:

The North Canberra Hospital (NCH) is seeking a Non-Interventionist Staff Specialist to join the current Cardiology Department. The Staff Specialist is responsible for providing clinical care and leadership within the Cardiology Department of North Canberra Hospital and will be guided by current evidence based medical practice, to deliver quality and safe patient centred care. The Cardiology Department is considered within a matrix management model with accountability through both the clinical streams model and the professional accountability reporting lines.

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

**Duties:**

Under limited direction of the Director of Cardiology you provide evidence based medical practice to deliver clinical care and leadership within the Cardiology Department. You will:

Demonstrate relevant clinical experience in adult cardiology with appropriate skills in non-invasive investigation.

Maintain a high standard of communication with patients, families, all health professionals and the community.

Demonstrate an interest in service development.

Participate in on call roster.

Work within a team structure and participate in a week on call roster system, with daily review of newly admitted patients.

Supervise junior medical staff around significant patient care issues, such as accurate diagnosis, selection of treatment options, discharge planning, patient and family discussion and education.

Will be required to participate in general outpatient clinic duties.

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)

Completed fellowship/ qualified electrophysiologist, imaging cardiologist and general cardiologist.

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

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

**Desirable**

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

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

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

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 permanent part-time at 20 hours per week, the full-time salary noted above will be pro-rata.

A merit pool will be established from this recruitment process and will be used for the next 12 months to fill various positions both on a temporary and permanent basis with full-time and part-time opportunities available.

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

Contact Officer: Kim McNeilly N/A [kim.mcneilly@act.gov.au](mailto:kim.mcneilly@act.gov.au)

**CHS Chief Executive Officer**

**CHS Allied Health**

**Acute Allied Health Services**

**Workforce educator-Health Professional Level 4**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 63701 - 02FSR)**

Gazetted: 19 January 2024

Closing Date: 2 February 2024

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:

The Division of Allied Health, is a contemporary evidence-based service, providing high quality inpatient and outpatient care at the Canberra Hospital. Acute Allied Health services comprises of distinct allied health teams including nutrition, physiotherapy, occupational therapy, speech pathology and audiology, exercise physiology and social work and aims to provide collaborative care working across other clinical divisions that make up Canberra Health Services, as required.

The Occupational Therapy Department, provides care and support to a range of patients and clients across critical and acute inpatient areas and specialised outpatient settings, including Medical and Surgical wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric wards and outpatient areas such as paediatrics, hand therapy and burns.

The Occupational Therapy Department has four business hours teams, Medical, Surgical, Maternity and Paediatrics and Outpatients. Each team is led by the Occupational Therapy Manager.

The successful applicant will have a high level and diverse range of clinical Occupational Therapy skills to provide education leadership and strategic development to foster and develop clinical skills to junior Occupational Therapists, clinicians new to hospital Occupational Therapy and/or those wanting to develop new skills in a healthcare environment. The successful applicant will focus on developing and building skilled practitioners to assist with recruitment, retention, quality service provision and providing a supportive clinical environment in which to learn. The successful application will hold a patient case load while providing direct support to clinicians. In this position you will provide regular input into, and form, an integral part of the Occupational Therapy Department leadership team. You will be required to oversee professional development and supervision, promote, and participate in quality improvement and research initiatives and contribute to team processes.

Note: This position(s) is required to participate in an on-call roster and including weekends and overtime.

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.
- 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: Melinda Symon (02) 51243286 Melinda.Symon@act.gov.au

## **CHS Clinical Services**

### **Medicine**

#### **Cardiology**

##### **Graduate Cardiac Physiologist-Health Professional Level 1**

**Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 50933, Several - 02FTN)**

Gazetted: 19 January 2024

Closing Date: 9 February 2024

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:

Cardiac diagnostic services form an important part of the cardiology service to patients at Canberra Hospital. The Cardiology Department provides a suite of cardiac diagnostic testing, including, CRMD implantation and testing, cardiac electrophysiology, cardiac catheterisation laboratory procedures and non-invasive electrocardiography-based testing.

Under the direction and supervision of Senior Cardiac Scientists, the Graduate Cardiac Scientist (Cardiac Physiologist) is involved in the performance of invasive and non-invasive cardiology diagnostic testing. This involves CRMD implantation and testing, cardiac catheterisation laboratory procedures, exercise stress testing, Holter monitoring and ECG for inpatients and outpatients.

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

Note: This is a temporary position available for a period of 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: Lauren MacLachlan (02)51242692 Lauren.MacLachlan@act.gov.au

### **CHS Clinical Services**

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

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

#### **Clinical Manager-Health Professional Level 3**

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

Gazetted: 19 January 2024

Closing Date: 2 February 2024

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:

Mental Health, Justice Health and Alcohol and 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 and Older Persons Mental Health Services
- Adult Inpatient Mental Health Services
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

Adult Community Mental Health Services (ACMHS) includes:

Intake services:

- Access Mental Health Service
- Home Assessment and 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 and HP2, Allied Health Assistants and students, and participate in quality initiatives and strategic planning.

Selection may be appointed using the written application alone.

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.
- 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)51241795 Vanessa.Reid@act.gov.au

**North Canberra Hospital**

**Corporate and Finance**

**ICT Client Services Officer**

**Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: LP7309 - 02FXC)**

Gazetted: 19 January 2024

Closing Date: 31 January 2024

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 ICT Client Services Officer role is key to the ICT support model at North Canberra Hospital Bruce (NCH) and participates in providing support with our partners across the territory. This includes technical assistance and

support for the operations of NCH, Clare Holland House (CHH), and Canberra Health Services (CHS), Digital Solutions Support (DSS) and Digital Data & Technology Solutions (DDTS).

Working with both internal and external stakeholders the ICT Client Services Officer will:

Follow ITIL processes to triage, escalate and provide technical assistance for a dynamic environment.

Participate in Helpdesk call centre support and issues resolution by phone, email, onsite assistance and face-to-face.

Administer Jira ticketing system.

Update and maintain Confluence ICT knowledge base.

Maintain an inventory of IT equipment, including tracking assets, performing regular audits, and assisting with procurement as necessary.

Administration of electronic access control management software and ID cards.

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

The role is required to also undertake help desk activity and provide support outside of usual business hours through a roster arrangement utilizing shifts that can be scheduled at any time seven days per week, 24 hours per day.

About you: Requirements/Qualifications:

**Mandatory**

Proven interpersonal and written communication skills, in particular; the ability to communicate technical and business ideas clearly to a variety of stakeholders who are often under stress when contacting the service desk.

Good technical skills and experience working with ITIL support model.

Sound knowledge and understanding of Active Directory (AD), Jira and Citrix.

Knowledge of healthcare data security and patient confidentiality requirements, including data encryption, access controls, and secure data transmission.

Ability to prepare end-user and technical documentation to be interpreted at all levels.

Ability to work effectively as a team member and adapt to changing situations whilst under pressure.

Strong client focus with a commitment to respond to client needs effectively, efficiently and in a timely manner.

This role requires you to have or 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.

Hold and maintain a current unrestricted Drivers Licence for passenger cars.

Ability to work roster hours and days.

**Desirable**

Experience working in a Digital Health Record environment.

Tertiary qualifications within Information Technology.

Experience troubleshooting telecommunication technologies.

Sound experience supporting Cisco WebEx and Microsoft Teams environments.

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

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

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

Undergo a pre-employment National Police Check.

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

Note: This is a permanent full-time position.

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

Contact Officer: Nick Macintyre (02) 6201 6169 Nick.Macintyre@act.gov.au

## **North Canberra Hospital**

### **Women and Children**

#### **North Canberra Hospital Clinical Development Midwife**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: LP7933 - 02FUZ)**

Gazetted: 19 January 2024

Closing Date: 2 February 2024

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

About the Hospital:

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

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

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

About the Role:

The Clinical Development Midwife (CDM) will act as a clinical resource and role model for staff. The CDM will have advanced practice knowledge in the full scope of midwifery care and the appropriate experience to provide clinical leadership and work in a collaborative multidisciplinary team.

The CDM will be a mentor, clinical education resource and support for new and less experienced team members in the antenatal clinic, birth suite and post-natal ward. The role includes development of Performance Development Plans for Level 1 RMs with support for them to achieve their learning plan.

The CDM will take responsibility for their own professional development.

Under limited direction of the Maternity Educator you will ;

- Works as a clinical team leader.
- Provide support and supervision to new employees, new graduate midwives and students working in the Maternity Unit.
- Provide leadership in clinical policy development, clinical auditing and portfolio development.
- Communicate positively with families, members of the public, public stakeholders, executive, management and staff.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require:

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

- Demonstrated evidence of clinical knowledge and problem solving skills at an advanced level in midwifery care, including neonatal care.
- Demonstrated clinical leadership skills and ability to practice and influence others within a professional and ethical framework that reflects the values of the organisation.
- Demonstrated commitment to ongoing professional development of self and others.
- Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.
- Demonstrated high level of interpersonal and communication skills.
- Demonstrated knowledge of appropriate legislation that relates to the position i.e. WHS legislation, EEO legislation.
- Demonstrated computer literacy skills.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications

Mandatory

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

Desirable

- Holds, or working towards, post graduate qualifications in midwifery, education or human lactation

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

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

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

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: Elizabeth Bishop 0418796539 Elizabeth.Bishop@act.gov.au<spa

## **North Canberra Hospital**

### **Medical Services**

#### **Medical Administration Coordinator - ASO4**

#### **Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: LP7751 - 02FPS)**

Gazetted: 19 January 2024

Closing Date: 8 February 2024

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions.
- 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 medical administration coordinator is responsible for providing administrative support to the medical administration department to meet operational and professional regulatory requirements.

The medical administration coordinator is a first point of call for all medical officers working within NCH regarding pay, rostering, leave, and education. This position also assists with the coordination and management of recruitment, on-boarding, and credentialing of medical staff; including locums.

Under limited direction of the team leader and management, the medical administration coordinator will provide administrative and secretariat support to enhance workflow within the department. You will:

- Provide assistance in drafting and maintaining the JMO and Consultant rosters
- Assist with junior medical officer on boarding of term rotations
- Manage, record and coordinate the leave request process for medical staff including shift swaps and overtime approvals
- Manage, record and coordinate medical staff pay, rostering into the Kronos system and pay queries.
- Provide assistance in processing of leave and medical education expense claims for senior medical officers
- Coordinate on boarding of locums including travel and accommodation

- Coordination and management of receipting and processing of invoices
- Provide data analysis and reports as defined and requested by the medical administration manager
- Provide the first line customer service to all internal and external customers and visitors to the medical administration area in an engaging and friendly manner
- Be accountable for the accurate completion of work within timeframes and quality requirements and work collaboratively with team members to achieve positive outcomes
- Complete mandatory training modules
- Participate in ongoing professional development programs
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

Mandatory

- COVID-19 vaccination is a mandatory requirement unless assessed exempt
- Demonstrated excellence in communication skills, including effective negotiation and ability to liaise effectively with diverse external and internal stakeholders, and interact as part of a multi-disciplinary team
- Demonstrated attention to detail including data entry skills with a high level of accuracy.
  - Demonstrated high level of sound judgement and organisational skills, including ability to prioritise workload, time management and problem solving ability under limited direction and supervision.
  - Demonstrated experience in an administrative role within a healthcare environment including large organisational rostering including leave management, and locum engagement,
  - Demonstrated knowledge and experience in information management systems including a staff timecard system and Microsoft Office suite of products
  - 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.

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: Kim McNielly 0 Kim.McNeilly@act.gov.au

### **Exercise Physiology Department**

#### **Exercise Physiologist - Health Professional Level 3**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 50825 - 02FR6)**

Gazetted: 19 January 2024

Closing Date: 2 February 2024

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.

About the Role:

The Canberra Hospital is one of the only hospitals within Australia with a dedicated Exercise Physiology Department. We have fantastic opportunities to provide value to our patients across the wards and acute outpatients. Clinicians oversee a varied caseload with rewarding outcomes. All staff receive support to grow and develop their skills and knowledge.

Within our department, and our multi-disciplinary teams, we provide Exercise Physiology assessment and intervention for:

Admitted hospital patients to reduce hospital acquired deconditioning, improve function and discharge opportunities, and embed healthy behaviours for future health outcomes

Multidisciplinary outpatient Cardiac Rehabilitation and Heart Failure Rehabilitation programs

Outpatients that require support to continue accessing their acute treatments such as 'Prehabilitation' to optimise surgical outcomes and recovery for frail individuals in selected major surgery pathways, patients on active chemotherapy and radiation therapy, patients on selected transplant lists such as kidneys or stem cell transplants, and more

We are looking for a senior exercise physiologist with a commitment to public health and teamwork.

We ask you to consider... what could you achieve within a supportive team working in public health to achieve best patient outcomes?

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

Contact Officer: Dave Turner (02) 5124 3616 Dave.Turner@act.gov.au

#### **Trainee Donation Specialist Nursing Coordinator - Registered Nurse Level 3 Grade 1**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 50964 - 02F50)**

Gazetted: 19 January 2024

Closing Date: 9 February 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.

Scholarships for education support

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

About the Role:

The trainee Donation Specialist Nursing Coordinator will work in collaboration with the Clinical and Agency Manager and Donation Specialist Nursing Coordinators. They will work on a range of clinical processes, education and awareness raising activities, in accordance with nationally consistent programs and protocols to optimise organ and tissue donation within the ACT. The trainee will also collaborate with the DonateLife ACT multidisciplinary team to optimise organ and tissue donation for transplantation.

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: Narelle Comer 0400340653 Narelle.Comer@act.gov.au

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

**CHS Allied Health**

**Acute Allied Health Services**

**Paediatric Physiotherapy Clinical Lead-Health Professional Level 4**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 64287 - 02FUB)**

Gazetted: 22 January 2024

Closing Date: 9 February 2024

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

About the Role:

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

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

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 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: Kerry Boyd (02) 5124 2670 [Kerry.Boyd@act.gov.au](mailto:Kerry.Boyd@act.gov.au)

## **CHS Clinical Services**

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

#### **Director of Allied Health**

#### **Occupational Therapist-Health Professional Level 3**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25984 - 02FNR)**

Gazetted: 19 January 2024

Closing Date: 2 February 2024

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:

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. We partner with our health care consumers, their family, carers, government, and community organisations to ensure that they receive the best possible care during their treatment and recovery.

All care that we provide is driven by our values of being kind, reliable, respectful, and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated

community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers, and other key stakeholders. The AMHRU Occupational Therapist will focus on the theoretical and practical application of a range of specialist therapeutic individual and group interventions to promote recovery in individuals with moderate to severe mental illness. You will deliver discipline-specific, evidence-based group interventions to promote wellbeing and engagement in meaningful occupations.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

The AMHRU is located at the University of Canberra Hospital.

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

Note: This is a temporary position available for a period of 11 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: Kannan Sakthivel (02) 5124 0220 Kannan.Sakthivel@act.gov.au .

## **CHS Clinical Services**

### **Medicine**

#### **Neuromuscular Neuroimmunology - Registered Nurse Level 2**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 18028 - 02FUT)**

Gazetted: 22 January 2024

Closing Date: 12 February 2024

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.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

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

The Neuromuscular and Neuroimmunology services aim to provide comprehensive and multidisciplinary care to patients suffering from neuromuscular or neuroimmunological (including Multiple Sclerosis) conditions, as well as provide support to their families. This service is governed by the Division of Medicine and incorporates the clinical unit of Neurology, along with support from infusion centres, pharmacy, pathology, University of Canberra Hospital and radiology. The Neuromuscular Neuroimmunology Nurse supports medical staff in providing such care. This includes working alongside the neurology consultant and Multiple Sclerosis (MS) nurse in neuromuscular and neuroimmunology outpatient clinics, taking responsibility for organising specialist treatments for these patients, maintaining databases, coordinating multidisciplinary follow up and, where appropriate, participating in research. 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: Anne Corney 0466 011 807. anne.corney@act.gov.au

## **North Canberra Hospital**

### **Surgical Division**

#### **North Canberra Hospital Clinical Director – Anaesthetics**

#### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: LP6838 - 02FVJ)**

Gazetted: 19 January 2024

Closing Date: 12 February 2024

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 clinical director is responsible for the medical governance, leadership and coordination of care for Anaesthesia and Pain Management Services, Surgical Division NCH. The clinical director is an experienced medical professional with specialty qualifications in anaesthetics and pain management, registration with the Australian Hospital Practitioner Regulation Agency (AHPRA), and a Fellow of the Australian and New Zealand College of Anaesthetics. The clinical director leads their medical professional group including specialists, registrars and junior medical officers. They have a critical role in supporting education and training for their workforce and in this position they have a key clinical leadership role within the organisation.

NCH is a major general hospital with Level 4 Role Delineation. The hospital supports a broad range of acute and sub-acute services including community based services to the Northside of ACT and Southern NSW. NCH provides surgical and pain management services for a number of services including Dental Surgery, Endoscopy, General Surgery, Gynaecology (including Oncology) and Obstetrics, Ophthalmology, Oral Maxillofacial Surgery, Orthopaedic Surgery, Otolaryngology Head and Neck Surgery (ENT), Plastic and Reconstructive Surgery, Urology Surgery and Vascular Surgery. NCH also works collaboratively with The Canberra Hospital which is the tertiary level surgical service in the ACT.

Under limited direction of the executive director, you will provide clinical leadership, professional supervision and support to staff including junior medical officers. You will:

Provide strong, visible and professional leadership within NCH, by role modelling the values and actively fostering a culture which values continuing professional development, collaboration and accountability.

Work collaboratively and in partnership with key members of the division and hospital to support operational, governance and strategic direction of the Surgical Division.

Facilitate contemporary practices, research, and the delivery of services to the highest professional standards.

Lead, manage and assume professional accountability for Medical management within the Anaesthesia Department to optimise patient care outcomes.

Develop and utilise staff, financial and other resources to provide quality cost- effective services, including developing and managing the department budget within approved funding.

Liaise with other service providers within and external to the hospital to promote a comprehensive local service network.

Promote and oversee the NCH component of the Registrar Training Program.

Provide advice on clinical and professional matters to senior management and represent the Department/profession as requires.

Actively support and participate in clinical governance and quality improvement activities enhancing best practice and patient safety.

Oversite of clinical medical practice and ongoing management of patients within the Division.

Management, monitoring and coordination of specific clinical governance processes to ensure patient safety including mortality & morbidity meetings, clinical review and investigation and active participation in the organisational wide clinical governance.

Supervise the recruitment, professional development, competencies and utilisation of the medical workforce to meet service and patient needs.

Manage personnel, professional and performance matters relating to the medical workforce in consultation with the Executive Director of Medical Services and Human Resources

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

Participate in the on-call roster.

About you:

Requirements/Qualifications:

Mandatory

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).  
Hold a Fellowship of the Royal Australian and New Zealand College of Anaesthetists (RANZCA) or an equivalent higher specialist qualification.

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

Demonstrated success in departmental leadership, including high level understanding and ability in human and financial resource management, communication, stakeholder engagement, consultation, negotiation and dispute resolution.

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 ability to provide high level policy and service advice in regard to Anaesthesia and Pain Management Services.

Demonstrated ability to develop and implement a strategic plan for the Anaesthetic Department in consultation with other stakeholders.

Demonstrated understanding of and experience in clinical governance including safety & quality improvement activities.

Experience in professional education activities or projects including undergraduate and postgraduate programs. Knowledge and Understanding of Australian & New Zealand College of Anaesthetists standards and their relationship to the training environment and accreditation.

Experience in the development of and participation in research projects with professional and/or direct service application.

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.

What you require:

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

Demonstrated experience in clinical supervision, teaching and professional development of junior medical staff and other relevant staff to foster safe clinical practice and development of the medical profession.

Demonstrated understanding of contemporary models of care in the anaesthetics and pain management setting including consultant and interdisciplinary led care and professional issues impacting on workforce retention.

Excellent interpersonal skills including effective negotiation and conflict resolution, and an ability to liaise effectively at all levels of work, and interact as part of a diverse professional team.

Ability to implement improvement and innovation in the clinical setting.

Demonstrated commitment to teaching, continuing education, research and quality improvement.

Demonstrated knowledge of, and ability to deliver quality assurance measures, research and best practice models of operation, within accreditation and organisational requirements.

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

If you would like further information regarding this opportunity, please contact Kim McNeilly on, 02 6201 6436 or [Kim.McNeilly@calvary-act.com.au](mailto:Kim.McNeilly@calvary-act.com.au)

Note: This is a full-time permanent position. A merit pool will be established from this recruitment process and will be used for the next 12 months to fill various positions both on a temporary and permanent basis with full-time and part-time opportunities available.

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

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

**CHS Chief Executive Officer**

**CHS Medical Services**

**Executive Director of Medical Services**

**Client Services Librarian**

**Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 41145 - 02FO4)**

Gazetted: 19 January 2024

Closing Date: 31 January 2024

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.

About the Role:

CHS Library and Multimedia sits within Medical Services, it provides modern, digital, client focused services and up-to-date, evidence-based, reliable, relevant, and respected, client driven resources and multimedia artifacts, supporting people-centred care, and the research, teaching and training priorities of CHS. Our goal is to continually evolve our services through ongoing co-creation with our clients to ensure favourable online and face-to-face experiences. Library and Multimedia staff are one person removed from the patient.

The position contributes to the success of CHS by assisting clients to access evidence-based healthcare information and library support services.

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

Please note: This is a Temporary Part time position (3 days a week), with possibility of extension and/or fulltime hours (5 days a week). A merit list will be developed to use for possible future vacancies. Recent Library and Information Science graduates with some experience, will be considered for this role.

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 3-6 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: Michelle Woodcroft 0252142588 michelle.woodcroft@act.gov.au.

**Client Support Services**

**NDIS Nursing Project Officer - Nurse Level 3 Grade 1 - Registered**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 54226 - 02FTL)**

Gazetted: 19 January 2024

Closing Date: 2 February 2024

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.

Scholarships for education support

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

About the Role:

A unique opportunity exists for a Senior nurse to provide leadership for enhancing NDIS implementation within nursing services across CHS services.

The position will scope, develop, coordinate and deliver on projects aimed at improving NDIS client management within community based nursing services, as well as improving nursing support for inpatient discharge management for NDIS participants. The position also facilitates problem solving for complex NDIS participants requiring nursing supports.

The NDIS nursing officer works with various stakeholders and team members across CHS and provides clinical leadership for an RN 2 and EN within the NDIS support 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.

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

Contact Officer: Michelle Bennett (02) 5124 0079 michelle.bennett@act.gov.au

## **CHS Infrastructure Management and Maintenance**

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

#### **Facilities Management**

##### **Compliance Officer - Facilities Management**

##### **Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 63629 - 02FOF)**

Gazetted: 18 January 2024

Closing Date: 1 February 2024

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.

About the Role:

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

Capital Project Delivery

Facilities Management

Minor Works Team and Off-Site Maintenance

Safety and Risk

Domestic and Environmental Service

Food Services

Security Services

Fleet Management

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

The Compliance Officer will be responsible for managing compliance across the CHS asset portfolio which includes the Canberra Hospital and off-site health facilities, ensuring that Facilities Management adheres to all relevant regulations, codes and standards governing facility operations.

The Compliance Officer will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The Compliance Officer will communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

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.

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

Contact Officer: Myles Trew 0468 566 637 Myles.Trew@act.gov.au

## **CHS Clinical Services**

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

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

##### **ACT Perinatal Loss Coordinator - Registered Midwife 3.1**

##### **Registered Midwife Level 3.1 \$115,743 - \$120,506, Canberra (PN: 42228 - 02FQ5)**

Gazetted: 18 January 2024

Closing Date: 8 February 2024

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.

Scholarships for education support

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

About the Role:

We are seeking an enthusiastic, motivated and experienced Midwife to implement innovative clinical practice models and collaborate widely to ensure the highest standard of care for women and pregnant people experiencing perinatal loss in the ACT.

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

Note: This is a temporary position available for 12-24 months with the possibility of extension and/or permanency.

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](http://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: Julianne Nissen 0478 313 682 [julianne.c.nissen@act.gov.au](mailto:julianne.c.nissen@act.gov.au)

## **Pathology**

### **Phlebotomy-Technical Officer Level 1**

**Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 57193 - 02FTR)**

Gazetted: 18 January 2024

Closing Date: 2 February 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.

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, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. As part of Canberra Health Services staff are able to access salary Packaging with many options that provide full fringe benefits tax concessions.

Pre-Analytics, ACT Pathology is the primary liaison between patient, clinician, and laboratory. Customer Services is responsible for the collection of pathology samples from patients within the Canberra, North Canberra, University of Canberra, and National Capital Private Hospitals. Customer Services operates eight outpatient collection centres within hospitals and the community as well as a home collection service for those that are too frail to attend an outpatient room.

Under direction of the Customer Services Manager and the Senior Supervisor Pathology Collections you will be required to perform collection procedures working across all sites, perform reception duties, data entry, stock maintenance and a liaison role with patients and clinicians.

Customer Services operates Monday to Sunday between the hours of 6:30am to 5:30pm. However, there may occasionally be a requirement to work outside these routine days due to public holidays and operational requirements.

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.

Supply certified copy of all qualifications.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.  
Contact Officer: Louise Hyndes 51242932 Louise.N.Hyndes@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Acute Medicine Unit**

##### **Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29949 - 02FP7)**

Gazetted: 18 January 2024

Closing Date: 2 February 2024

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.

Scholarships for education support

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

About the Role:

Ward 6A is a busy 24-bed ward offering inpatient care to patients admitted with medical conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team of the Medical Services and Division of Medicine and coordinate education and promote a learning culture within the Ward 6A.

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: Jo Lewis (02) 5124 4217 Jo.Lewis@act.gov.au

Note: This is a temporary position available from February 2024 for up to 12 months with the possibility of extension.

## **ACT Pathology**

### **Laboratory Manager - North Canberra Hospital**

**Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 25158 - 02FOE)**

Gazetted: 18 January 2024

Closing Date: 8 February 2024

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.

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 North Canberra Hospital (NCH) operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Laboratory Manager role is to support and work collaboratively with the Pathology Executive team, Laboratory Managers, and relevant Department Directors to ensure the effective and efficient delivery of pathology services at the NCH Laboratory. You will be responsible for the strategic and operational management of the NCH Laboratory providing leadership and governance for the non-medical staff, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

The NCH Laboratory operates a 24-hour service. It encompasses routine Haematology, Coagulation, Transfusion, Clinical Chemistry, Covid testing. The successful candidate may be required to participate in the on-call roster.

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: Simon Newton (02) 5124 2893 [Simon.Newton@act.gov.au](mailto:Simon.Newton@act.gov.au)

### **Gastroenterology & Hepatology**

#### **Gastroenterology & Hepatology - Clinical Development Nurse - Registered Nurse Level 2**

##### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 54274 - 02FRX)**

Gazetted: 18 January 2024

Closing Date: 8 February 2024

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.

Scholarships for education support

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

About the Role:

The Gastroenterology & Hepatology Unit (GEHU) is based at The Canberra Hospital campus. The unit performs approximately 6,000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

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: Alice Whitbread (02) 5124 3488 [alice.whitbread@act.gov.au](mailto:alice.whitbread@act.gov.au)

### **CHS Clinical Services**

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

##### **Director of Nursing**

##### **Assistant Director of Nursing - Mental Health Consultation Liaison Service**

##### **Registered Nurse Level 4.1 \$130,846, Canberra (PN: 18375 - 02FTM)**

Gazetted: 18 January 2024

Closing Date: 2 February 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.

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 youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Adult Inpatient Mental Health Services (AIMHS) includes Mental Health Consultation Liaison team (MHCL), Adult Mental Health Unit (AMHU) 12B Sub-Acute Mental Health Unit (12B), Mental Health Short Stay Unit (MHSSU), Neurostimulation Therapy Suite (NTS) and the Adult Mental Health Rehabilitation Unit (AMHRU).

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and other wards and departments of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health support and advice services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

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 is a temporary position available for a period of three to six months with the possibility of extension and/or permanency.

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

Contact Officer: Leigh Thompson 0478 276 344 [leigh.r.thompson@act.gov.au](mailto:leigh.r.thompson@act.gov.au)

### **CHS Clinical Services**

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

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

##### **Baby Friendly Health Initiative Coordinator - Registered Midwife Level 3 Grade 1**

##### **Registered Midwife Level 3.1 \$115,743 - \$120,506, Canberra (PN: 64272 - 02FPZ)**

Gazetted: 18 January 2024

Closing Date: 8 February 2024

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.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

We are seeking enthusiastic, motivated and suitably qualified Registered Midwives with an interest in providing woman and family centred care.

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 is a temporary position available for 3 months with the possibility of extension up to 12 months and/or permanency.

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

Contact Officer: Rebekah Howard (02) 5124 6087 [rebekah.a.howard@act.gov.au](mailto:rebekah.a.howard@act.gov.au)

### **CHS Clinical Services**

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

##### **Cancer Services**

##### **Medical Oncology/Haematology Outpatients - Nurse Practitioner - Registered Nurse Level 4 Grade 2**

##### **Registered Nurse Level 4.2 \$140,121, Canberra (PN: 62554 - 02FOW)**

Gazetted: 18 January 2024

Closing Date: 1 February 2024

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.
- Scholarships for education support

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

About the Role:

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

The Medical Oncology and Haematology DTUs are an outpatient service that provides treatment to Oncology, Haematology and immunocompromised patients due to a variety of medical conditions. The Nurse Practitioner (NP) will be the point of contact for the nurses in the medical Oncology DTU and Haematology DTU Outpatients to escalate patient concerns.

The NP will receive professional development and formal clinical supervision from the Medical Officers and there are opportunities to participate in research, teaching and service development.

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: Erin Wells 0481 097 676. Emily.Wells@act.gov.au

### **Adult Community Mental Health Services**

#### **Administration Officer Level 3 - Adult Community Mental Health Services (ACMHS)**

#### **Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 64391 - 02FUA)**

Gazetted: 19 January 2024

Closing Date: 2 February 2024

Details: What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.

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

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

Flexible working conditions.

11.5% Superannuation.

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

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.

This position may be appointed using written application alone, without interview.

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.

Note: This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata.

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

### **CHS Finance and Business Intelligence**

#### **FBI Operations**

#### **Procurement and Supplies**

#### **Supply Administrator - Health Service Officer Level 4/5**

#### **Health Service Officer Level 4/5 \$57,149 - \$63,169, Canberra (PN: 25212, Several - 02FTZ)**

Gazetted: 24 January 2024

Closing Date: 7 February 2024

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

About the Role:

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

The position reports to the Assistant Director of Supply Operations, Canberra Health Services.

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

There are 2x permanent positions and 2x temporary positions available.

The positions will be based at our Hume Distribution Centre as well as the Canberra Hospital Campus

The hours may vary from anywhere between 7am - 6pm if required.

To move past the HSO4/5.4 increment, employees must meet certain qualifications.

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 and vaccination processes against specified infectious diseases.

Note: This is a temporary position available for a period of 3 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: Ray Pratho (02) 5124 2500 [Ray.Pratho@act.gov.au](mailto:Ray.Pratho@act.gov.au).

## **CHS Clinical Services**

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

#### **Oral Health Services**

##### **Business Support Officer - Administrative Service Officer 5 - Oral Health Services**

##### **Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 60191 - 02FZK)**

Gazetted: 24 January 2024

Closing Date: 12 February 2024

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

About the Role:

Oral Health Services (OHS) within the Division of Rehabilitation, Aged and Community Services (RACS) provides adult, child and youth general dental, restorative, special needs, General Anaesthetic (GA), Relative Analgesia (RA), and specialist Surgical and Orthodontic services to the eligible members of the ACT community. The service currently operates from five Community Health Centres and three hospitals across the ACT region, as well as operating within ACT corrective services and from mobile dental clinics as below:

- Gungahlin Community Health Centre – Six dental chairs
- Belconnen Community Health Centre – Eleven dental chairs
- City Community Health Centre - Ten dental chairs
- Phillip Community Health Centre - Ten dental chairs; and
- Tuggeranong Community Health Centre - Five chairs.
- Alexander Maconochie Centre (AMC)

- The Canberra Hospital
- Calvary Public Hospital
- Calvary John James Hospital
- Mobile Dental Clinics
- Nursing home mobile dental clinic
- School mobile dental clinic
- Targeted Access Program mobile dental clinic

OHS is a multidisciplinary program and consists of dentists, visiting oral surgeons, oral health therapists, dental therapists, prosthetists, orthodontists, dental assistants, laboratory technicians and administrative staff. OHS offers a range of dental services to the eligible members of the community for adult & child and youth dental services, this includes denture services and emergency dental.

The services are available Monday to Friday, from 8:30am to 5:00pm at the above listed facilities and Community Health Centres.

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.

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

Contact Officer: Kireet Taneja (02) 5124 1732 Kireet.Taneja@act.gov.au.

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

#### **CHS Allied Health**

#### **Acute Allied Health Services**

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

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 64370, Several - 02FYF)**

Gazetted: 24 January 2024

Closing Date: 9 February 2024

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:

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

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

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

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

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

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

Note: This is a temporary position available for a period of 11.5 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: Katie Vine (02) 5124 2154 [Katie.vine@act.gov.au](mailto:Katie.vine@act.gov.au)

### **North Canberra Hospital**

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

#### **Social Worker/Bereavement Counsellor**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: LP6894, several - 02FMF)**

Gazetted: 24 January 2024

Closing Date: 13 February 2024

Details: What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.

Competitive pay rates and excellent working conditions.

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:

Clare Holland House provides specialised palliative care services to a range of clients in inpatients, home based and outpatient settings. Our psychosocial team, consisting of social work and psychology, work closely with patients, carers, referrers, other health professionals and multidisciplinary teams to achieve safe, high quality patient care. This social work position supports the delivery of psychosocial services within specialised palliative care at Clare Holland House. 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, external clinical supervision support, competency-based assessments and professional development opportunities.

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 social work clinical expertise and practice in specialised palliative care at Clare Holland House Inpatient and Outpatient Clinics and Home Based Palliative Care.

Provide grief and bereavement counselling as required to families of patients enrolled in Clare Holland House Services.

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 Social Work

A current driver's license

Be registered or be eligible for registration with the Australian Association of Social workers (AASW)

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.

Hold an ACT Working with Vulnerable People Card

Desirable

Minimum of three years' experience working professionally in Social Work

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.

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

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

## **Medicine**

### **Executive**

#### **Clinical Director - Division of Medicine**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 64405 - 02FW0)**

Gazetted: 24 January 2024

Closing Date: 18 February 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

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

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

The Division of Medicine provides services across 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.

This role is for a Specialist, Senior Specialist who will be appointed permanently in a specialty within the Division of Medicine. The candidate will hold the additional responsibilities as the Clinical Director of Medicine (CDM). The tenure of the CDM responsibilities is 3 years, with the possibility of extension up to 5 years. The CDM responsibilities will attract a Level 3 Managerial Allowance. The clinical, non-clinical and managerial time will be negotiated with the Executive Director of Medicine.

The CDM will have a key leadership role within the Division of Medicine and across CHS. As a member of the Division of Medicine executive team the CDM works collaboratively to achieve our strategic priorities and provide exceptional health care to our patients from the ACT and surrounding regions.

Reporting to the Executive Director of Medicine this role provides high level leadership to the Medical workforce to ensure the division meets its clinical, financial, and strategic objectives, and that patients receive safe, high-quality care. The Unit Directors of the following sub-specialties or services report to the CDM. These include:

Neurology Infectious Diseases

Canberra Sexual Health Centre Respiratory and Sleep Medicine

ACT Genetics Service ACT Renal Service

Obesity Management Service Cardiology

Endocrinology and Diabetes Gastroenterology and Hepatology Unit

The Emergency Department Hospital in the Home

Clinical Forensic and Medical Services Acute Medical Unit

General Medicine

There is an expectation that the successful applicant will maintain accountability for their own practice standards and education. The appointee will be expected to represent the Division of Medicine both internally and externally at a range of strategic and planning forums. During the tenure of this position numerous strategic projects will be delivered of which the CDM will have a pivotal leadership role. This includes but is not limited to the Digital Health Record and the Canberra Hospital Expansion Project Critical Services Building (CSB). A key role will also be to ensure medical engagement with the service, and to oversee the development of a strategic medical workforce plan.

Duties:

Under limited direction of the Executive Director of Medicine you will perform the role of CDM working collaboratively with the Director of Nursing, Director of Operations, and other Directors within the Division and across CHS to achieve strategic objectives. The CDM will have a key leadership role in our workplace culture and building high performing teams. You will:

Continue to provide inpatient and outpatient clinical and Medical services to clients and participate in on-call roster(s).

Provide high level clinical leadership into service development, service redesign and model of care development to ensure that services are high quality, sustainable, safe and that service delivery targets are met.

Ensure appropriate clinical governance mechanisms are in place and that Service adhere to the National Safety and Quality Health Service Standards.

Actively participate in resource management including human, financial, and physical resources for medical services in collaboration with other members of the Division's leadership team.

Provide expert clinical opinion, effective clinical risk management and high-level written communication inputting into Ministerial briefs, coronial briefs, business case submission and complaint resolution, as required.

Work collaboratively with Unit Directors and the Director of Clinical Training to ensure that the requirements for accreditation and re-accreditation with the relevant colleges are met and identify other professional development, training requirements and opportunities for clinical staff within the Division (i.e., medical, nursing, and allied health).

In collaboration with the Unit Directors, provide advice and engage in matters of medical performance management. Actively advocate for hospital wide strategies including use of the DHR and Speaking Up For Safety in order to promote patient safety and excellence.

Develop strategic workforce plans in collaboration with Unit Directors and the Division's executive team to ensure timely recruitment processes that facilitate recruitment, retention, and medical workforce development.

Represent the Division at internal and external forums and committees and work collaboratively with strategic and academic partners with a commitment both to CHS learning and teaching strategies and to research.

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

For more information about this role and how to apply, please click [here](#) to see the Position Description.

Contact Officer: Dr Andrew Slattery (02) 5124 9898 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

## **Clinical Services**

### **Rehabilitation Medicine**

#### **Staff Specialist/Senior Specialist in Rehabilitation Medicine**

#### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 64373 - 02FTI)**

Gazetted: 24 January 2024

Closing Date: 31 January 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

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

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

In addition to a range of ambulatory care services, the Department of Rehabilitation Medicine provides inpatient care to 120 beds at the University of Canberra Hospital, Specialist Centre for Rehabilitation, Recovery and Research.

The University of Canberra Hospital (UCH) is a purpose-built, freestanding subacute rehabilitation hospital located on the University of Canberra campus on the corner of Aikman Drive and Ginninderra Drive. UCH forms part of a planned network of ACT Health hospitals and facilities designed to meet the needs of our ageing and growing population. It contributes to the continuum of rehabilitation services provided across the Division of Rehabilitation, Aged and Community Services (RACS) through CHS.

At full capacity UCH will have 140 inpatient beds, 75 day places and additional ambulatory clinics and services. This will allow some patients to be discharged earlier and still receive the rehabilitation therapy they require.

The Canberra Hospital is the principal tertiary referral and teaching hospital for the ACT (population 420,000) and the surrounding Canberra Region (population 230,000). It is modern hospital of approximately 670 beds and provides most major medical and surgical sub-specialty services. Additional referral hospitals are North Canberra Hospital (NCH, formerly Calvary Bruce Hospital, a 250 bed general hospital), local private hospitals (Calvary Bruce Private, Canberra Private, and Calvary John James), and local NSW hospitals in the Canberra Region.

Duties:

Provide clinical services, as required and directed by the Director of Rehabilitation Medicine, to all inpatient and ambulatory patient areas, within RACS, and other divisions of Canberra Health Services and Calvary Health Care. Participate in a program for maintenance and further development of professional skills including involvement in further research, education and quality assurance activities within the Department of Rehabilitation Medicine- RACS.

Undertake teaching activities in Canberra Health Services and ANU Clinical School of Medicine.

Participate actively in and, where relevant, lead Departmental quality assurance and research activities

Participate actively as a committed member of a multi-disciplinary team providing comprehensive rehabilitation care

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

For more information about this role and how to apply, please [click here to see the Position Description](#).

Part-time

Contact Officer: Philip Gaughwin (02) 5124 0000 [philip.gaughwin@act.gov.au](mailto:philip.gaughwin@act.gov.au)

## **CHS Chief Executive Officer**

### **Office of Deputy CEO**

#### **Project Manager - Senior Officer Grade B - Integrated Care**

**Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 50824 - 02FXB)**

Gazetted: 24 January 2024

Closing Date: 9 February 2024

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

About the Role:

#### **Integrated Care**

The Office of the Chief Operating Officer (COO) is responsible for leading the delivery of a comprehensive range of health services for the ACT and surrounding district. It balances the coordination of day-to-day operations while leading strategic development initiatives required for long term success.

Our CHS Strategic Plan 2020-2023 identifies the Integrated Care Program as a key initiative for achieving strategic priority four, "A partner to improve people's health". It describes proactive connection and coordination of care, with a particular focus on specific health needs in the community and meeting the needs of individuals with multimorbidity and complex care needs.

Reporting to the Program Director, Integrated Care, the role is responsible for co-ordinating, driving and delivering work to implement a range of strategies to achieve our objectives in delivering enhanced integrated care in the ACT. The position will work closely with a range of stakeholders internally and externally to CHS. To be successful, you will be a consummate professional, be confident with a high workload, be adaptable and responsive, be able to quickly acquire knowledge and understanding of situations and subject matter and be able to cultivate productive working relationships with a range of stakeholders.

#### **Patient Navigation and associated projects**

Patient Navigation services commenced in late 2022 with the commencement of the Paediatric Liaison and Navigation Service (PLaNS), and expansion to adult services, the Liaison and Navigation Service (LaNS), in mid-2023. This staged implementation of paediatric and adult services focuses on:

- improving the coordination of care and outcomes for people with chronic and/or complex health care needs, and,
- supporting consumers, their families and care supports to navigate the complexities of shared care between health services and within the broader health system.

The focus in 2024 will be to expand Patient Navigation services and drive clinical and system integration. The position will work closely with a range of stakeholders internally and externally to CHS and will assist with:

- Developing Patient Navigation as a sustainable service.
- Identifying relevant data sets for priority paediatric and adult patient populations and continuing to work with stakeholders to co-design services across the health system.
- The evolution and evaluation of Patient Navigation services and key projects.
- The development of key projects and detailed plans to ensure implementation of a range of strategies to achieve the objectives of integrated care.
- Participate as part of the Integrated Care Management Team.

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: Kirsty Cummin (02) 5124 0403 [Kirsty.Cummin@act.gov.au](mailto:Kirsty.Cummin@act.gov.au).

## **Medical Services**

### **Executive Director of Medical Services**

#### **Deputy Director Prevocational Education and Training – International Medical Graduate Coordinator**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 64406 - 02FVI)**

Gazetted: 24 January 2024

Closing Date: 31 January 2024

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

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

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

The CHS Medical Services Group (MSG) includes Medical Imaging, ACT Pathology, Pharmacy, Healthcare Technology Management, MOSCETU, the GP Liaison Unit (GPLU) and the CHS Library.

MOSCETU has responsibility for:

The development, co-ordination, management, and facilitation of the Junior Medical Officer (JMO) Education and Training Program including welfare and support.

The Simulation Unit provides assistance for clinicians to practice skills and processes in a safe learning environment. Simulation allows practice of both technical and non-technical skills without the fear of causing harm. Simulation is able to enhance the confidence of learners, boost morale, and improves patient safety and outcomes. The Simulation Unit is responsible for assisting with and supporting the development, implementation, and evaluation of simulation.

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

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

This leadership position is responsible for supporting the DPET, the Director of Clinical Training, and the Education and International Coordination Units of MOSCETU with setting the strategic direction of the prevocational education program for Prevocational International Medical Graduates (IMG), providing support and advocacy for Prevocational International Medical Graduates (IMG), development of a 'worked based assessment' program for IMG's, undertaking other duties related to broader JMO welfare, education and training as part of the DPET team and developing stakeholder relationships.

This position will be directly responsible for up to two IMG Prevocational Medical Education Officers who will assist the DDPET (IMG) in fulfilling their duties.

Duties:

Under limited direction of the Director Prevocational Education & Training you will:

Provide strategic direction on the overarching prevocational IMG education program, including orientation and ongoing development and evaluation, including developing and supporting education and training specifically related to assisting IMGs with preparation and completion of AMC part 2 examination.

Provide leadership and support to the positions reporting to the Director of Prevocational Education and Training.

Provide direction for the management and oversight of the Canberra Region Medical Education Council (CRMEC) accreditation function for CHS. Consult, negotiate and support the Director of Prevocational Education and Training to expand and improve the orientation, education and training of prevocational IMG's and to address any program deficiencies as and when they are identified. Identify the educational needs of prevocational IMG medical staff, in accordance with the AMC and CRMEC accreditation standards.

Provide oversight of prevocational IMG's, (and non IMG JMOs as required) in difficulty or requiring remediation.

Facilitate, administer, and manage the application of an assessment framework that ensures valid methods of effective formative and summative performance assessment of prevocational IMGs. Including the administration of the assessment framework, HRIMS (learning management program) and appropriate websites for Interns and RMOs. Consult and liaise closely with senior clinicians supervising the prevocational IMGs regarding assessments, supervision, and support.

Take a leadership role on the Network and Prevocational Education and Training Committees and provide high-level professional advice on matters relating to the junior doctor training programs across the ACT Network, with specific reference to the prevocational IMG cohort.

With the support of the DPET and International Coordination Unit of MOSCETU, establish a 'work based assessment' IMG program within the CHS network.

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

For more information about this role and how to apply, please [click here](#) to see the Position Description.

Contact Officer: MelanieP Taylor (02) 5124 4318 [MelanieP.Taylor@act.gov.au](mailto:MelanieP.Taylor@act.gov.au)

### **CHS Chief Executive Officer**

#### **Office of Deputy CEO**

#### **Project Officer - Senior Officer Grade C - Project Officer - Integrated Care Program**

#### **Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 50598 - 02FZ7)**

Gazetted: 24 January 2024

Closing Date: 12 February 2024

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

About the Role:

The Office of the Chief Operating Officer (COO) is responsible for leading the delivery of a comprehensive range of health services for the ACT and surrounding district. It balances the coordination of day-to-day operations while leading strategic development initiatives required for long term success.

The Integrated Care Program is a key initiative for achieving a CHS strategic priority "A partner to improve people's health". The projects of the Integrated Care Program deliver a proactive connection and coordination of care in the community with a particular focus on specific health needs in the community, in particular meeting the needs of individuals with multimorbidity and complex care needs.

The Integrated Care Project Officer will work closely with the Project Manager and Director through all phases of the project management life cycle, initiation, planning, execution, monitoring, and closure.

Under direction, the role will assist in research tasks, procurement activities, program implementation, program evaluation and/or implementation of the Integrated Care Program. The position will also support planning processes to respond to emerging health issues and priorities, prepare draft correspondence and communication materials, and work collaboratively with stakeholders.

The occupant of the role needs to be a multi-disciplinary thinker who can explore problems from different perspectives and communicate ideas and research findings clearly. Success in this role demands a strategic and analytical orientation coupled with strong communication skills as well as a bias towards working collaboratively.

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.

Note: This is a temporary position available for a period of 5 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: Kirsty Cummin (02) 5124 0403 [Kirsty.Cummin@act.gov.au](mailto:Kirsty.Cummin@act.gov.au).

### **CHS Clinical Services**

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

#### **Allied Health**

#### **Social Work Allied Health Assistant-Allied Health Assistant, level 3**

**Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 64397 - 02FV0)**

Gazetted: 24 January 2024

Closing Date: 12 February 2024

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:

The Social Work Allied Health Assistant (advanced AHA 3) is expected to have a general understanding of issues that impact the psychosocial well-being of patients and their family/carer, including adjustment to changes in health, ageing and disability. The role promotes positive client outcomes through the provision of high-quality clinical services across a range of areas or units and working in a multidisciplinary team.

The Social work Allied Health Assistant 3 (AHA 3) will receive limited supervision, is competent within their discipline, exercises initiative and judgement, requires limited guidance and is expected to plan and complete work independently. Supervision is provided on an agreed basis and/or as required for unusual or complex to highly complex situations for which there are no documented precedents.

The work of an AHA3 may be subject to progress checks but where these checks are made, they are usually confined to ensuring that, in broad terms, satisfactory progress is being made. In a small number of cases, where the work is critical, checks may include an assessment of the integrity of tasks / activities as they are completed. For more information regarding the position [click here](#) for the Position Description.

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

- Reference Check
- 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.
- 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: Alison Merrington (02) 5124 0075 [alison.merrington@act.gov.au](mailto:alison.merrington@act.gov.au)

**CHS Clinical Services**

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

**Director of Allied Health**

**Clinical Supervisor of Psychology- Health Professional Level 4**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 38557 - 02FU1)**

Gazetted: 24 January 2024

Closing Date: 8 February 2024

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:

The Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a clinical division of Canberra Health Services. The Division provides a range of health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are provided across a range of inpatient and outpatient settings across the ACT.

The Clinical Supervisor for Psychology position reports to the Assistant Director of Allied Health, MHJHADS and is based in the Professional Leadership and Governance Unit within Allied Health Services in MHJHADS.

The successful candidate will provide clinical supervision to Psychologists and other Allied Health staff consistent with Canberra Health Services (CHS), MHJHADS and Psychology Board of Australia policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of psychology services and will be expected to apply this knowledge both to discipline specific and broader allied health contexts.

In addition, the successful applicant will be expected to demonstrate a well-developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the Psychology Board of Australia Code of Ethics.

Please note - the position is advertised for 4 days per week i.e. part-time hours but there is flexibility to do fewer hours. The hours can be negotiated prior to commencing in the role. Applicants are encouraged to advise their preferred hours of work in the response to the selection criteria.

Please note - applicants may be selected based on responses to selection criteria and referee reports only.

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 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: Charmaine Nicoll (02) 5124 1785 [charmaine.nicoll@act.gov.au](mailto:charmaine.nicoll@act.gov.au)

## **CHS Chief Executive Officer**

### **CHS Medical Services**

#### **Imaging**

#### **Radiographers (Medical Imaging Level 2)**

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

Gazetted: 24 January 2024

Closing Date: 8 February 2024

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:

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 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: Johnathan Mainey (02)51248204 jonathan.maine@act.gov.au.

### **CHS Infrastructure Management and Maintenance**

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

#### **Facilities Management**

#### **Facilities Coordinator - Facilities Management**

#### **Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 57605 - 02FUK)**

Gazetted: 22 January 2024

Closing Date: 12 February 2024

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

About the Role:

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

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

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

The Facilities Coordinator (FC) will assist Facilities Operations Managers (FOM's) in planned and reactive maintenance activities across the CHS portfolio including activities relating to receiving, reviewing, allocating and managing work orders and reporting to the FM Director of Facilities Maintenance.

The FC will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The FC will communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

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.

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

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

### **CHS Chief Executive Officer**

#### **CHS Allied Health**

#### **Acute Allied Health Services**

#### **Social Worker- Health Professional Level 3- Acute Allied Health Services**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 16735 - 02FVR)**

Gazetted: 24 January 2024

Closing Date: 11 February 2024

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:

The Acute Allied Health Services Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted to inpatient wards. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- 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: Patrice Higgins (02) 5124 2316 [Patrice.Higgins@act.gov.au](mailto:Patrice.Higgins@act.gov.au)

**CHS Clinical Services**

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

**Alcohol and Drug Program**

**Administration Assistant - Administrative Service Officer 4 - Alcohol and Drug Services**

**Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 25907 - 02FT5)**

Gazetted: 24 January 2024

Closing Date: 12 February 2024

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

About the Role:

Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol and 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.

ADS are seeking an administrative assistant to provide high level administrative support to ADS Operational and Clinical Directors including all aspects of calendar management and secretariat duties to assist in the strategic and operational processes required to meet divisional priorities.

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of Mental Health, Justice Health and Alcohol and Drug Services. This position may be required to work at various sites, including 1 Moore Street and Building 7, The Canberra Hospital.

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.

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

Contact Officer: Jonathan Amirthanathan (02) 5124 2591 [Jonathan.Amirthanathan@act.gov.au](mailto:Jonathan.Amirthanathan@act.gov.au).

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

#### **CHS Medical Services**

#### **Executive Director of Medical Services**

#### **IMG Coordinator - MOSCETU Medical Services**

#### **Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 64282 - 02FT1)**

Gazetted: 23 January 2024

Closing Date: 2 February 2024

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.

About the Role:

MOSCETU has responsibility for:

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

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and manage the recruitment, rostering and administration related to the Junior Medical workforce.

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and manage the recruitment, rostering and administration related to the Junior Medical workforce.

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: Grace Johnson (02) 5124 0503 [Grace.Johnson@act.gov.au](mailto:Grace.Johnson@act.gov.au)

**CHS Infrastructure Management and Maintenance  
Infrastructure and Health Support Services Recurrent  
Operational Support Services**

**Security Infrastructure Operations Manager**

**Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 63978 - 02FRD)**

Gazetted: 23 January 2024

Closing Date: 6 February 2024

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.

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

About the Role: The Protective Services section is embedded within the Infrastructure and Health Support Services Division. Protective Services' mission is to provide the necessary climate and mechanisms that will enable staff, patients, and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and protecting persons and property. The branch is committed to the CHS values, role, and vision.

As the Security Infrastructure Operation Manager, you will be responsible for leading our asset management and maintenance coordination. The successful applicant will build strong relationships with our security infrastructure partners across all facets, including technicians, locksmiths, and vendors.

The Security Infrastructure Operation Manager is expected to work collaboratively with business units across the Directorate and be supportive and flexible in their approach to changing priorities.

This position will be based at Canberra Hospital with occasional travel required to other Canberra Health Services sites.

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

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

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

This position is a Designated Security Assessed Position under the ACT Protective Security Framework. It is a requirement of the position that the occupant holds a national security clearance of NEGATIVE VETTING. The successful applicant will be placed on a temporary contract until successfully obtaining this clearance.

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

Contact Officer: Mark Enriquez (02) 5124 5145 [Mark.Enriquez@act.gov.au](mailto:Mark.Enriquez@act.gov.au)

**North Canberra Hospital**

**Surgical Division**

**Surgical Intake Nurse**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: LP8263 - 02F75)**

Gazetted: 23 January 2024

Closing Date: 12 February 2024

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:

As part of the Division of Surgery, the Elective Surgery Liaison Nurse is an integral part of the Surgical Bookings team. In this position you will work autonomously and in collaboration with the surgical team, anaesthetic team and Pre-admission clinic team to manage and schedule patient's waiting on the elective surgery waiting list for surgery.

NCH is a major general hospital with Level 4 Role Delineation. The hospital supports a broad range of acute and sub-acute services including community based services to the Northside of ACT and Southern NSW. NCH provides surgical and pain management services for a number of services including Dental Surgery, Endoscopy, General Surgery, Gynaecology (including Oncology) and Obstetrics, Ophthalmology, Oral Maxillofacial Surgery, Orthopaedic Surgery, Otolaryngology Head and Neck Surgery (ENT), Plastic and Reconstructive Surgery, Urology Surgery and Vascular Surgery. NCH also works collaboratively with The Canberra Hospital which is the tertiary level surgical service in the ACT.

Under limited direction of the Assistant Director of Nursing, Surgical Bookings & Pre-Admission Clinic you will manage all clinical aspects of patients on the elective surgery waiting list in an efficient, transparent and patient focused manner, in accordance with the ACT Elective Surgery Access Policy. You will:

You will:

Develop and implement management plans for elective surgery waiting list patients in consultation with Consultants, Registrars, Central Waiting List Team, Surgical Booking Clerks and other services as required.

Actively participate in multidisciplinary meetings to plan surgery for complex patients.

Foster and provide an environment ensuring open and responsive communication flows which encourages regular feedback and innovation including change to meet the demands within health and clinical environments.

Assist within competence in the use of Information Technology in health service provision including the use of data collection and reporting systems.

Actively participate in multidisciplinary team meetings regarding the review, development, monitoring and evaluation of: quality improvement outcomes, client care and safety improvement initiatives.

Perform clinical and administrative audits in consultation with the Elective Surgery Coordinator to provide accurate and timely data for the ACT Public Hospitals Elective Surgery Reporting Framework.

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

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

About you

Requirements/Qualifications:

Mandatory

Relevant Tertiary Nursing qualifications and a minimum of 5 years' experience working professionally in an acute surgical setting.

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

This is a Monday – Friday position working business hours and excludes public holidays.

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

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

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

Desirable

Relevant post graduate qualification and demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

A proactive and enthusiastic willingness to learn.

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](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: Nyree Rudd N/A [nyree-ann.rudd@act.gov.au](mailto:nyree-ann.rudd@act.gov.au)

## **CHS Clinical Services**

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

#### **Justice health Services**

#### **Medical Escorts & Team Leader Administration Officer**

#### **Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 17293 - 02FVK)**

Gazetted: 23 January 2024

Closing Date: 6 February 2024

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

About the Role:

Justice Health Services (JHS) is part of the Division of Mental Health, Justice Health and Alcohol & Drug Services. JHS provides high quality primary and forensic mental health care, and people can access these services through the City Health Centre, Alexander Maconochie Centre (AMC), and Bimberi Youth Justice Centre (BYJC).

As an Administration Support Officer, you will report to the JHS Administration Manager and be expected to provide high level administrative support to the Justice Health Services teams with a focus on effective administrative support to ensure effective clinical service delivery and providing high-quality customer service to JHS clients and external stakeholders.

This position is primarily based at the AMC; however, you may be required to work across multiple sites providing administrative support to Justice Health Services teams at AMC, BYJC, and 1 Moore Street.

The working hours for this position are 8.00am – 4.21pm. This position is not required to wear a uniform. This position is subject to the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2018-2021.

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

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

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

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

Contact Officer: Leticia Campbell (02) 5124 2585 [Leticia.Campbell@act.gov.au](mailto:Leticia.Campbell@act.gov.au)

### **Health Information Services**

#### **Clinical Records Officer - Administrative Service Officer 2/3 - Health Information Services**

#### **Administrative Services Officer Class 2/3 \$64,744 - \$78,177, Canberra (PN: 28272, several - 02FX8)**

Gazetted: 23 January 2024

Closing Date: 8 February 2024

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.

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

About the Role:

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

The Health Information Service (HIS) is primarily responsible for the management and storage of the centralised Canberra Health Services clinical record and is based at Canberra Hospital.

The community-based Clinical Records Unit (CRU) is a subunit of the Health Information Service. The unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution).

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.

Contact Officer: Jodie Mackenzie (02) 5124 1837 [Jodie.Mackenzie@act.gov.au](mailto:Jodie.Mackenzie@act.gov.au)

### **CHS Chief Executive Officer**

#### **Office of the CEO**

#### **Office of the CEO**

#### **Senior Director - Senior Officer Grade A - Finance Transition Team**

#### **Senior Officer Grade A \$162,291, Canberra (PN: 61131, Several - 02FF3)**

Gazetted: 23 January 2024

Closing Date: 5 February 2024

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

About the Role:

The Hospital Projects transition team was established to achieve the transition of the North Canberra Hospital (NCH). The team is now implementing a range of post-acquisition activities to integrate NCH into Canberra Health Services (CHS) and the broader ACT Government. These positions support the Finance Controller in alignment of financial accounting controls, budget, capital finance, statutory reporting, performance reporting, and internal audit.

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 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: Amanda Bell 0403 038 637 [Amanda.Bell@act.gov.au](mailto:Amanda.Bell@act.gov.au).

## **Medicine**

### **Director - Medicine Operational**

#### **Senior Officer Grade A \$162,291, Canberra (PN: 53338 - 02FSW)**

Gazetted: 22 January 2024

Closing Date: 5 February 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.
- 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 and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

Reporting to the Executive Director of Medicine, and in partnership with the Division of Medicine Executive team, the Director of Operations will be responsible for the delivery of all operational functions across the Division. The role will provide an increased focus on the delivery of streamlined, efficient services as well as a focus on research and quality improvement initiatives.

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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination (OASV) policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Andrew Slattery 51249898 [Andrew.Slattery@act.gov.au](mailto:Andrew.Slattery@act.gov.au)

## **Alcohol and Drug Program**

### **Counsellor-Health Professional Level 2**

#### **Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28450 - 02FR7)**

Gazetted: 22 January 2024

Closing Date: 2 February 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.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol and 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 ADS Allied Health team, based at Building 7 at the Canberra Hospital.

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.

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

Contact Officer: Kate Soulsby 0251241590 kate.soulsby@act.gov.au

## **North Canberra Hospital**

### **Medical Services**

#### **ED Roster and Assurance Officer - Administrative Service Officer 6**

#### **Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 602504 - 02FVG)**

Gazetted: 22 January 2024

Closing Date: 12 February 2024

Details:

What can we offer you:

- City living without the traffic – click her to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions.
- 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:

A dedicated Emergency Department (ED) roster and assurance officer, will work with the ED director, deputy director and ED administration coordinator to draft and review both the Junior Medical Officer (JMO) and consultant rosters, whilst remaining within the budgeted FTE to safely and effectively meet the operational requirements of the ED department

## Duties

Whilst this role will be responsible for draft creation and day to day management of the JMO and consultant rosters, it will not be solely responsible for sourcing staffing shortages/covering roster gaps in the ED rosters; this will be in conjunction with the clinical director or clinical delegate, and the ED administration coordinator.

Under limited direction of the Medical Administration Manager:

You will:

- Design, publish and maintain the management of rosters for all medical officers within the ED department, including ongoing monitoring and reviewing of rosters to ensure they meet clinical, educational and Enterprise Agreement requirements.
- Ensure that all medical officers are working in accordance with the relevant enterprise agreements.
- Maintain a practical knowledge of AHPRA, and immigration law relevant to the employment of overseas trained doctors
- Provide advice and assistance to staff at all levels on general rostering and related enterprise agreement interpretation
- Monitor medical officer planned and unplanned leave, including anticipating short and medium term workforce needs, alerting the relevant stakeholders to areas of concern, and take appropriate action to avoid understaffing on rosters.
- Liaise with The Canberra Hospital (TCH) medical administration to ensure appropriate advance planning for seconded JMOs in relation to term allocation, planned leave and roster equity.
- Make recommendations for alternate rostering practices to promote roster equity outlining where improvements could be considered, and where practicable, implement these recommendations.
- Liaise with the ED director and deputy director, to promote and encourage staff specialist attraction and retention.
- Monitor and manage medical officer leave balances, and propose excess leave management plans where required.
- Review and verify the fortnightly medical officer KRONOS completed by the ED administration coordinator; with the final authorisation for approval remaining with the payroll team.
- Engage and actively work with the medical recruitment officer, ED administration coordinator, and the privileging and contracts manager, regarding ED medical officer recruitment processes.
- Review and monitor medical workforce policies and SOP's
- Collate and provide relevant data necessary for external auditing bodies and medical colleges where required
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

Mandatory

- Demonstrated experience in the design, maintenance and administration of large 24/7 rosters; ideally in a healthcare setting.
- Demonstrated organisational skills, ability to set priorities, manage competing demands and work in a multi-disciplinary team.
- Excellent oral and written communication skills.
- Current understanding of AHPRA, and immigration law relevant to medical recruitment, or similar
- Demonstrated high level awareness of the training needs of JMOs.
- Demonstrated experience in the administration needs of the medical workforce, or similar, apply and interpret all relevant North Canberra Hospital policies, procedures and legislation

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.

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

Contact Officer: Kim McNeilly 02 6201 6436 kim.mcneilly@act.gov.au

## **North Canberra Hospital**

### **Women and Children**

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

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

Gazetted: 22 January 2024

Closing Date: 12 February 2024

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions.
- 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 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 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 and 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.

Note: This is a temporary position available for a period of 11 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: Kim McNeilly (02)62016111 Kim.McNeilly@calvary-act.com.au

## **Strategy and Governance**

### **Policy Coordinator - Strategy and Governance**

**Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 04576 - 02FLI)**

Gazetted: 22 January 2024

Closing Date: 2 February 2024

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.

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

About the Role:

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The Branch includes Policy, Government Relations, Risk Management, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Policy Coordinator position works as part of a dynamic team to support policy development and governance processes across Canberra Health Services. This will provide you with a unique opportunity to be involved in operational policy, contributing directly to safeguarding the high standards of care at CHS and improving the health of our community. This position reports to the Director, Policy.

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.

Contact Officer: Gulnara Abbasova (02) 5124 9590 Gulnara.Abbasova@act.gov.au

## **CHS Clinical Services**

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

### **Community Care Program**

#### **Social Worker-Health Professional Level 3**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 64402 - 02FU9)**

Gazetted: 22 January 2024

Closing Date: 2 February 2024

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:

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care, and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post-acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation, and ageing.

Note: This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

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

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

- Reference checks
- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Alison Merrington (02)51240075 [alison.merrington@act.gov.au](mailto:alison.merrington@act.gov.au)

## **CHS Clinical Services**

### **Cancer and Ambulatory Services**

#### **Cancer Services**

#### **Radiation Therapist Area Supervisor- Radiation Therapist Grade 4.2-Radiation Oncology**

**Radiation Therapist Level 4.2 \$140,460 - \$143,995, Canberra (PN: 11992 - 02FV9)**

Gazetted: 24 January 2024

Closing Date: 8 February 2024

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

About the Role:

The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for the ACT and surrounding regions cancer patients. The department is currently equipped with the latest technology including Varian TrueBeam and Edge linear accelerators, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System with HyperArc, HDR brachytherapy and cloud-based ARIA Oncology Information System.

The Radiation Therapist Area Supervisor will work in close partnership with both the Director and Deputy Director of Radiation Therapy to optimise resource utilisation, workflow, efficiency and patient experience. With a strong focus on patient centred care the position is responsible for ensuring the safe, effective and efficient operation of the designated area, ensuring compliance with all relevant legal requirements, standards, codes of practice, procedures and policies.

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 CHS credentialing and scope of clinical practice requirements for allied health professionals.
- 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: Martin Seng 0251242284 martin.seng@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)**

#### **Corporate Services**

#### **Data and Digitalisation**

#### **Student Management Systems Team**

#### **Business Functional Analyst**

#### **Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 34231)**

Gazetted: 23 January 2024

Closing Date: 6 February 2024

Details: There is an opportunity for a suitably experienced Business/Functional Analyst in the Student Management Systems Team at the Canberra Institute of Technology (CIT). In this role, you will be required to identify and analyse issues arising with the functionality and use of CIT's Student Information Management System (the Banner System), liaise with stakeholders to design and document specifications for solutions. You will be responsible for designing and implementing both manual and automated testing procedures and then working with users, Banner technical team and vendors to ensure the accuracy of changes made to the Banner System. You will also be required to design and produce standard and ad-hoc reports to internal and external clients using Structured Query Language (SQL) tools such as SQL developer and the Argos reporting tool. You will have a strong client service focus and the ability to implement change management processes related to the Banner system, including preparation and implementation of system upgrades and development of Banner documentation.

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

Eligibility/ Other Requirements: Experience with Student Information Management Systems such as Banner, the Argos reporting tool, Java, Python, Git and Jenkins will be highly regarded. Shortlisted applicants will be required to undertake an SQL test.

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

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum four pages) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the apply now button.

Contact Officer: Peadar Oloughlin (02) 6207 4120 Peadar.OLoughlin@cit.edu.au

**Strategic Finance and Transformation**

**Facilities Management**

**Operations Manager**

**Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 54042)**

Gazetted: 18 January 2024

Closing Date: 1 February 2024

Details: The Canberra Institute of Technology (CIT) is seeking applications for the position of Operations Manager, within the Facilities team. The Operations Manager is a critical position responsible for the day-to-day operation of each campus. This position manages three Estate Teams consisting of 3 x GSO10 direct reports and 6 indirect reports, ranging from GSO3 to GSO9.

We are looking for a confident, self-motivated and highly experienced Operations Manager to coordinate and lead the Facilities Estate Teams and all associated operational works. This position will also work closely with the Project Manager to support a range of building, grounds and plant equipment upgrades which are coordinated at the local level on each campus.

The successful candidate will demonstrate extensive experience in operational functions, specifically in the context of managing facilities and building maintenance works. You will require extensive experience and capability in people management and coordinating a range of contractor works.

As a leader within the Facilities Department, you will contribute to capability development across the team and lead by example with regards to flexible work arrangements between campuses. You will be expected to work flexibly from the various campuses as required to keep well informed of the daily challenges and opportunities. Your passion for customer centric practices will be second to none and building capability within your team to deliver high quality customer services will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success will be highly dependent on your ability to influence change, as well as building rapport and professional relationships with staff and contractors.

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:

Highly Desirable:

Current drivers' licence.

Qualifications and/or significant skills/experience in Facilities Management. Qualifications and/or skills/experience in a relevant trade such as building & construction or mechanical systems.

Strong written and verbal communication skills.

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

An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements. Selection may be based on application and referee reports only.

How to Apply: Applicants are to submit a response of no more than a two-page pitch demonstrating skills, knowledge and experience as outlined above and in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: JustinJ Thompson 0429 788 744 JustinJ.Thompson@cit.edu.au

**Strategic Finance and Transformation**

**Facilities Management**

**Project Co-ordinator**

**Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 53451)**

Gazetted: 22 January 2024

Closing Date: 12 February 2024

Details: Canberra Institute of Technology (CIT) is seeking applications for the position of Project Coordinator to support the Project Manager coordinate a range of procurement activities along with multiple concurrently delivered building, grounds and plant equipment upgrades and projects. This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including the construction of a state-of-the-art new Woden campus. In addition to your day-to-day project management responsibilities, your contribution to future planning on modernisation projects and preventative maintenance works as well as the effective utilisation of CIT campuses and program delivery will be highly valued.

We are looking for a confident, self-motivated and highly experienced Project Coordinator to support the Project Manager and Campus Managers in coordinating a range of building, grounds and plant equipment upgrade and projects. This position will also prepare a range of reports and briefs as well as contribute to the preparation of procurement documentation.

The successful candidate will demonstrate experience in procurement and project management with high-level communication and negotiation capability. Your experience in preparing a range of procurement documents along with drafting business cases will be highly valued in supporting the Project Manager deliver on a range of activities. Your passion for customer centric practices will be second to none and building capability within your team and the broader Facilities Team to deliver a range of projects will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success in this position will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors.

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:

Highly Desirable:

Hold a current drivers' licence.

Qualifications in Procurement and Contract Management or extensive experience.

Qualification in or extensive experience in Project Management.

Desirable:

Qualifications and/or skills/experience in a trade or construction environment.

Skills and experience in facilities management.

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

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

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

How to apply: Applicants are to submit a response of no more than a two-page pitch demonstrating skills, knowledge and experience as listed in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: JustinJ Thompson 0429788744 JustinJ.Thompson@cit.edu.au

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

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

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

Digital, Data and Technology Solutions

Customer Services Engagement

ICT Operations Support Officer

Information Technology Officer Class 2 \$95,746 - \$109,072, Canberra (PN: 16746)

Gazetted: 24 January 2024

Closing Date: 7 February 2024

Details: Customer Engagement Services Branch (CESB) plays a key role in servicing and supporting the Government Directorates. CESB provides frontline services including the Service Desk and the presence of client facing staff that enables the provision of contextual advice and guidance as well as business system support services which enhance the customer experience.

Supporting your team members and as a business partner servicing Transport Canberra and City Services Directorate, the ICT Operations Support Officer will provide technology advice and guidance, as well as ensuring consistency of service delivery, by prioritising and managing workflows and supporting the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) environment.

Please refer to the Position Description for a full list of duties, technical skills and knowledge as well as behavioural capabilities.

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

Note: This is a temporary position available from 19 February 2024 until 30 June 2024 with the possibility of permanency.

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

How to Apply: Please provide a two page written pitch with examples of your experience relating to the Position Description and an up to date curriculum vitae, including the contact details of two referees, with one being your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Carlton (02) 6207 2335 Karen.Carlton@act.gov.au

## **Chief Minister**

### **Office of International Engagement**

#### **Director, Engagement Programs**

#### **Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 37700)**

Gazetted: 19 January 2024

Closing Date: 4 February 2024

Details: The Office of International Engagement (OIE) is responsible for coordinating the ACT's international relations as detailed in Canberra's International Engagement Strategy. Working across government and in close collaboration with the Diplomatic Corps, businesses, industry and research institutions, the OIE develops programs and strategies in line with the CBR brand to grow Canberra's international reputation. Building our international profile and promoting Canberra as a place to invest, do business, visit and study is a crucial part of cementing our position as a city of global significance.

The successful applicant will lead a small team in delivering the Engagement Programs for the OIE as detailed in the attached Position Description.

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

Eligibility/ Other Requirements: A Negative Vetting Security Clearance will be required as a minimum.

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

How to Apply: Please make your case through addressing the criteria as listed in the What you Require against the What You Will Do in the Position Overview. Against each of the criteria, in no more that 400 words per criteria, make your case for selection.

Please supply at least three referees who can support what you write in your application and expand upon and support your case.

The system allows for up to 10 MB of information and 10 documents to be submitted as your application. Please supply references, certificates, qualifications and clearances as appropriate to support your case.

Applications should be submitted via the apply now button.

Contact Officer: Emma Gowling (02) 6207 2544 Emma.Gowling@act.gov.au

## **DDTS**

### **CESB**

#### **Service Management**

##### **Specialist Technical Team Manager**

##### **Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 30682)**

Gazetted: 18 January 2024

Closing Date: 25 January 2024

Details: Lead and provide technical advice to a team responsible for providing customer focussed, technical and operational support across the ICT Service Desk.

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

Eligibility/ Other Requirements:

Must hold or have the ability to obtain and hold the following:

Current baseline security clearance and

Current ACT driver's licence.

ITIL qualifications are highly desirable

Relevant tertiary qualifications (e.g., degree in Information Technology, Computer Science, Information Systems, Business Administration, or related fields) is preferred

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

How to Apply: Please provide a two-page pitch of your demonstrated experiences that are relevant to the What You Will Do section of the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance.

Applications should be submitted via the apply now button.

Contact Officer: Lee Dyer (02) 6207 7435 Lee.Dyer@act.gov.au

## **Access Canberra**

### **ENVIRONMENT, LAND & TECHNICAL REGULATION**

#### **Land Titles**

##### **Team Leader/Compliance Officer**

##### **Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 36782)**

Gazetted: 18 January 2024

Closing Date: 25 January 2024

Details: The Land Titles Office is seeking an innovative and committed person to join us to support the provision of high quality services to all Canberrans.

The role involves dealing professionally with legal practitioners to ensure compliance with the ACT's laws, including through industry engagement and education as well as compliance investigations and enforcement.

Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

The Land Titles Office currently works under a hybrid working model, with the working week split between time in the Dickson Office and working from home.

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

Eligibility/ Other Requirements: Certificate IV in Government (Investigations) is desirable

Note: This is a temporary position available 1 April 2024 for 6 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. 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. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit a written application, of no more than two pages. Outline your ability, ingenuity, experience, and qualifications and how they make you the best person for this role. Please include contact details of at least two referees and current curriculum vitae.

Applications should be submitted via the apply now button.

Contact Officer: Sean Quinn (02) 6207 0464 Sean.Quinn@act.gov.au

## **Economic Development**

### **Events ACT**

#### **Casual Event Delivery Crew**

#### **Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: C13072)**

Gazetted: 18 January 2024

Closing Date: 8 February 2024

Details: Events ACT is seeking applications for multiple casual Event Delivery Crew positions primarily for the Enlighten Festival mid February to mid March 2024.

We require enthusiastic Event Delivery Crew to work with us on the set up of the Enlighten Festival 2024 and other various events, ranging from single day community events through to large multi week festivals.

Event Delivery Crew will be on site before, during and after event operational hours as per a roster, often working early mornings and/or late nights. This role will require you to be regularly on your feet, walking a lot around outdoor event sites in all kinds of weather (appropriate uniforms provided) sometimes on weekends, public holidays and during night-time events.

The successful candidate will be physically fit, presentable, reliable, hardworking, have good initiative, and an excellent work ethic. You will be able to take direction, but also work autonomously when required. You will have a positive, can-do attitude and enjoy working as part of a team.

This hours for this role will vary depending on operational requirements primarily during peak event delivery times, including, but not limited to:

Floriade 4 week period mid-September to mid-October

Enlighten 4 week period including Canberra Balloon Spectacular mid February to mid March

Other events throughout the calendar year.

There is limited hours in other times of the year.

If you are looking for a casual role and can be available during event delivery times as per above and on an ad-hoc basis throughout the rest of the year, then we want to hear from you.

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

Eligibility/Other requirements:

A full C class drivers' licence is a requirement of this role.

The following capabilities/skills/licences will be highly regarded:

Forklift and/or elevated work platform or other High-Risk Work licence

Previous experience with undertaking minor repair work using a variety of power tools and other equipment

Note: This is a casual position available from March 2024.

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

How to Apply: Please provide a short summary (max one page) of your work experience, skills and why you would like to apply for this role along with a short curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Saskia White (02) 6205 3812 Saskia.White@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)**

### **Communities**

#### **Disability**

#### **Disability, Seniors, Veterans and Social Recovery**

#### **Director, Office for Disability**

#### **Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 37140)**

Gazetted: 24 January 2024

Closing Date: 7 February 2024

Details: The Office for Disability is looking for a new Director to contribute to the development and delivery of a number of significant initiatives for people with a disability in the ACT. The Director is expected to demonstrate sound management and leadership capability, the ability to think strategically in a disability policy environment and possess excellent interpersonal, organisational and communication skills. We are looking for someone with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and capitalise on relationships with stakeholders.

Eligibility/ Other Requirements:

- Experience in policy development and project delivery.
- Strong leadership and management skills.
- Ability to manage and deliver against a budget.

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

How to Apply: Please submit a one-page pitch responding to the Selection Criteria along with your current curriculum vitae. Please provide the contact information for at least one referee.

Applications should be submitted via the Apply Now button.

Contact Officer: Tina Connor (02) 6205 9312 [Tina.Connor@act.gov.au](mailto:Tina.Connor@act.gov.au)

### **Strategic Policy**

#### **Policy and Service Design**

#### **Senior Director**

#### **Senior Officer Grade A \$162,291, Canberra (PN: 57748)**

Gazetted: 24 January 2024

Closing Date: 7 February 2024

Details: We are looking for an experienced Senior Director to lead this team and its important work.

Commissioning, Policy and Service Design Branch is responsible for developing strategic policy on children, young people and their families, leading ACT Government initiatives focused on social inclusion and participation; and contributing to whole of government and national reform initiatives. The Branch drives legislative and systems reform to ensure the safety and long-term wellbeing of the Canberra community, with a focus on early support for children, young people, and their families, as well as working with the Aboriginal and Torres Strait Islander community on policy which is important to them.

The Branch also provides key support to the Directorate, Executives, Minister for Children, Youth and Family Services and the Minister for Community Services on a range of human services policy forums and national committees.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This position is available to ACT Government officers and employees only. This is a temporary position available immediately to 30 June 2024. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please prepare a maximum two-page pitch addressing your suitability against the Selection Criteria along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button.

## **Children, Youth and Families**

### **Practice and Performance**

#### **Child and Youth Record Information System**

##### **CYRIS Reform Project Lead**

**Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 64384)**

Gazetted: 24 January 2024

Closing Date: 7 February 2024

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.

Child and Youth Protection Services (CYPS) within CSD have the responsibility of supporting children, young people and families requiring a care or justice response. CYPS currently have a vacancy for a Project Officer to join the Child and Youth Record Information System (CYRIS) Business System team.

The CYRIS Reform Project Lead will support the Senior Director, CYRIS Business System Team to collaborate, design, implement and operationalise the CYF reform projects within CYRIS. The project lead will need to work closely on service and system design with the Children and Young People Act Implementation Lead facilitating the project management and reporting, develop business requirements and business process maps, undertake research and analysis, identify risks and the expenditure required to deliver the program of work and develop communications and training material and lead cultural and change management activities. More information about the role can be found in the position description.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Desirable:

Compliance Requirements / Qualifications

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

Tertiary qualifications in a related discipline are desirable.

Note: This vacancy is temporary available immediately until 30 September 2024 with the possibility of extension up to 12 months and/or permanency.

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

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the "What You Require" capabilities listed on the Position Description. Please also submit a current curriculum vitae and the 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: Jenny Pereira (02) 6207 8758 [Jenny.Pereira@act.gov.au](mailto:Jenny.Pereira@act.gov.au)

## **Children and Families**

### **Support Services for Children**

#### **Child Development Service**

##### **Occupational Therapist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36146, several)**

Gazetted: 23 January 2024

Closing Date: 6 February 2024

Details: Are you an enthusiastic, qualified Occupational Therapist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services? If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide Occupational Therapy early intervention programs to children up to 3 years of age. This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals. The Child Development Service has several vacancies available for a HP3 Occupational Therapist including permanent positions. Full-time and part-time applicants will be considered.

Eligibility/Other Requirements:

This position requires 3 years recent practice experience working with children and their careers and families as an occupational therapist.

This position requires tertiary qualifications in Occupational Therapy

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

This position does require a current Australian Drivers Licence

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

How to Apply: Applicants are required to address the Professional / Technical skills and Knowledge, and Behavioural Capabilities sections of the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants shortlisted for interview will be requested to provide Referee Reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eleanor Downing (02) 6205 1277 Eleanor.Downing@act.gov.au

## **Corporate**

### **Governance**

#### **Corporate Strategy**

##### **Strategic Projects Assistant Director**

##### **Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 58878)**

Gazetted: 23 January 2024

Closing Date: 30 January 2024

Details: The Corporate Strategy team within the Community Services Directorate (CSD) is seeking expression of interest from an ideas-filled and motivated person to support our varied work program on Strategic Projects. This is an expected temporary opportunity from 29 January 2024 for up to six months.

The Corporate Strategy team sits within the Governance branch in Corporate Services and looks after the directorate's strategic portfolio, supporting a diverse range of projects across internal and whole-of-government initiatives, such as introducing wellbeing objectives in our strategic reporting. Part of a friendly and inclusive team, this position will see you providing high level ideas, creative thinking, and input into the team's strategic plans and activities. No two days are the same - you will work on a range of projects - many as lead officer and will have opportunities to shine and bring your talents, creativity, and expertise to the role.

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 a temporary position available immediately for a period of 6 months with the possibility of extension up to 12 months and/ or permanency. This will also be used to establish a merit pool for similar vacancies over the next 12 months Selection may be based on application and referee reports only.

How to Apply: Please submit your written response of up to two pages addressing the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and the details of two referees with one being a current supervisor/manager.

Applications should be submitted via the Apply Now button.

Contact Officer: Katrina Martin (02) 6207 5779 Katrina.Martin@act.gov.au

## **Support Services for Children**

### **Children and Families**

#### **Children and Young Peoples Equipment Loan Service**

##### **CAYPELS Equipment Maintenance Officer**

##### **Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 52320)**

Gazetted: 18 January 2024

Closing Date: 9 February 2024

Details: The Children and Young Peoples Equipment Loan Service (CAYPELS) provides access to specialised equipment for children, young people and their families, to maximise their independence in daily living and support their participation in the community. CAYPELS is seeking an enthusiastic individual, interested in working in a community services environment, to support our CAYPELS team. The successful applicant will work as part of a small team to deliver high quality services to clients of CAYPELS by undertaking maintenance, cleaning and delivery and collection of the equipment in the CAYPELS loan pool.

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

Eligibility/ Other Requirements:

Experience and/or desire to work in a Community Services environment

Current Working With Vulnerable People registration

Current Australian Drivers Licence

Highly Desirable

Proficiency with Microsoft Office and database systems

Experience maintaining specialist equipment

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

How to Apply: Applicants are required to address the Professional / Technical skills/Knowledge, and Behavioural Capabilities sections of the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Shortlisted applicants will be requested to provide Referee Reports.

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: Humphrey Cornthwaite (02) 6205 3738 [Humphrey.Cornthwaite@act.gov.au](mailto:Humphrey.Cornthwaite@act.gov.au)

## **Corporate Division**

### **People, Capability and Culture Branch**

#### **Employee Relations Team**

##### **Director, Employee Relations**

##### **Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 33242)**

Gazetted: 18 January 2024

Closing Date: 1 February 2024

Details: The People, Capability and Culture Branch in Community Services Directorate (CSD) is seeking an employee relations specialist. The Director, Employee relations is a vital member of CSD's Employee Relations Team. Under the direction of the Senior Director and Executive Branch Manager, the director will assist with the management of strategic deliverables for the People, Capability and Culture Branch. As the Director of the team, you will lead, manage, and coach the Employee Relations team and as a critical enabler and trusted advisor to leaders across the Directorate, you will identify, manage and resolve complex and sensitive/high risk people management matters.

CSD is an inclusive employer where all people are respected and valued for their contributions. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse background, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Have any questions about the role? Please reach out to the contact officer.

Note: This is a temporary position available immediately to April 2024 with the possibility of extension up to 12 months and/or permanency.

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the "What you Require" capabilities listed on the Position Description. Please also submit a current curriculum vitae and the 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.

Contact Officer: Sophie Medved (02) 6207 5167 [Sophie.Medved@act.gov.au](mailto:Sophie.Medved@act.gov.au)

## **Communities**

### **Support Services for Children**

#### **Child and Family Centres**

##### **Child and Family Centre, Child and Family Workers**

**Health Professional Level 1/2/3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36135, several)**

Gazetted: 22 January 2024

Closing Date: 5 February 2024

Details: Do you want to grow your career in an organisation that makes a meaningful contribution to people's lives? Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

Exciting opportunities exist for enthusiastic people who are dedicated to children and families. Support Services for Children is looking for a range of staff (Health Professional Level 1 to Health Professional Level 3) to work at the three Child and Family Centres in the ACT. We are seeking to fill a number of vacancies across the three Child and Family Centres located in Gungahlin, Tuggeranong and West Belconnen.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements: Each Health Professional Level has their own requirements and qualifications needed, see Position Description for further details.

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

How to apply: Interested applicants are encouraged to apply through a document addressing the "what you require" criteria with no longer than 400 words or less per criterion. Including a curriculum vitae and two referees to be submitted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joe Hutchinson (02) 6207 8228 [Joe.Hutchinson@act.gov.au](mailto:Joe.Hutchinson@act.gov.au)

## **Housing Assistance**

### **Housing ACT**

#### **Gateway**

##### **Senior Client Engagement Officer**

**Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 26835)**

Gazetted: 22 January 2024

Closing Date: 5 February 2024

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.

Housing ACT is responsible for the provision and management of public housing services in the Territory, in addition to homelessness services, community housing, housing policy and asset management. The Intake Assessments team within Housing ACT currently have a vacancy for a Senior Client Engagement Officer to join the team.

The Senior Client Engagement Officer will be responsible for assessing complex client needs, determining eligibility for housing, matching resources to needs, implementing and applying legislation, policies and business rules and delivering front-line client services including assisting people accessing the Central Access Point.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements:

Essential qualifications and experience:

Current Drivers Licence.

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

Desirable, but not essential, qualification and experience:

Experience in using a range of IT business and office applications.

Relevant tertiary qualifications in Social Work, Community Development, or a related field.

Notes: This is a temporary position available immediately until 14 October 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.

How to apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the Position Description.

Please also submit a current curriculum vitae and the contact details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clinton Norris (02) 6207 1868 [Clinton.Norris@act.gov.au](mailto:Clinton.Norris@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)**

**Executive Group Manager, Infrastructure, Communication and Engagement  
Temporary Vacancy (8 February 2024 to 7 April 2024 with the possibility of extension)**

**ACT Health Directorate**

**Infrastructure Communication and Engagement**

**Position: E1094**

**(Remuneration equivalent to Executive Level 2.4)**

Circulated to: #ACTPS Senior Executive List

Date circulated: 18 January 2024

The Infrastructure, Communications and Engagement Division is responsible for:

- Territory-wide health infrastructure policy, strategy and design (including public hospital campus planning);
- ACT Health Directorate's Territory-wide property portfolio; and
- Leading strategic communications and engagement for the ACT Health Directorate and the ACT health system.

The division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The workplace is flexible, and output focused with a strong culture of work/life balance coupled with the delivery of high-quality results. As the Executive Group Manager, you will have demonstrated the ability to successfully lead teams involved with infrastructure programs and strategic communications and engagement. You will be an enthusiastic strategic thinker who can contribute to a positive culture, work well with a wide range of people and agencies and come to work with a positive attitude and delivery mentality.

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

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

Remuneration: The position attracts a remuneration package ranging from \$358,414 - \$372,778 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$319,205.  
To apply: Please provide a one page pitch against the Executive Capabilities and Duties/Responsibilities, a current curriculum vitae and contact details for two referees to Liz Lopa via email, Liz.Lopa@act.gov.au by COB Thursday 25 January 2024.

Contact Officer: Liz Lopa (02) 5124 9805 Liz.Lopa@act.gov.au

**Executive Group Manager, System Policy and Reform  
Temporary Vacancy (13 March 2024 to 17 April 2024)**

**Education Directorate**

**System Policy and Reform**

**Position: E718**

**(Remuneration equivalent to Executive Level 2.4)**

Circulated to: #ACTPS Senior Executive List

Date circulated: 24 January 2024

The Education Directorate has a short term vacancy from 13 March 2024 to 17 April 2024 inclusive to fill the position of Executive Group Manager, System Policy and Reform.

The Executive Group Manager, System Policy and Reform plays a key role in leading the development of strategic education policy and programs to ensure educational outcomes improve for all Canberrans. The position is responsible for strategic policy across all schooling sectors and performs a key role in shaping and setting the direction for ACT school education.

The Executive Group Manager, System Policy and Reform performs a significant role in achieving ACT actions, milestones and targets for national education reforms, including providing leadership in the implementation of bilateral agreements and the national policy initiatives within the National School Reform Agreement. This position coordinates the ACT's contribution to national education reforms including those progressed through COAG's Education Council.

The Executive Group Manager, System Policy and Reform must also have a comprehensive understanding of:

- early childhood education and care
- system-wide reforms including the Future of Education Strategy, the Early Childhood Strategy and the Review of the Education Act (2004)
- national and territory level data and analytics which inform school and system improvement; and
- strategic school capacity planning and enrolment policy and practice relating to school planning.

Key to this position will be the ability to lead complex policy and service delivery programs and the provision of reliable, detailed and timely advice to the Director-General in relation to the policies, programs and procedures which inform and shape education across the Territory.

The role requires a person of exceptional leadership, communication and organisational skills. The individual should have a proven record in executive-level management in a government agency, monitoring and reporting of corporate policy and education service delivery.

The successful candidate will have a strong and established record in implementing reform agendas at a senior executive level, as well as demonstrable skills in strategic planning, building and maintaining key relationships, managing resources efficiently and effective educational leadership. Relevant tertiary qualifications are highly desirable.

The position is directly responsible to the Director-General, will work closely with other senior executives within the Directorate, including on the four critical reforms for 2024. There will also be significant contact with other agencies' executives and the Office of the Minister, requiring a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. During this period it is anticipated that there will be a strong and urgent focus on Inter Governmental Relations, particularly pertaining to negotiations for the next National Schools Reform Agreement

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 \$358,414 - \$372,778 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$319,205.  
To apply: Your application should include an Expression of Interest of no more than one page outlining what they could contribute to this critical role, details of two referees, a current curriculum vitae and confirmation of your availability and sent to Deb Efthymiades via email, deb.efthymiades@act.gov.au by COB Wednesday, 7 February 2023.

Contact Officer: Deb Efthymiades, Deputy Director-General System Policy and Reform, ACT Education Directorate  
(02) 6205 9171 deb.efthymiades@act.gov.au

## **Education**

### **Service Design and Delivery**

#### **Student Engagement**

#### **Clinical Practice**

#### **School Psychologist**

#### **School Psychologist \$91,839 - \$130,270 , Canberra (PN: 08376, Several)**

Gazetted: 29 January 2024

Closing Date: 26 February 2024

Details: Are you a psychologist who enjoys working with children or young people? Are you looking for a job with a broad range of opportunities, including working in the area of prevention and early intervention?

ACT Education is seeking applicants for several permanent School Psychologist positions. We have positions available ASAP or with a Term 2 (late April) start date, either working full time or part time. School Psychologists enjoy the benefits of teacher-based conditions and strong professional support.

Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

- Conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals
- Consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students
- Identify and assess mental health issues and provide follow up support or refer to other mental health services
- Provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers
- Assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations

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

Eligibility/ Other Requirements: Prior to commencing in this role applicants require:

- Current general registration as a psychologist with the Psychology Board of Australia.
- A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011. For further information 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)
- It is highly desirable applicants hold a current Australian drivers' licence.

Note: These positions are under the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2023 - 2026 and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2023 – 2026. 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 your application, please provide statements addressing the Selection Criteria (listed in the Position Description) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

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: Joan Webb (02) 6207 6986 Joan.Webb@act.gov.au

## **School Performance and Improvement**

### **North Canberra and Gungahlin Network**

#### **Shirley Smith High School**

#### **Administrative Coordinator – Student attendance and Staffing coordinator**

#### **School Assistant 4 \$73,960 - \$79,814, Canberra (PN: 64459)**

Gazetted: 23 January 2024

Closing Date: 6 February 2024

Details: Shirley Smith High School is located in the Gungahlin district of Canberra and will open in 2024. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff. Shirley Smith High School will offer a modern, dynamic learning and teaching environment.

We are seeking a highly motivated person to undertake the role of Administration coordinator – Student attendance and Staffing Coordinator as part of our team. The position will play a vital role in providing day to day services and support our students, staff and the school community.

Eligibility/ Other Requirements: RELEVANT KNOWLEDGE

Knowledge of administrative practices and procedures and/or office management.

RELEVANT SKILLS AND ABILITIES

Proven organisational skills with the ability to work effectively in busy situations, in a team environment or independently and the ability to plan, set priorities and meet deadlines with minimal supervision.

Ability to supervise staff, monitor work practices and work flow, develop local procedures and set priorities within a work area.

High level administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases and other records management systems.

Well developed interpersonal, oral and written communication and liaison and negotiation skills; ability to communicate sensitively and effectively with a range of stakeholders.

Ability to handle confidential and sensitive information in accordance with relevant legislative and policy principles.

Demonstrated commitment and leadership in high quality customer service principals and practice.

Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

JOB REQUIREMENTS

MANDATORY

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

HIGHLY DESIRABLE

Experience with the School Administrative System (SAS)

Experience managing student absences in a high school environment

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Certificate IV or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services).

Knowledge of school specific software including Sentral; Kronos.

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

How to Apply: Please submit your response of up to two pages addressing each of the Selection Criteria as outlined in the Position Description. Please provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Sumana Sen (02) 6142 0222 [Sumana.Sen@ed.act.edu.au](mailto:Sumana.Sen@ed.act.edu.au)

## **School Performance and Improvement**

### **South and Weston**

#### **Yarralumla Primary School**

##### **Building Services Officer 3 (BSO 3)**

**Building Service Officer 3 \$77,681 - \$81,886, Canberra (PN: 51449)**

Gazetted: 24 January 2024

Closing Date: 14 February 2024

Details: Yarralumla Primary school is seeking an enthusiastic and suitable Building Services Officer (BSO) to join our team. This position is a temporary position for 6 months, with the possibility of extension and/or permanency.

As a Building Services Officer (BSO), you will work with the Business Manager in managing and leading the building works undertaken at the school, maintaining the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to Work, Health and Safety Standard or ensuring this standard when organising and overseeing emergency repairs.

The BSO will support the Business Manager, Principal, students, and staff in providing a safe and aesthetically pleasing environment for the whole community.

**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))

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: Access Canberra

Mandatory Silica Exposure Prevention Training – Evidence of completion of NAT1083001 – prevent crystallisation exposure must be completed and provided prior to commencement.

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps.

Note: This is a temporary position available immediately until 4 September 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.

How to Apply: Please complete a two page pitch outlining your experience and focusing on the points in the Selection Criteria, Professional/Technical Skills and Knowledge and Behavioural Capabilities. Please include your curriculum vitae and completed referee report at time of application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tatiana Richards (02) 6142 3250 [Tatiana.Richards@ed.act.edu.au](mailto:Tatiana.Richards@ed.act.edu.au)

**School Improvement**

**Tuggeranong Network**

**Calwell High School**

**Learning Support Coordinator**

**School Assistant 4 \$73,960 - \$79,814, Canberra (PN: 60904)**

Gazetted: 23 January 2024

Closing Date: 30 January 2024

Details: At Calwell High School, we understand the importance of adaptability, strategy, and grounding in today's dynamic world. Our approach to education is not just about imparting knowledge but nurturing individuals who are equipped to navigate the ever-changing landscape of life.

Our tight-knit team is committed to fostering innovative learning experiences tailored to each student's unique pathway. We believe in the power of adaptability, encouraging students to embrace change and approach challenges with resilience and strategic thinking.

We are seeking an experienced Learning Support superstar to manage our roster, assist with administration including writing and updating student documentation, provide caring and tailored support to our students, and mentor and support our amazing team of Learning Support Assistants.

**Eligibility/ Other Requirements:**

**MANDATORY**

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

**DESIRABLE**

First Aid Certificate or a willingness to undertake appropriate training.

Mental Health First Aid Certificate or a willingness to undertake appropriate training.

Certificate in Education Support or related fields.

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

How to Apply: Please provide a curriculum vitae with the names of two referees, with a maximum three page statement addressing the Selection Criteria.

Applications should be submitted via the Apply Now button.

Contact Officer: Helena Williams (02) 6142 1930 [Helena.Williams@ed.act.edu.au](mailto:Helena.Williams@ed.act.edu.au)

**System Policy and Reform**

**Education and Care Regulation and Support**

**Children's Education and Care Assurance**

**Professional Officer Audit and Risk and Quality Assurance**

**Professional Officer Class 2 \$95,746 - \$109,072, Canberra (PN: 40480)**

Gazetted: 23 January 2024

Closing Date: 13 February 2024

Details: Are you an experienced early childhood professional looking for an exciting opportunity to expand your knowledge and further your career? Are you committed to promoting compliance and continuous quality improvement in the education and care sector? Do you have a thorough understanding of the National Quality Framework, exceptional interpersonal skills, high level written skills and well-developed priority management capabilities?

Children's Education and Care Assurance (CECA) is currently undertaking recruitment for Professional Officers to work with the Audit and Risk and Quality Assurance teams to commence immediately. Multiple positions, both permanent and temporary, are available due to team expansion.

To support compliance and promote quality under the Education and Care Services National Law (ACT) Act 2011 and the Children and Young People Act 2008, successful applicants will work in partnership with education and care providers.

CECA is a team within the Education and Care Regulation and Support (ECRS) branch of the ACT Education Directorate. The Audit and Risk and Quality Assurance teams sit within CECA and are staffed by qualified early childhood professionals with experience across Government and non-Government education and care services. Eligibility/ Other Requirements: Tertiary qualifications in early childhood education and care are required. Related qualifications may be considered. The successful applicant will be required to undertake an Authorised Officer Training program delivered by ACECQA.

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: 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 relative to the Professional / Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements / Qualifications as outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Interested applicants are encouraged to contact the contact officer prior to applying.

Applications should be submitted via the Apply Now button.

Contact Officer: Nicole O'Keefe (02) 6207 1102 Nicole.O'Keefe@act.gov.au

**Service Design and Delivery**

**Student Engagement**

**Various**

**Youth Support Worker/Wellbeing Support Worker**

**School Assistant 4/Administrative Services Officer Class 4 \$73,960 - \$86,909, Canberra (PN: 61003, Several)**

Gazetted: 19 January 2024

Closing Date: 4 February 2024

Details: This recruitment round is to establish a merit pool for applicants to be considered for Youth Support Worker or Wellbeing Support Worker roles across ACT Public Schools in 2024. This may include positions in primary schools, high schools, and college campuses, as well as specialist schools.

Youth Support Workers and Wellbeing Support Workers work alongside school staff to provide supports aimed at improving student engagement, participation, and wellbeing. These roles are responsive to the individual needs of the school, and may include working one-on-one with specific students, developing and delivering group programs, and contributing to school community activities.

Successful applicants will be placed into a merit pool for a period of up to 12 months and will be considered for placement into a school-based role that best suits their skills, experience and qualifications.

Eligibility/ Other Requirements:

**MANDATORY**

Must have current ACT Working With Vulnerable People (WWVP) Registration.

**HIGHLY DESIRABLE**

Certificate IV or Tertiary qualification in Youth Work or a related field or willingness to obtain.

Relevant experience in youth work, education, or a related area.

**DESIRABLE**

First Aid Certificate or a willingness to undertake appropriate training.

Additional relevant qualifications or workplace training.

Note: This is a temporary position available for a period of 3 to 12 months with the possibility of permanency. Positions may vary between part time and full time, and contract lengths can range from 3 – 12 months with possibility of permanency. The majority of these positions are employed under the School Assistant 4 Classification. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: A statement addressing the Selection Criteria.

This should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position (maximum two pages).

A current Curriculum Vitae

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities.

Two referees

Provide names and contact details of two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. Referees will not be contacted without your knowledge.

Applications should be submitted via the apply now button.

## **SPID**

**Tuggeranong Network**

**Lake Tuggeranong College**

**Executive Teacher STEM**

**School Leader C \$137,133, Canberra (PN: 12753)**

Gazetted: 18 January 2024

Closing Date: 26 January 2024

Details:

Lake Tuggeranong College is centrally located in the Tuggeranong Town Centre and provides high quality education pathways for senior secondary students in Years 11 and 12. The College is a UC Affiliated School and as part of the Tuggeranong Network of schools is a key site for the network RTO. In line with the Future of Education Strategy and College values of Learn, Thrive and Connect, the improvement agenda is focussed on our graduate profile through equipping young people with the capabilities essential to a meaningful life.

In line with Future of Education Phase 2 and the LTC Strategic Plan the School Leader C STEM will:

- Work within the leadership team to initiate and implement strategies designed to maximise educational outcomes for young people in Tuggeranong
- Provide instructional leadership to classroom teachers and support staff in the delivery of high-quality learning programs, aligned to requirements of the Senior Secondary Certificate and BSSS.
- Lead an expanded STEM faculty incorporating Maths, ICT, Applied, Physical and Social Sciences, including teacher learning and development processes
- Lead a culture of innovation through future focussed and high impact learning and teaching
- Work with the college Executive to implement an effective professional learning communities' model, where evidence is used to show impact and inform instructional strategies
- Other leadership and management functions in support of the effective operation of the college

Eligibility/ Other Requirements: A minimum of 4 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). A current registration issued through Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011

Note: This is a temporary position available 29 January 2024 to 12 December 2024.

How to Apply: Applicants need to submit an expression of interest comprising a current curriculum vitae, supporting statement (two pages) and coversheet with two referees. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position.

- Leading teaching and learning
- Developing self and others

- Leading improvement, innovation, and change

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: David Briggs (02) 6142 3666 David.Briggs@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)**

### **Office of the Commissioner for Sustainability and the Environment**

#### **Office of the Commissioner for Sustainability and the Environment**

##### **Assistant Director, Investigations**

##### **Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 14003)**

Gazetted: 22 January 2024

Closing Date: 5 February 2024

Details: This role will assist the Commissioner for Sustainability and the Environment, particularly in undertaking investigations into issues of environment management in the ACT.

You will bring a strong commitment to public service and integrity and expertise in the planning system and policies; urban planning; sustainable design; environmental impact assessments; or environmental approvals and compliance.

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

Notes: This is a temporary position available for a period of 12 months with the possibility of permanency. Part-time hours will be considered and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

How to Apply: Please submit Submission of a short resume/curriculum vitae and an EOI (maximum 2 pages) addressing the criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Lewis (02) 6207 2629 Sophie.Lewis@act.gov.au

## **Environment**

### **ACT Parks and Conservation Service**

#### **Volunteer and Visitor Experience**

##### **Visitor Services Officer**

##### **Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 44313)**

Gazetted: 18 January 2024

Closing Date: 1 February 2024

Details: The ACT Parks and Conservation Service is seeking a part-time Visitor Services Officer to provide customer service and business support functions, primarily at the Tidbinbilla Visitor Centre. The role is a part of the Volunteer and Visitor Experience team within the Parks and Partnerships section of the ACT Parks and Conservation Service.

The position involves the daily operation of the Visitor Information Centre during the week, rostered weekends and public holidays and is required to liaise with staff and volunteers to ensure the smooth provision of visitor services during those times.

The role is part of a small team of full-time, part-time and casual Visitor Services Officers and reports to the Manager of Tidbinbilla Visitor Centre. The role may be required to supervise other staff members when required.

Eligibility/ Other Requirements:

Mandatory:

Current driver's licence

Preparedness to wear a uniform

Preparedness to work a shift roster including weekends and public holidays (penalty rates apply)

Preparedness to work at any Parks and Conservation Service location as directed  
The position requires a Working with Vulnerable People Registration.

Highly Desirable:

Proven hospitality skills in a fast-paced environment well regarded.

Note: Part-time hours will be considered, and the full-time salary noted above will be pro-rata. This is a temporary position available 26 February 2024 to 31 January 2025 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the apply now button.

Contact Officer: Jessica Enge (02) 6237 5305 Jessica.Eng@act.gov.au

### **Corporate Services and Operations**

#### **Chief Information Officer, Digital Information and Data**

**Executive Level 1.2 \$242,863 - \$252,564 depending on current superannuation arrangements, Canberra (PN: E1359)**

Gazetted: 22 January 2024

Closing Date: 5 February 2024

Details: As the Chief Information Officer (CIO), you will be responsible for the review, development, implementation and ongoing leadership and management of the digital, technological, cybersecurity, and data governance solutions for EPSDD. As an executive leader, the CIO provides strategic and technical advice to the Directorate, in line with business objectives and Whole of Government priorities. This includes the development and implementation of an IT/ Digital and Data Strategic Plan that sets out accountabilities and responsibilities in the management of the technological performance and outcomes of EPSDD.

The CIO is also responsible for ensuring the delivery of strategic digital solutions, systems, processes and digital capability to deliver effective and reliable business and professional services to the EPSDD operations, maximise returns from investment and improve citizen experience in support of our Ministers, the executive committee and senior management of EPSDD.

The role reports directly to the Executive Group Manager Corporate Services and Operations.

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.

Contract: The successful applicant will be engaged on a short-term contract for a period of nine months.

How to Apply: Interested applicants are requested to submit a pitch of no more than two pages addressing the Selection Criteria located in the Executive Capabilities, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Davey (02) 6205 5465 Adam.davey@act.gov.au

### **Corporate Services and Operations**

#### **Chief Financial Officer**

**Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E562)**

Gazetted: 22 January 2024

Closing Date: 5 February 2024

Details: Are you interested in an opportunity to lead the Finance Information and Asset Branch? The team supports the Directorate through the provision of a financial framework, across a diverse range of functions including strategic finance, assets, fleet and procurement.

We are looking for an experienced Chief Financial Officer to lead a highly engaged team across a diverse range of functions, including strategic finance, assets, fleet and procurement.

The position requires a professional with demonstrated ability to manage complex and competing priorities and have appropriate skills, knowledge and experience in accounting.

The position requires strong leadership, relationship management and communication skills. You will also need a strong strategic focus to complement your technical skills, knowledge and experience.

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

Contract: The successful applicant will be placed on a short-term contract for nine months with the possibility of extension up to two years.

How to Apply: Interested applicants are requested to submit a pitch of no more than two pages addressing the Selection Criteria located in the Executive Capabilities, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Davey 02 6205 5465 Adam.davey@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)**

#### **Corporate**

##### **Capital Works and Infrastructure**

##### **Project Support Officer**

##### **Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 10545, Several)**

Gazetted: 23 January 2024

Closing Date: 6 February 2024

Details: Capital Works and Infrastructure are seeking motivated and enthusiastic people to fill roles as Project Support Officers.

Project Support Officers are responsible for supporting and coordinating infrastructure projects, environmental projects and building compliance works. It is expected Project Support Officers will have knowledge and/or skills in one or more of the following areas: environmental studies, project management, building or facility management, stakeholder management, communication and team skills.

The Project Support Officer will have knowledge in ACT procurement policy and Work Health and Safety (WHS), and be self-motivated, responsive and show initiative.

They will also have sound judgement, professional resilience and personal drive. The Project Support Officer will have the ability to think on their feet and the ability to work effectively under pressure and within time deadlines to deliver works that align with budget outputs. The Project Support Officer will be agile, responsible and will contributor to a high performing team.

Eligibility/ Other Requirements:

Skills in Microsoft 365, TRIM and Computer Assisted Design (CAD) is highly desirable.

Experience with Infrastructure upgrades and Work Health and Safety 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. This position has moved 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 provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided using the STAR method where appropriate.

Applications should be submitted via the apply now button.

Contact Officer: Philip Busic (02) 6207 5729 Philip.Busic@act.gov.au

#### **ACT Human Rights Commission**

##### **President**

##### **Human Rights Law and Policy**

##### **Human Rights Legal and Policy Adviser**

##### **Legal Officer Grade 1 \$74,904 - \$147,293, Canberra (PN: 48982)**

Gazetted: 23 January 2024

Closing Date: 19 February 2024

Details: The President and Human Rights Commissioner of the ACT Human Rights Commission is seeking an experienced, motivated, and passionate person to join our agency as a Human Rights Legal & Policy Adviser at a Legal 1 level. Duties of the Human Rights Legal & Policy Adviser include providing legal and policy advice on complex matters under the ACT Human Rights Act 2004; reviewing Cabinet Submissions, policies, and law reform proposals in terms of their compliance with human rights standards; and auditing content and implementation of existing and new ACT legislation in terms of compliance with human rights standards.

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

Eligibility/Other requirements: Tertiary qualifications in law are required.

Notes: This is a temporary position available from 02 April 2024 until 17 September 2024 with the possibility of extension up to 12 months and/or permanency.

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

How to apply: See the attached Position Description for further information about the role. Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees.

The two page 'pitch' should indicate your capacity to perform the duties and responsibilities at the relevant level and outline how your abilities, experience and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naomi Reiner Gould (02) 6205 2447 [Naomi.ReinerGould@act.gov.au](mailto:Naomi.ReinerGould@act.gov.au)

## **ACT Corrective Services**

### **Office of the Commissioner**

#### **Communications and Engagement Officer**

#### **Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 45789)**

Gazetted: 23 January 2024

Closing Date: 6 February 2024

Details: ACT Corrective Services (ACTCS) is seeking an experienced and highly motivated person to fill the position of Communications and Engagement Officer (ASO6) within the Office of the Commissioner.

The successful applicant will develop and plan communication and stakeholder engagement activities for all ACTCS activities and will work closely with the Justice and Community Safety Directorate (JACS) media team.

Further to this, you will identify proactive opportunities to promote ACTCS initiatives among stakeholders and the wider public. You will need to be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

In addition, you will be required to develop media material including communication strategies, talking points, media releases and articles for external publications in consultation with internal and external stakeholders. This position will also have a significant role in event planning for ACTCS with a specific focus on the annual National Corrections Day.

To be successful in the role, the officer will need to be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector, academia and the public.

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

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.

How to apply: To apply, applicants are required to submit three items:

A one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements;

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

A copy of their current driver's licence.

Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bregje Van Spijker (02) 6205 5589 [Bregje.VanSpijker@act.gov.au](mailto:Bregje.VanSpijker@act.gov.au)

## **Corporate**

### **Office of the Chief Operating Officer**

#### **Director, Executive Officer, Programs and Projects**

#### **Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 05397)**

Gazetted: 22 January 2024

Closing Date: 5 February 2024

Details: The Executive Officer, Programs and Projects provides high-level executive support to the Chief Operating Officer. The occupant of the role will possess strong leadership, relationship management, strategic analysis and communications skills.

Under the broad direction of the Chief Operating Officer, the Executive Officer, Programs and Projects will:

Lead and manage the Directorates annual reporting program.

Lead and support the development and ongoing implementation of the Directorates Business and Operating Model.

Lead and manage the Directorates response to the Government's Wellbeing Framework.

Lead and manage the Directorates response to the Evidence and Evaluation Framework.

Lead and manage a range of programs and projects, not limited to those noted above, which involves undertaking research and analysis, and providing high-quality briefings.

Prepare and/or coordinate briefs and talking points for meetings, events and corporate staff communication.

Undertake duties on behalf of the COO, including oversight of the Office of the COO, liaison with the Ministers' Offices, Senior Executives and Business Unit heads.

Maintain records in accordance with the Territory Records Act 2002.

Eligibility/ Other Requirements:

Formal qualifications or experience in a relevant field is highly desirable.

Background / Security clearance checks may be conducted.

Note: This position has moved 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 provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided using the STAR method where appropriate.

Applications should be submitted via the apply now button.

Contact Officer: Danielle Krajina (02) 6207 4813 [Danielle.Krajina@act.gov.au](mailto:Danielle.Krajina@act.gov.au)

## **Corrective Services**

### **Office of the Commissioner**

#### **Office of the Commissioner**

#### **Assistant Director, Communications and Engagement**

#### **Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63535)**

Gazetted: 19 January 2024

Closing Date: 2 February 2024

Details: The Assistant Director, Communications and Engagement will manage a wide range of communication and stakeholder engagement activities for ACTCS and will work closely with the JACS media team.

The successful applicant will manage the development of communication, stakeholder and media material including communication strategies, talking points, media releases and articles for external publications in consultation with internal and external stakeholders.

In this role, you will identify opportunities to promote ACTCS initiatives, strengthen community engagement and you will also have a significant role in the overall event planning for ACTCS with a specific focus on the annual National Corrections Day.

To be successful in this role, you will be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders.

In addition, you will also be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

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

**Eligibility/ Other Requirements:**

Relevant qualifications and/or significant experience working professionally in the fields of communication and engagement is highly desirable.

A minimum of a Class 'C' driver's license is essential.

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

**How to Apply:** Applicants are required to submit two items: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the apply now button.

Contact Officer: Bregje Van Spijker (02) 6205 5589 [Bregje.VanSpijker@act.gov.au](mailto:Bregje.VanSpijker@act.gov.au)

## **Legislation, Policy and Programs**

### **Governance and Business Support**

#### **Business Support Officer**

#### **Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 27144)**

Gazetted: 18 January 2024

Closing Date: 1 February 2024

**Details:** Legislation, Policy and Programs (LPP) are looking to fill the ASO 5 role of Business Support Officer, in our Governance and Business Support section.

We are looking for a dynamic person, who is reliable, hardworking, excellent at keeping track of a large and changing workload in a fast-paced environment, able to meet tight deadlines, good at research, able to monitor and deliver client services, maintain accurate records and possess excellent communication skills.

The successful applicant will perform a wide variety of administrative tasks for LPP, including: provision of advice on administrative policies and processes; provision of assistance and advice in relation to human resources; onboarding and offboarding staff; arrange staff training and travel; preparation of accounts and journals; and much more.

**Eligibility/ Other Requirements:**

Knowledge of government processes (machinery of government; organisational functions; and protocols) will be highly regarded.

Experience with APIAS, Oracle, TM1 and an understanding of the financial framework in the ACT Government would be an advantage.

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

**How to Apply:** Applicants will need to submit a supporting statement (no more than three pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities, a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Cathy Millett (02) 6205 3743 [Cathy.Millett@act.gov.au](mailto:Cathy.Millett@act.gov.au)

## **Emergency Services Agency**

### **ACT Fire & Rescue**

#### **Executive Officer to Chief officer ACTF&R**

#### **Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 25102)**

Gazetted: 18 January 2024

Closing Date: 25 January 2024

**Details:** This position provides a valuable opportunity to be at the forefront of supporting the delivery of emergency management services to the ACT community. The position will suit an enthusiastic, highly professional person who enjoys the challenge of working in a highly dynamic and rewarding industry.

Under the general direction of the Chief Officer ACT Fire and Rescue, the Executive Officer will support ACT F&R by providing efficient and cohesive management and advice at a senior level; managing the governance of key Committees, including coordinating meetings and activities; managing stakeholder relationships and networks; preparing high-level correspondence, briefs, submissions and reports; while working collaboratively with key external partners to deliver agency objectives and 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.

Eligibility/Other requirements:

This is a designated security assessed position. Security clearance is not mandatory for the application process but the ability to obtain the security clearance is mandatory for the appointment to this position.

A minimum of a 'Class C' Driver's licence is essential.

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

Note: This is a temporary position available immediately until 31 June 2024 with the possibility of extension up to 12 months.

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

How to Apply: Interested applicants should submit a two page pitch outlining their suitability for the position against the position capabilities. A copy of your current curriculum vitae and the names of two referee's who can attest to your claims against the position is also to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Shonk (02) 6207 0787 [Matt.Shonk@act.gov.au](mailto:Matt.Shonk@act.gov.au)

## **Office of the Director of Public Prosecutions (ACT)**

### **Legal**

#### **Prosecutor Grade 3**

**Prosecutor Grade 3 \$139,956 - \$154,391, Canberra (PN: 04208, several)**

Gazetted: 22 January 2024

Closing Date: 5 February 2024

Details: The ACT Office of the Director of Public Prosecutions was established by the Director of Public Prosecutions Act 1990 (the Act) to institute, conduct and supervise prosecutions and related proceedings. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the ACT's Executive branch of Government, and staff employed under the Public Sector Management Act 1994, to assist the Director.

Our Vision:

A prosecution service that is independent, confident, efficient and effective, delivering justice for all and making the community safer.

A prosecution services focussed on professionalism.

Trusted prosecutors who exercise sound judgement.

Independent in our decision-making, making prosecution decisions free from emotion, improper influence and in the interests of justice.

Transparent, accountable, and fair in our decision making.

Flexible, streamlined and efficient in how we work.

Our Mission:

Maintain the integrity of the office.

Be visible and responsive to the community.

Be sensitive to the needs of the victim, ensuring that victims are supported, and their voices are heard.

Operate fairly, protecting the innocent and upholding the rule of law.

Argue for appropriate punishments that are focused on addressing the causes of offending.

Our Values:

Treat everyone with respect.

Be independent and fair.

Behave professionally and constantly strive for excellence.

Be honest and open.

POSITION OVERVIEW

The duties of a Grade 3 prosecutor include to appear in more complex summary hearings, sentences and bail applications in the Magistrates Court. You will appear in bail, sentence, pre-trial applications and single judge appellate work in the Supreme Court. You may be required instruct or junior in Supreme Court trials or superior appellate work. A Grade 3 will also mentor, oversee and provide advice to more junior prosecutors.

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

Eligibility/Other requirements: The Director may create an eligibility list for successful applicants who do not secure an immediate position from a merit pool, from which future position may be filled.

The successful applicant will play a pivotal role in the justice system, advocating in both the Magistrates and Supreme Court independently while under the supervision of a senior lawyer. You will be a keen advocate, knowledgeable in criminal law and procedure with strong communication and legal analytical skills. You will have the ability to be a leader within the organisation.

Notes:

Applicants must be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT.

Undergo a criminal record check.

How to apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Capabilities. The combined response to all Capabilities should be no more than four pages in length (12 point, single spacing).

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Smith (02) 6207 5399 Margaret.Smith@act.gov.au

## **Office of the Director of Public Prosecutions (ACT)**

### **Legal**

#### **Prosecutor Grade 4**

#### **Prosecutor Grade 4 \$160,582 - \$171,906, Canberra (PN: 17831, several)**

Gazetted: 22 January 2024

Closing Date: 5 February 2024

Details: The ACT Office of the Director of Public Prosecutions was established by the Director of Public Prosecutions Act 1990 (the Act) to institute, conduct and supervise prosecutions and related proceedings. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the ACT's Executive branch of Government, and staff employed under the Public Sector Management Act 1994, to assist the Director.

Our Vision:

A prosecution service that is independent, confident, efficient and effective, delivering justice for all and making the community safer.

A prosecution services focussed on professionalism.

Trusted prosecutors who exercise sound judgement.

Independent in our decision-making, making prosecution decisions free from emotion, improper influence and in the interests of justice.

Transparent, accountable, and fair in our decision making.

Flexible, streamlined and efficient in how we work.

Our Mission:

Maintain the integrity of the office.

Be visible and responsive to the community.

Be sensitive to the needs of the victim, ensuring that victims are supported, and their voices are heard.

Operate fairly, protecting the innocent and upholding the rule of law.

Argue for appropriate punishments that are focused on addressing the causes of offending.

Our Values:

Treat everyone with respect.

Be independent and fair.

Behave professionally and constantly strive for excellence.

Be honest and open.

#### **POSITION OVERVIEW**

The duties of a Grade 4 prosecutor centre on leadership and high level advocacy. You will lead and supervise a team of prosecutors. You will appear in more complex summary hearings, sentences and bail applications in the

Magistrates Court. In the Supreme Court you will appear bails, sentences, pre-trial applications, trials and appellate work. You may be required junior in complex trials or superior appellate work.

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

Eligibility/Other requirements: The Director may create an eligibility list for successful applicants who do not secure an immediate position from a merit pool, from which future position may be filled.

The successful applicant will play a pivotal role in the justice system, advocating in both the Magistrates and Supreme Court independently, all while leading a supervising a team of lawyers. You will be a keen advocate, knowledgeable in criminal law and procedure with strong communication and legal analytical skills. You will have the ability to be a leader within the organisation.

Notes:

Applicants must be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT.

Undergo a criminal record check.

How to apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Capabilities. The combined response to all Selection Capabilities should be no more than four pages in length (12 point, single spacing).

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@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)**

#### **Light Rail**

##### **Executive Officer**

**Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 46363)**

Gazetted: 24 January 2024

Closing Date: 7 February 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 Light Rail Stage 2 team is seeking applications for an SOGC Executive Officer commencing from 12 February 2024 for a period of approximately six months.

The Executive Officer reports to the Director, Project Governance and Administration, and is responsible for managing all aspects of the administration and governance of the Light Rail Project.

As the Light Rail Executive Officer, you will be an organised and dynamic thinker who is outcomes focused, with the ability to manage multiple priorities in a fast-paced environment, to support the Light Rail Project achieving its objectives.

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

Eligibility/Other Requirements: Desirable:

- Experience in a similar role within a project environment will be highly regarded.
- A good working knowledge of Objective and Microsoft Office.
- An understanding of the ACT Government Business and Administrative processes, or equivalent.

Note: This is a temporary position available immediately until 15 July 2024.

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

How to Apply: Please submit no more than a 2-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Izzie Gosling (02) 6205 2043 Izzie.Gosling@act.gov.au

**Office of Chief Projects Office**

**Transformation and Culture**

**Director, Transformation and Culture**

**Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 64276)**

Gazetted: 22 January 2024

Closing Date: 5 February 2024

Details: There is an exciting new opportunity within the Chief Projects Office to be the Director of Transformation and Culture.

The Chief Projects Officer (CPO) is responsible for the leadership and strategic direction of Major Projects Canberra (MPC), ensuring efficient and effective financial management and robust organisational governance. The CPO also provides advice and reporting to Ministers on the directorate's activities in delivering the Territory's infrastructure program, including the designated major infrastructure and other capital works.

Working to the Transformation and Culture Executive, the Director of Transformation and Culture is a key member of the team and is pivotal in undertaking improvement and transformation for a stronger and more cohesive future for Major Project Canberra (MPC).

The Transformation and Culture Director will provide strategic expertise for the integration of the three key elements of the MPC STRIVE Program (Program):

People Strategy and purpose;

Creating a flexible and resilient culture; and

Building organisational agility and effectiveness.

This role requires someone with demonstrated knowledge and experience in shaping an organisation's culture.

Resulting in a stronger culture of attraction, retention and satisfaction, and a more sustainable future for MPC.

In partnership with the Transformation and Culture Executive, this position will lead a small team in the development and delivery of the Program.

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: Qualifications in a change management, human resources, communications or related profession and/ or equivalent professional experience are highly desirable.

Note: This is a temporary position available immediately for 12 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 submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Jamie Isaacson (02) 6205 1947 [mpc.chiefprojectsoffice@act.gov.au](mailto:mpc.chiefprojectsoffice@act.gov.au)

**Property and Government Insourcing Group**

**ACT Property Group**

**Corporate Governance**

**Director, Quality, Risk, Compliance and Safety**

**Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 45631)**

Gazetted: 22 January 2024

Closing Date: 5 February 2024

Details: ACT Property Group is seeking a senior leader with expertise in Work Health and Safety, Risk Management and Quality Management Systems. The Director leads an expert team and provides technical and expert advice to leaders and staff within the organisation. This role drives implementation of good organisational risk management, quality management and ensuring we meet our work health and safety responsibilities by staff and contractors.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services

and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis

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:

Qualifications in Quality Assurance, Work Health and Safety and/or Risk Management highly desirable"

– a current driver's licence (car)

Note: This is a temporary position available immediately for a period of 6 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge, and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A cover page indicating each trade speciality or role and level you are applying for.

A two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

Tell the panel how your abilities, ingenuity, experience, and qualifications make you the best person for this role.

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button.

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: Rebekka Bjarnadottir (02) 6207 5529 [Rebekka.Bjarnadottir@act.gov.au](mailto:Rebekka.Bjarnadottir@act.gov.au)

## **Light Rail**

### **Commercial**

#### **Contract Administrator, Light Rail Stage 2A**

**Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 61676)**

Gazetted: 18 January 2024

Closing Date: 8 February 2024

Details: An exciting opportunity is available to work in the Light Rail Stage 2 Project. Working closely with the Project Manager for Light Rail Stage 2A and the Commercial team to deliver Stage 2A of Light Rail to Woden.

We are seeking an experienced Contracts Administrator to provide high-level contract management and administrative activities ensuring compliance with and contractual obligations for the Light Rail Stage 2A Project. Under limited supervision you would be responsible for the management of, the day-to-day administration of the contracts in accordance with established policies and procedures, including ensuring effective and efficient administration of key contractual processes.

We would also need the Contracts Administrator to Support the Senior Contract Administrators in the process of progress claims, variations and contract disputes in accordance with contractual requirements and provide assistance to resolve disputes.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and impartiality.

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

Eligibility/ Other Requirements:

Highly Desirable:

Tertiary qualifications in fields such as business, commerce, law, or related discipline or relevant experience.

Experience working with document management systems such as ACONEX.

Note: This is a temporary position available 29 January 2024 to 15 February 2025. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the apply now button.

Contact Officer: Hamish Stephens (02) 6207 8219 Hamish.Stephens@act.gov.au

### **Infrastructure Delivery Partners**

#### **Commercial Project Management**

#### **Infrastructure Project Support Officer**

#### **Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 33420)**

Gazetted: 18 January 2024

Closing Date: 25 January 2024

Details: Are you a motivated, agile, and responsive Project or Contract Management professional with a keen interest in making a difference in how we live, work, play and learn across Canberra?

Are you looking for an opportunity to work across a diverse range of infrastructure projects and develop your Project Management capabilities?

Take the next step in a meaningful Project Management career with a role at Major Projects Canberra (MPC). At MPC we value diversity and are looking for passionate professionals who can embody our core values of respect, integrity, collaboration, innovation, safety and excellence. We offer a supportive flexible working environment where your contribution is respected as part of a diverse, highly skilled and agile team.

As a Project Officer, you will be responsible for supporting the delivery of design and construction on a broad range of medium to complex infrastructure projects. For the right person, this role may also provide the opportunity to lead and manage low risk projects.

At MPC we deliver and collaborate with a variety of ACT Government directorates, with broad networking relationships across the Canberra Region. Our projects included the delivery of a range of commercial projects, including education facilities, municipal buildings, cultural facilities, arts, public parks and sporting venue. You'll be working on projects that shape Canberra and contribute to the future of the community.

Please click on this link to see Major Projects Canberra in action -

<https://www.act.gov.au/majorprojectscanberra/home>.

Sound interesting? This may be the opportunity you have been looking for.

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

Eligibility/Other requirements:

Mandatory:

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.

Note: This is a temporary position available immediately up to 22 March 2025.

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

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

For IO/IM positions only - Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: SallyA Wright (02) 6205 3530 SallyA.Wright@act.gov.au

### **Office of the Legislative Assembly**

#### **Parliamentary Support**

#### **Chamber Support**

#### **Chamber Support Administrative Office**

#### **Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 214)**

Gazetted: 23 January 2024

Closing Date: 6 February 2024

Details: The ACT Legislative Assembly is the parliament for the nation's capital. It performs both territory and local level functions and makes decisions that impact the lives of those who live and work in the ACT.

The Office of the Legislative Assembly is an impartial statutory agency which provides procedural and administrative advice and support to the ACT Legislative Assembly, its committees, and its members.

As the Chamber Support Administrative Officer, you will play an important role in providing a variety of administrative duties directly associated with Chamber Support operations as well as contributing to important work of the Legislative Assembly.

In this role you will assist with maintaining key databases, provide input into the preparation of Assembly documents including the notice paper, daily program and documents lists, maintenance of the records of the Assembly and liaison with the Cabinet Office on the introduction of legislation and presentation of documents.

Note: This is a temporary position available immediately for up to six months with the possibility of extension of up to 12 months.

How to Apply: To apply, you are asked to provide a one-page pitch, detailing your suitability to perform the duties of the position and 'What we are looking for' along with a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be sent via the Apply Now button.

Contact Officer: Janice Rafferty 6205 0557 [janice.rafferty@parliament.act.gov.au](mailto:janice.rafferty@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)**

#### **Program Solutions**

#### **Marketing**

#### **GIS Mapping Manager**

#### **Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 49660)**

Gazetted: 24 January 2024

Closing Date: 14 February 2024

Details: This position is part of the Program Solutions Branch, within the Marketing team. The Program Solutions Branch provides strategic and operational support to the SLA's Development Delivery and Place Management team. The marketing team is responsible for the marketing of SLA greenfield estates, urban redevelopment sites and digital, design and mapping services for the agency. This role reports into the Senior Director of Marketing, with a dotted line reporting to the Program Manager of the Place Management team. The Place Management team supports the agency through its land management and custodianship function. This ranges from oversight, management and activation of urban open space, residential greenfield, brownfield and urban blocks for sale as well as rural and industrial land.

This role will assist with the preparation and management of asset maps on greenfield and rural estates to record and status assets. Responsibilities include:

1. Creation and management of geo spatial data for the agency: o Develop mapping capabilities including outputs that can support graphical representations for internal and external stakeholder use;

Develop mapping capabilities to support asset management requirements for land under the custodian ship of the Agency.

Update the Suburban Land Agency website as needed with mapping data.

2. Collaboration and Consultation: o Work within the Agency, across the various departments to create consistency and efficiencies across all mapping projects. This includes Business Systems team on developing enhanced mapping functionalities on a new Suburban Land Agency website;  
Work efficiently across ACT Government agencies and directorates to gather information and share data;  
Develop briefing documents and associated procedures to ensure works are received and completed in a timely manner.
3. Leverage data visualisation skills to develop reports within the business and marketing content.
4. Oversee simple procurement plans for related works, including preparation of procurement plans, scope of works, risk management and budget estimates.
5. Manage workload priorities, work to multiple deadlines and deliver high quality outputs and high-quality advice to the Senior Director of Marketing, as well as other managers and executives in the agency.
6. Facilitate co-operation and partnerships with other areas of the Suburban Land Agency.
7. Deliver other projects as required or directed by the Senior Director Marketing/Program Manager of Place Management.

Eligibility/Other Requirements: Desirable:

The candidate must possess:

Highly Desirable - Qualifications, and or demonstrated experience in Geospatial mapping programs, with a minimum 5 years' experience;

High level of use of Adobe suite, including Photoshop and Illustrator.

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))

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Niva Pryor (02) 6205 7016 [Niva.Pryor@act.gov.au](mailto:Niva.Pryor@act.gov.au)

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

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

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

#### **City Services**

#### **City Presentation**

#### **Urban Treescapes**

#### **Tree Inspection Officer**

**Technical Officer Level 4 \$95,746 - \$109,072, Canberra (PN: 64375)**

Gazetted: 24 January 2024

Closing Date: 7 February 2024

Details: Are you a confident mediator willing to advocate on behalf of Canberra's urban forest? If so, you can help make a difference as a valued member of Urban Treescapes.

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT.

Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the Urban Forest Act 2023; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill a full-time, permanent vacancy for the role of Tree Inspection Officer available as soon as possible.

As a senior technical officer within Urban Treescapes, this role will be primarily responsible for the implementation of the Urban Forest Strategy 2021-2045 and administration of the Urban Forest Act 2023. This includes the provision of tree related technical advice and broader urban forest management considerations to the community and other stakeholders. Complex tree assessments to inform and plan renewal works and related to Development Applications or breaches of the Urban Forest Act 2023 with potential to impact protected trees will also be required to be undertaken.

The successful applicant will be someone who can engage and positively influence a wide range of stakeholders and can support and collaborate across teams within Urban Treescapes and government more broadly.

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

Please see the position description for further information about the role.

Note: A Merit Pool may be established from this selection process and used to fill vacancies over the next 12 months. This position is based within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications should include:

A statement of no more than three pages addressing the 'Selection Criteria' section of the position description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Jeffrey Albrecht 0431 657 027 [Jeffrey.Albrecht@act.gov.au](mailto:Jeffrey.Albrecht@act.gov.au)

### **Chief Operating Officer Group**

#### **Governance and Ministerial Services**

#### **Boards and Committees**

#### **Boards and Committees Secretariat**

#### **Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 57969)**

Gazetted: 24 January 2024

Closing Date: 7 February 2024

Details: We are seeking applications from highly motivated and goal orientated people to fill the role of Boards and Committees Secretariat. This position sits within the Boards and Committees team and is responsible for providing support to the Director, Boards and Committees. Your role will include undertaking administrative functions, assisting the section management with daily operations including assisting with any matters requiring an immediate or urgent response. The administrative functions include, data entry, coordination of papers, writing of briefs, recording of meeting minutes and other duties as directed.

In this role you will be responsible for providing secretariat support for TCCS internal boards and committees, as well as national boards and committees.

Ideally, you will have the ability to:

Provide high level confidential secretariat and coordination services to a variety of boards and/or committees.

These services include, but are not limited to:

coordinate communication and documentation, prioritising, redirecting, tracking, researching background information as required, and responding to correspondence as appropriate;

prepare correspondence, briefs, reports, responses and compile supporting documents; and

preparing meeting agendas, papers, attending meetings and minute taking.

Manage and coordinate the business needs of a variety of boards and committees and provide effective corporate support.

Undertake research and analytical tasks and assist with the preparation and review of reports and other documentation.

Develop and foster effective working relationships with all stakeholders within the Directorate and other agencies.

Ensure a high standard of customer service is achieved.

Work cooperatively within, and contribute to the positive culture of, a small team and undertake other duties as required.

Note: This is a temporary position available immediately for three months with the possibility of permanency. Selection may be based on written application and referee reports only. It is highly recommended that you speak to the contact officer to obtain additional information about the role and your application.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications must submit a curriculum vitae and a written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Barker (02) 6207 2000 [Erin.Barker@act.gov.au](mailto:Erin.Barker@act.gov.au)

## **Strategic Policy and Programs**

### **Policy and Legislation – Business and City Services**

#### **Assistant Director, Policy and Legislation**

##### **Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 35594, Several)**

Gazetted: 24 January 2024

Closing Date: 14 February 2024

Details: There is an exciting opportunity to join the Policy and Legislation – Business and City Services team in the Strategic Policy and Programs (SPP) branch as an Assistant Director.

As an Assistant Director in the Policy and Legislation – Business and City Services team you will have the opportunity to work across a diverse range of topic areas, managing policy and legislation projects from inception through to delivery. You will work collaboratively with subject matter experts from business units across the Directorate to deliver projects.

If you enjoy working across a wide variety of topic areas and like to influence change through strategic, evidence-based policy, this could be the role for you.

Eligibility/ Other Requirements:

Permanent Resident of Australia.

Relevant tertiary qualification (such as law, innovation, policy, project or change management) or other qualifications and technical experience deemed equivalent are highly desirable.

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

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button.

Contact Officer: Bronwyn Meek (02) 6207 0277 [Bronwyn.Meek@act.gov.au](mailto:Bronwyn.Meek@act.gov.au)

## **Infrastructure Delivery and Waste**

### **Infrastructure Delivery**

#### **Project Manager**

##### **Infrastructure Officer 2 \$95,860 - \$109,755, Canberra (PN: 19995, Several)**

Gazetted: 24 January 2024

Closing Date: 7 February 2024

Details: Infrastructure Delivery (ID) is responsible for the delivery of the Transport Canberra and City Services (TCCS) Capital Works program on behalf of Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and other business area within the Directorate. We deliver infrastructure and public spaces that respond to community needs, seeking creative and innovative solutions to support effective delivery. This includes (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

We are a highly engaged and supportive team with a drive to achieve excellence in the delivery of public infrastructure for the ACT community. We seek opportunities for skills improvement and knowledge sharing across our teams, and with our delivery partners.

ID are seeking dynamic Project Managers with experience in planning, design scope and procurement of key capital projects for TCCS. These roles are responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. These roles will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

The positions primary responsibilities are to:

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

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

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

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

Eligibility/Other Requirements:

Applicants must hold a relevant professional qualification in Urban Design, Architecture, Landscape Architecture, Engineering 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.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of extension of up to 12 months and/or permanency. Selection may be based on application and referee reports only.

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

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

Applications should be submitted via the Apply Now button.

Contact Officer: Richmond Henty (02) 6205 5391 [Richmond.Henty@act.gov.au](mailto:Richmond.Henty@act.gov.au)

## **City Services**

### **ACT NoWaste**

#### **Waste Education and Partnerships**

##### **Assistant Director - Waste Education Projects**

##### **Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 46126)**

Gazetted: 18 January 2024

Closing Date: 1 February 2024

Details: Looking for an opportunity in waste education?

ACT NoWaste is looking for an experienced team leader who is a proactive, creative thinker with an analytical mindset.

The role will lead a range of behaviour change and public education programs covering activities such as public relations, events, stakeholder engagement, campaign support, community development and market/community research.

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

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

How to Apply: To apply for this role, provide a two-page submission addressing the Selection Criteria and technical/behavioural requirements, and a copy of your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jody Gleeson (02) 6205 1876 [Jody.Gleeson@act.gov.au](mailto:Jody.Gleeson@act.gov.au)

**City Services**

**City Presentation**

**Sport and Recreation Facilities**

**Assistant Director - Sportsgrounds Operations**

**Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 34748)**

Gazetted: 18 January 2024

Closing Date: 15 February 2024

Details: Sportsgrounds Operations Manager - Sport and Recreation Facilities (SRF) is seeking an operations manager to oversee the management and maintenance of ACT Government Community Sportsgrounds and associated facilities.

Please see Position Description for further information

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

How to Apply: Please provide a two page pitch addressing the "What you will do" and the "What you require" from the Position Description.

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: Luke Halpin (02) 6207 9444 [Luke.Halpin@act.gov.au](mailto:Luke.Halpin@act.gov.au)

## APPOINTMENTS

### ACT Electoral Commission

**Senior Officer Grade C \$119,595 - \$128,465**

Terrence Mastersen, Section 68(1), 22 January 2024

### ACT Health

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

Rodrigo Guerrero, Section 68(1), 18 January 2024

### Canberra Health Services

**Registered Nurse Level 1 \$72,698 - \$97,112**

Anna Clark, Section 68(1), 22 January 2024

**Administrative Services Officer Class 3 \$72,889 - \$78,177**

Shaun Anthony Copening, Section 68(1), 16 January 2024

**Health Professional Level 2 \$70,679 - \$97,028**

Kayla Cragg, Section 68(1), 16 January 2024

**Administrative Services Officer Class 2/3 \$64,744 - \$78,177**

Nerida Douglas, Section 68(1), 22 January 2024

**Registered Nurse Level 1 \$72,698 - \$97,112**

Jemma Duncan, Section 68(1), 18 January 2024

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Katrina Edwards, Section 68(1), 16 January 2024

**Health Professional Level 2 \$70,679 - \$97,028**

Josephine Gillham, Section 68(1), 23 January 2024

**Health Professional Level 4 \$114,928 - \$123,710**

Murray Hair, Section 68(1), 22 January 2024

**Administrative Services Officer Class 3 \$72,889 - \$78,177**

Alison Hall, Section 68(1), 17 January 2024

**Registered Nurse Level 2 \$100,957 - \$107,000**

Angela Jennifer Hamalainen, Section 68(1), 18 January 2024

**Administrative Services Officer Class 2/3 \$64,744 - \$78,177**

Liam Harper, Section 68(1), 18 January 2024

**Medical Imaging Level 2 \$70,679 - \$97,028**

Paranshi Kapasi, Section 68(1), 18 January 2024

**Health Professional Level 2 \$70,679 - \$97,028**

Aflaha Khan, Section 68(1), 22 January 2024

**Registered Nurse Level 1 \$72,698 - \$97,112**

Sandhya Khanal, Section 68(1), 19 January 2024

**Health Service Officer Level 7 \$67,760 - \$71,554**

Hyun Ho Kim, Section 68(1), 15 February 2024

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

Victoria Kim, Section 68(1), 24 January 2024

**Infrastructure Officer 3 \$115,193 - \$126,450**

Timothy Kuffer, Section 68(1), 17 January 2024

**Health Professional Level 2 \$70,679 - \$97,028**

Shaemen Malycha, Section 68(1), 16 January 2024

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

Nicholas Matkovic, Section 68(1), 1 March 2024

**Registered Nurse Level 2 \$100,957 - \$107,000**

Leah Matthews, Section 68(1), 18 January 2024

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

Cassandra McKeown, Section 68(1), 16 January 2024

**Technical Officer Level 1 \$62,599 - \$65,631**

Deepthi Nagumothu, Section 68(1), 18 January 2024

**Senior Officer Grade A \$162,291**

Peter Podolski, Section 68(1), 18 January 2024

**Technical Officer Level 1 \$66,742 - \$69,805**

Oshin Punj, Section 68(1), 1 February 2024

**Health Professional Level 2 \$70,679 - \$97,028**

Blair Rankin, Section 68(1), 18 January 2024

**Registered Nurse Level 1 \$72,698 - \$97,112**

Zhaleh Razai-Tazangi, Section 68(1), 19 January 2024

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Gabrielle Ricza, Section 68(1), 18 January 2024

**Administrative Services Officer Class 2/3 \$64,744 - \$78,177**

Kerryn Saggers, Section 68(1), 22 January 2024

**Registered Nurse Level 1 \$72,698 - \$97,112**

Gurnoor Saini, Section 68(1), 24 January 2024

**Registered Nurse Level 1 \$72,698 - \$97,112**

Andre Sgouros, Section 68(1), 22 January 2024

**Registered Nurse Level 1 \$72,698 - \$97,112**

Lizeena Shakya, Section 68(1), 15 February 2024

**Health Professional Level 2 \$70,679 - \$97,028**

Darcy Sheahan, Section 68(1), 18 January 2024

**Administrative Services Officer Class 3 \$72,889 - \$78,177**

Pratima Shrestha, Section 68(1), 17 February 2024

**Assistant in Nursing \$55,927 - \$57,820**

Sunil Thapa, Section 68(1), 18 January 2024

**Administrative Services Officer Class 3 \$72,889 - \$78,177**

Adi Waqaliva, Section 68(1), 19 January 2024

**Registered Nurse Level 2 \$100,957 - \$107,000**

Kristen Whitby, Section 68(1), 22 January 2024

**Health Professional Level 2 \$70,679 - \$97,028**

Elizabeth Zheng, Section 68(1), 18 January 2024

**Canberra Institute of Technology**

**Teacher Level 1 \$80,673 - \$107,642**

Rebecca Neiberding, Section 68(1), 23 January 2024

**Administrative Services Officer Class 5 \$89,114 - \$94,120**

Naomi Wearne, Section 68(1), 22 January 2024

**Teacher Level 1 \$80,673 - \$107,642**

Aline Weber, Section 68(1), 22 January 2024

**Community Services**

**Child and Youth Protection Professional Level 3 \$107,887 - \$118,728**

Caitlin Mlejnek, Section 68(1), 22 January 2024

**Senior Officer Grade C \$119,595 - \$128,465**

Poppy Perry-Evans, Section 68(1), 18 January 2024

**Education**

**School Assistant 3 \$60,493 - \$64,989**

Benjamin Heckenberg, Section 68(1), 23 January 2024

**School Assistant 3 \$61,981 - \$66,477**

Amy McArthur, Section 68(1), 24 January 2024

**School Assistant 3 \$61,981 - \$66,477**

Sarah McConaghy, Section 68(1), 23 January 2024

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

Aaron Pakula, Section 68(1), 24 January 2024

**School Assistant 4 \$72,353 - \$78,207**

Amy Wilson, Section 68(1), 22 January 2024

**School Assistant 2/3 \$55,054 - \$66,477**

Samuel Williams, Section 68(1), 24 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Pinxuan Deng, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Sophie Burns, Section 68(1), 19 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Mia Pennay, Section 68(1), 23 January 2024

**New School Psychologist \$91,389 - \$100,075**

Kate Tillack, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Tim Staude, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Mitchell Scott, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Mandy Mills, Section 68(1), 23 January 2024

**Classroom Teacher \$80,858 - \$119,288**

Samantha Collins, Section 68(1), 23 January 2024

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 4 \$80,535 - \$86,909**

Emi Bernroider, Section 68(1), 16 January 2024

**Administrative Services Officer Class 4 \$80,535 - \$86,909**

Peter Daoud, Section 68(1), 18 January 2024

**Administrative Services Officer Class 5 \$89,114 - \$94,120**

Tashi Dema, Section 68(1), 25 January 2024

**Justice and Community Safety**

**Correctional Officer Class 1 \$73,645 - \$87,142**

Jang Bist, Section 68(1), 22 January 2024

**Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties**

Conor Bradwell, Section 68(1), 29 January 2024

**Senior Officer Grade C \$119,595 - \$128,465**

Katherine Brown, Section 68(1), 25 January 2024

**Prosecutor Associate \$80,535 - \$82,894**

Samuel Carmichael, Section 68(1), 22 January 2024

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Alexandra Condon, Section 68(1), 29 January 2024

**Correctional Officer Class 1 \$73,645 - \$87,142**

Gurpreet Dhillon, Section 68(1), 22 January 2024

**Prosecutor Associate \$80,535 - \$82,894**

Ilsa Hattam, Section 68(1), 22 January 2024

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Scott Iliff, Section 68(1), 29 January 2024

**Correctional Officer Class 1 \$73,645 - \$87,142**

Tommy Jensen, Section 68(1), 22 January 2024

**Correctional Officer Class 1 \$73,645 - \$87,142**

Bradley Kegan, Section 68(1), 23 January 2024

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Yildiz Latifi, Section 68(1), 29 January 2024

**Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties**

Melinda Latimer, Section 68(1), 29 January 2024

**Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties**

Talia Major, Section 68(1), 29 January 2024

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Sarah Mead, Section 68(1), 29 January 2024

**Senior Officer Grade A \$162,291**

Rosanne Nash, Section 68(1), 22 January 2024

**Correctional Officer Class 1 \$73,645 - \$87,142**

Renee Paton, Section 68(1), 22 January 2024

**Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties**

Andrew Pinney, Section 68(1), 29 January 2024

**Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties**

Harry Richards, Section 68(1), 29 January 2024

**Correctional Officer Class 1 \$73,645 - \$87,142**

Donna Ryan, Section 68(1), 22 January 2024

**Correctional Officer Class 1 \$73,645 - \$87,142**

Tayla Stanford, Section 68(1), 12 January 2024

**Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties**

Lee Taylor, Section 68(1), 29 January 2024

**Senior Officer Grade B \$140,226 - \$157,418**

Ashleigh Tilbrook, Section 68(1), 22 January 2024

**Correctional Officer Class 1 \$73,645 - \$87,142**

Darren Van Dyk, Section 68(1), 22 January 2024

**Correctional Officer Class 1 \$73,645 - \$87,142**

Jamie Wills, Section 68(1), 22 January 2024

**Transport Canberra and City Services**

**Technical Officer Level 4 \$91,315 - \$104,509**

Hayley Crossing, Section 68(1), 20 January 2024

## TRANSFERS

### Canberra Health Services

#### **Alaura Devereux**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 33203) (Gazetted 2 November 2023)

### Chief Minister, Treasury and Economic Development

#### **Yulin Zhang**

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Canberra Health Services

To: Administrative Services Officer Class 4 \$80,535 - \$86,909

Chief Minister, Treasury and Economic Development, Canberra (PN. 14300) (Gazetted 22 September 2023)

### Education

#### **Anthony Hosking**

From: Building Service Officer 3 \$81,886

Education

To: Building Service Officer 3 \$77,681 - \$81,886

Education, Canberra (PN. 49251) (Gazetted 27 November 2023)

#### **Chelsea Watson**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: Classroom Teacher \$80,858 - \$119,288

Education, Canberra (PN. 43082) (Gazetted 9 November 2023)

#### **Tsz Yin**

From: Child and Youth Protection Professional Level 3 \$119,595

Community Services

To: Senior Officer Grade C \$119,595 - \$128,465

Education, Canberra (PN. 42906) (Gazetted 10 November 2023)

### Justice and Community Safety

#### **Erin Priestly**

From: \$139,956 - \$154,391

Justice and Community Safety

To: Senior Officer Grade C \$119,595 - \$128,465

Justice and Community Safety, Canberra (PN. 57302) (Gazetted 20 November 2023)

#### **Sophee Watson**

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Justice and Community Safety

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Justice and Community Safety, Canberra (PN. 37131) (Gazetted 21 September 2023)

**Major Projects Canberra**

**Kayla Camaggi**

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Major Projects Canberra

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Major Projects Canberra, Canberra (PN. 53693) (Gazetted 15 November 2023)

## PROMOTIONS

### ACT Health

#### **Corporate and Governance**

##### **People Strategy and Culture**

###### **Jacknorris Oketayot**

From: Graduate Administrative Assistant \$80,535 - \$82,894

ACT Health

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

ACT Health, Canberra (PN. 64495) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

#### **Digital Solutions Division**

##### **Technology Operations**

###### **Digital Solutions Support**

###### **Arlene Onio**

From: Administrative Services Officer Class 2 \$64,744 - \$71,126

ACT Health

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

ACT Health, Canberra (PN. 46351) (Gazetted 17 November 2023)

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

##### **Executive**

###### **Gul Rucinski**

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

ACT Health

To: Senior Officer Grade C \$119,595 - \$128,465

ACT Health, Canberra (PN. 63909) (Gazetted 5 December 2023)

#### **Infrastructure, Communication and Engagement**

##### **Infrastructure, Communication and Engagement Executive Team**

###### **Infrastructure, Communication and Engagement Executive Team**

###### **Leticia Santek**

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

ACT Health

To: Senior Officer Grade C \$119,595 - \$128,465

ACT Health, Canberra (PN. 63956) (Gazetted 13 December 2023)

#### **Health System Innovation and Performance**

##### **Health System Planning and Development**

###### **Health Services Planning and Program Support**

###### **Julie Shaw**

From: Senior Officer Grade C \$119,595 - \$128,465

ACT Health

To: †Senior Officer Grade B \$140,226 - \$157,418

ACT Health, Canberra (PN. 29709) (Gazetted 13 December 2023)

#### **Digital Solutions Division**

##### **Application Support**

###### **Inpatient Orders**

###### **Eden Ybas**

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

ACT Health

To: Information Technology Officer Class 2 \$95,746 - \$109,072

ACT Health, Canberra (PN. 44455) (Gazetted 17 October 2023)

**North Canberra Hospital  
Office of General Manager  
Executive Support  
Kerry Russell**

From: Administrative Services Officer Class 4 \$80,535-\$86,909  
Canberra Hospital  
To: Administrative Services Officer Class 6 \$95,746 - \$109,072  
North Canberra Hospital (PN. LP8002) (Gazetted 30 November 2023)

**North Canberra Hospital  
Corporate & Finance  
Clinical Support Services  
Caitlin Fraser**

From: Administrative Services Officer Class 3 \$72,889 - \$78,177  
Canberra Hospital  
To: Administrative Services Officer Class 6 \$95,746 - \$109,072  
North Canberra Hospital (PN. LP7107) (Gazetted 12 October 2023)

**North Canberra Hospital  
Allied Health & Palliative Care  
Occupational Therapy  
Lucy Coventry**

From: Health Professional Level 3 \$99,819 - \$105,180  
North Canberra Hospital  
To: Health Professional Level 4 \$ 114,928 - \$123,710  
North Canberra Hospital, (PN.LP7024) (Gazetted 26 September 2023)

**Canberra Health Services**

**Chief Executive Officer  
Nursing & Midwifery and Patient Support Services  
Nursing Casual and Relief Pool  
Sonia Akter**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443  
Canberra Health Services  
To: Registered Nurse Level 1 \$72,698 - \$97,112  
Canberra Health Services, Canberra (PN. P42009) (Gazetted 31 January 2024)

**Clinical Services  
Medicine  
Emergency**

**Tasma Nilmaine Barr**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443  
Canberra Health Services  
To: Registered Nurse Level 1 \$72,698 - \$97,112  
Canberra Health Services, Canberra (PN. 37365) (Gazetted 20 November 2023)

**Chief Executive Officer  
Nursing & Midwifery and Patient Support Services  
Nursing Casual and Relief Pool  
Steven Crome**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443  
Canberra Health Services  
To: Registered Nurse Level 1 \$72,698 - \$97,112  
Canberra Health Services, Canberra (PN. P59536) (Gazetted 31 May 2023)

**Clinical Services**

**Acute Allied Health Services**

**Lina Guo**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Midwife Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 60401) (Gazetted 21 February 2023)

**Clinical Services**

**Rhyannah Hamer**

From: Health Professional Level 1 \$66,285 - \$86,842

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 27905) (Gazetted )

This promotion is to a non-advertised vacancy and is made in accordance with The Health Professionals Enterprise Agreement 2021-2022 common core clause B15 - New Graduate.

**Nursing & Midwifery and Patient Support Services**

**Nursing Administration**

**Graduate Nurse Holding Pool**

**Holly Jalland**

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services, Canberra (PN. 52158) (Gazetted 31 May 2023)

**Allied Health**

**Allied Health**

**Jordan Kennedy**

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. 19255) (Gazetted 28 November 2023)

**People and Culture**

**Jorgia Kolinac**

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Justice and Community Safety

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Canberra Health Services, Canberra (PN. 24925) (Gazetted 4 December 2023)

**Clinical Services**

**Rebecca Lonergan**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 59515) (Gazetted )

This promotion is to a non-advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2020-2022 common core clause 64.

**Chief Executive Officer**

**Nursing & Midwifery and Patient Support Services**

**Nursing Casual and Relief Pool**

**Devoyne Maburuse**

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 59575) (Gazetted 31 May 2023)

**Clinical Services**

**Brooke Mitchell**

From: Health Professional Level 1 \$66,285 - \$86,842

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 57689) (Gazetted )

This promotion is to a non-advertised vacancy and is made in accordance with The Health Professionals Enterprise Agreement 2021-2022 common core clause B15 - New Graduate.

**Clinical Services**

**Sylvia Ngwa**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 53003) (Gazetted 24 November 2023)

**Clinical Services**

**Subodh Pokharel**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Administrative Services Officer Class 3 \$72,889 - \$78,177

Canberra Health Services, Canberra (PN. 16498) (Gazetted 5 December 2023)

**Chief Executive Officer**

**Nursing & Midwifery and Patient Support Services**

**Nursing Casual and Relief Pool**

**Ruel Recilla**

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 63902) (Gazetted 31 May 2023)

**Medical Services**

**Jennifer Ridao**

From: Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Canberra Health Services

To: Technical Officer Level 1 \$66,742 - \$69,805

Canberra Health Services, Canberra (PN. 17146) (Gazetted 1 November 2023)

**Medical Services**

**imaging**

**radiography**

**Esther Stitz**

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. 28808) (Gazetted 14 November 2023)

**Canberra Institute of Technology**

**Education & Training Services**

**CIT Health, Community & Science**

**CIT Community Work**

**James Dunstan**

From: Teacher Level 2 \$114,979

Canberra Institute of Technology

To: †Manager Education Level 1 \$133,267

Canberra Institute of Technology, Canberra (PN. 51877) (Gazetted 25 January 2024)

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.

**TECD - Technology and Design**

**HBT - Hair and Beauty Therapy**

**Candace Safi**

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: †Teacher Level 2 \$114,979

Canberra Institute of Technology, Canberra (PN. 61158) (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.

**Chief Minister, Treasury and Economic Development**

**Office of Industrial Relations and Workforce Safety (OIRWS)**

**Finance and Process Improvement Branch**

**Finance Strategy and Assurance**

**Remya Nair**

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development, Canberra (PN. 58124) (Gazetted 14 November 2023)

**CMTEDD AND JACS ICT**

**Customer Engagement Services Branch**

**Digital, Data and Technology Solutions /CMTEDD**

**Connor Yonan**

From: Information Technology Officer Class 1 \$78,177 - \$88,503

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development, Canberra (PN. 01249) (Gazetted 15 September 2023)

**Community Services**

**Strategic Policy**

**Office for Aboriginal and Torres Strait Islander Affairs**

**Taylor Bennett**

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$119,595 - \$128,465

Community Services, Canberra (PN. 32521) (Gazetted 7 November 2023)

**Housing Assistance**

**Housing and Homelessness**

**Assurance Review and Complaints**

**Sarah Cavanagh**

From: Senior Officer Grade B \$140,226 - \$157,418

Community Services

To: †Senior Officer Grade A \$162,291

Community Services, Canberra (PN. 62699) (Gazetted 17 August 2023)

**Strategic Policy**

**Commissioning Policy and Service Design**

**Ellen Davies**

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Community Services

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Community Services, Canberra (PN. 41698) (Gazetted 18 July 2023)

**Communities**

**Support Services for Children**

**Child Development Service**

**Alison DeCure**

From: School Psychologist \$91,839 - \$130,270

Education

To: †Health Professional Level 5 \$135,355 - \$152,377

Community Services, Canberra (PN. 58362) (Gazetted 25 October 2023)

**Strategic Policy**

**Morgan Eddey**

From: Senior Officer Grade C \$119,595 - \$128,465

Community Services

To: †Senior Officer Grade B \$140,226 - \$157,418

Community Services, Canberra (PN. 63937) (Gazetted 22 November 2023)

**Housing Assistance**

**Client Services Branch**

**Nicole Mitchell**

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Community Services

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Community Services, Canberra (PN. 09075) (Gazetted 27 September 2023)

**Education**

**School Operations**

**Belconnen**

**Melba Copland Secondary School**

**Jenna Baxter**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 02195) (Gazetted 22 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.

**Office for Schools**

**Belconnen Network**

**Latham Primary School**

**Eddy Bright**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 48310) (Gazetted 24 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.

**North Gungahlin Network**  
**Margaret Hendry School**  
**Matilda Cave**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 03726) (Gazetted 20 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 Improvement and Performance**

**Belconnen Network**  
**Charnwood-Dunlop School**  
**Marianne Foley**

From: Teacher Level \$79,108 - \$117,538

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 33728) (Gazetted 14 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.

**Service Design and Delivery**

**Student Engagement**

**Emily Howland**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 63673) (Gazetted 20 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**

**Tuggeranong Network**

**Namadgi School**

**Dzintra Jones**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 48996) (Gazetted 31 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.

**School Operations**

**Belconnen**

**Melba Copland Secondary School**

**Gary Martin**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 32695) (Gazetted 22 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 Improvement**

**Tuggeranong Network**

**Lanyon High School**

**Halie McCaffrey**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 02249) (Gazetted 2 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.

**System & Policy Reform**

**Board of Senior Secondary Studies**

**Office of the Board of Senior Secondary Studies**

**Nicole McDonald**

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Education

To: †Senior Officer Grade C \$119,595 - \$128,465

Education, Canberra (PN. 64296) (Gazetted 5 December 2023)

**South Weston**

**Alfred Deakin High School**

**Jordon McGillivray**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 02199) (Gazetted 15 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.

**Service Design and Delivery**

**Student Engagement**

**Virginia McWhirter**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 63675) (Gazetted 20 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.

**Service Design and Delivery**

**Universal School Support**

**Melissa Moir**

From: School Leader C \$137,133

Education

To: †Senior Officer Grade B \$140,226 - \$157,418

Education, Canberra (PN. 63637) (Gazetted 20 November 2023)

**Service Design and Delivery**

**Student Engagement**

**Kim Mowbray**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 63677) (Gazetted 20 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.

**Service Design and Delivery**

**Student Engagement**

**Stephanie Nott**

From: School Leader C \$137,133

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 63674) (Gazetted 20 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.

**Service Design & Delivery**

**Student Engagement**

**Clinical Practice**

**Cassandra Richards**

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †School Psychologist \$91,839 - \$130,270

Education, Canberra (PN. 16329) (Gazetted 27 July 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 for Schools**

**South Weston Network**

**Malkara School**

**Ngaire Robertson**

From: School Assistant 2/3 \$55,054 - \$66,477

Education

To: †School Assistant 4 \$73,960 - \$79,814

Education, Canberra (PN. 53948) (Gazetted 25 January 2024)

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.

**Service Design and Delivery**

**Student Engagement**

**Eleanor Robinson**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 63676) (Gazetted 20 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.

**Caroline Chisholm School**

**Smriti Sharma**

From: School Leader C \$137,133

Education

To: †School Leader B \$159,091

Education, Canberra (PN. 61169) (Gazetted 27 October 2023)

**Service Design and Delivery**

**Student Engagement**

**Meg Signor**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 63679) (Gazetted 20 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.

**Office For Schools**  
**South Weston Network**  
**Malkara School**  
**Jo-Anne Skimin**

From: School Assistant 2/3 \$55,054 - \$66,477

Education

To: †School Assistant 4 \$73,960 - \$79,814

Education, Canberra (PN. 53947) (Gazetted 23 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.

**Dickson College**  
**Yani Tian**

From: School Leader C \$135,383

Education

To: †School Leader B \$157,341

Education, Canberra (PN. 04134) (Gazetted 27 October 2023)

**School Operations**  
**Belconnen Network**  
**Melba Copland Secondary School**  
**Amber Turner**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 60906) (Gazetted 20 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.

**Gungahlin College**  
**Lisa Walker**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 19919) (Gazetted 5 December 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.

**Service Design and Delivery**  
**Student Engagement**  
**Carrie Webster**

From: Classroom Teacher \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 63678) (Gazetted 20 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.

**Office For Schools**  
**South Weston Branch**  
**Malkara School**  
**James Yoshida**

From: School Assistant 2/3 \$55,054 - \$66,477

Education

To: †School Assistant 4 \$73,960 - \$79,814

Education, Canberra (PN. 53354) (Gazetted 25 January 2024)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Environment, Planning and Sustainable Development**

**Environment Heritage and Water**

**Office of Nature Conservation**

**Luke O'Loughlin**

From: Professional Officer Class 2 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 15236) (Gazetted 3 October 2023)

**Justice and Community Safety**

**ACT Court and Tribunal**

**Magistrates Court**

**Danielle Campbell**

From: Senior Officer Grade C \$119,595 - \$128,465

Justice and Community Safety

To: †Senior Officer Grade B \$140,226 - \$157,418

Justice and Community Safety, Canberra (PN. 63079) (Gazetted 10 November 2023)

**Emergency Service Agency**

**Corporate**

**ESA Training**

**Jesse Cooper**

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Canberra Health Services

To: Administrative Services Officer Class 4 \$80,535 - \$86,909

Justice and Community Safety, Canberra (PN. 28958) (Gazetted 22 November 2023)

**Corrective Services**

**Offender Reintegration**

**Sentence Management**

**Christina Sander**

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Justice and Community Safety

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Justice and Community Safety, Canberra (PN. 46143) (Gazetted 8 November 2023)

**ACT Human Rights Commission**

**Discrimination, Health Services, Disability and Community Services Commissioner**

**Anna Theodore**

From: ACT Courts and Tribunal Legal 1 \$74,904 - \$147,293

Justice and Community Safety

To: †Senior Officer Grade C \$119,595 - \$128,465

Justice and Community Safety, Canberra (PN. 44054) (Gazetted 25 October 2023)

**Suburban Land Agency**

**Suburban Land Agency**

**Development Delivery**

**Urban Development**

**Rohan Burnside**

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Suburban Land Agency

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Suburban Land Agency, Canberra (PN. 58900) (Gazetted 9 November 2023)

**Suburban Land Agency**

**Built Form and Divestment**

**Built Form Program**

**Anton Veld**

From: Infrastructure Officer 4 \$136,524 - \$155,109

Suburban Land Agency

To: †Infrastructure Officer 5 \$163,315

Suburban Land Agency, Canberra (PN. 52422) (Gazetted 14 November 2023)

**Transport Canberra and City Services**

**Business Services**

**Libraries ACT**

**Laura McHugh**

From: Administrative Services Officer Class 2 \$64,744 - \$71,126

Transport Canberra and City Services

To: †Administrative Services Officer Class 4 \$80,535 - \$86,909

Transport Canberra and City Services, Canberra (PN. 21995) (Gazetted 10 August 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.

**Worksafe ACT**

**WorkSafe ACT**

**Construction and General Compliance and Enforcement**

**General Inspectorate**

**Trent Furminger**

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Worksafe ACT

To: †Senior Officer Grade C \$119,595 - \$128,465

Worksafe ACT, Canberra (PN. 61166) (Gazetted 23 January 2023)

**Strategy & Engagement**

**Gemma Godwin**

From: Senior Officer Grade B \$140,226 - \$157,418

Worksafe ACT

To: †Senior Officer Grade A \$162,291

Worksafe ACT, Canberra (PN. 48222) (Gazetted 30 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.

**CORRIGENDA**

**Justice and Community Safety**

The below promotion gazetted on 23/11/2023 has been cancelled:

**Legislation, Policy and Programs**

**Aboriginal and Torres Strait Islander Children's Advocate**

**Nicole Davison**

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. 60331) (Gazetted 6 September 2023)