



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 27 May 2021**

## 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>

#### **Strategic Infrastructure**

##### **Infrastructure Client Services**

##### **Accommodation and Procurement Officer**

##### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 43567)**

Gazetted: 01 June 2021

Closing Date: 15 June 2021

**Details:** We are looking for a team player who values and respects others' contributions to the workplace and in turn contributes knowledge and skills for the greater good. You will be a process driven Officer with strong communication skills including the ability to liaise and negotiate effectively with a broad range of stakeholders. Under limited direction, broadly the position will coordinate the ACT Health's accommodation planning and moves and undertake procurement and contract management activities for the Infrastructure Client Services team. You will require demonstrated experience undertaking successful procurement and/or contract management activities in line with Policy and legislation, or appropriate transferable skills with the proven ability to quickly learn and acquire these skills.

An awareness of procurement for Government within the construction industry, including knowledge of Government procurement processes, or the demonstrated ability to quickly acquire this knowledge is desired.

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

**How to Apply:** Please submit a two page application statement addressing the Selection Criteria with your curriculum vitae.

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

Contact Officer: Justeen Stapleton (02) 5124 9452 [Justeen.Stapleton@act.gov.au](mailto:Justeen.Stapleton@act.gov.au)

#### **Strategic Infrastructure**

##### **Infrastructure Client Services**

##### **Infrastructure Client Services Support Officer**

##### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 52124)**

Gazetted: 28 May 2021

Closing Date: 4 June 2021

**Details:** The Infrastructure Client Services Support Officer will provide critical administrative support across all areas of asset management, facilities maintenance and repairs, project management, accommodation services, fleet and procurement for the Infrastructure Client Services team.

We are looking for a proactive and team-oriented administrator who can work independently when required, who values and respects others' and contributes knowledge and ideas for the achievement of team objectives.

You will be a strong administrator, process driven with an eye for detail and excellent communication skills including the ability to liaise and negotiate effectively with a broad range of stakeholders.

Your tasks will be broadly administrative and include the coordination of a central team mailbox where you will organise and track repairs and maintenance and project activities, processing and coding invoicing ensuring all registers and databases are kept up to date, coordination and tracking of accommodation activities such as variation requests and appropriate operational setup of hot desks and workspaces and administrative support for

the team to maintain administrative systems to track infrastructure projects and programs to support asset management objectives, contract and procurement activities.

**Notes:** This is a temporary position available immediately for a period of six 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.

**How to Apply:** Please provide a two-page written response to the Selection Criteria (What You Require) in the Position Description and curriculum vitae.

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

Contact Officer: Justeen Stapleton (02) 5124 9452 [justeen.stapleton@act.gov.au](mailto:justeen.stapleton@act.gov.au)

### **Calvary Public Hospital Bruce**

**Division: Emergency Department**

**Position Title: Clinical Nurse Consultant**

**Classification: Registered Nurse Level 3 Grade 2 \$122,360, Canberra (LP7718)**

Gazette Date: 02 June 2021

Closing Date: 08 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15711

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Angela Devlin (02) 6201 6093 [angela.devlin@calvary-act.com.au](mailto:angela.devlin@calvary-act.com.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)**

#### **Adult Acute Mental Health Services**

##### **Mental Health Short Stay Unit**

##### **Office Manager**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 19405)**

Gazetted: 01 June 2021

Closing Date: 15 June 2021

Details: Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Adult Acute Mental Health Services (AAMHS) currently incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). A project to refurbish 12b is underway and will provide a further ten low dependency acute inpatient beds. This project is due for completion mid-2021.

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency 6-bed inpatient unit in the Emergency Department (ED) for people requiring extended mental health assessment and or treatment initiation.

The Office Manager reports to the Adult Acute Mental Health Administration Manager and provide administrative support to the clinical staff and team for both MHSSU and 12B.

It is expected in this position you will be responsible for facilities management and other related administrative duties. This includes the provision of high-quality customer service to the consumers and staff.

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

#### **Behavioural Capabilities**

- Strong organisational skills with a high degree of drive.
- Ability to manage confidential and sensitive information.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Strong communication and interpersonal skills.

#### **Eligibility/Other Requirements**

##### **Mandatory:**

- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

##### **Desirable:**

- Current driver's licence.
- Experience within a health administration area.
- Knowledge and experience in the use of relevant medical terminology.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Tessa Sealey (02) 5124 5404 [tessa.sealey@act.gov.au](mailto:tessa.sealey@act.gov.au)

#### **Clinical Services**

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

##### **Nursing**

##### **Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22402)**

Gazetted: 27 May 2021

Closing Date: 10 June 2021

Details: **Our Vision:** creating exceptional health care together

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

**Our Values:** Reliable, Progressive, Respectful and Kind

##### **Position Overview**

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness. The CNC of a UCH ward is responsible for the day-to-day operational management of services with the ward, including the management of nursing workloads, model of care, and patient flow. The CNC is to provide expert clinical leadership and management within a nursing and multidisciplinary team. The CNC will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. It is expected that the CNC will promote, incorporate and maintain the National Safety and Quality Health Standards at a ward level. There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the University of Canberra team to support the professional development of the UCH nursing workforce.

Majura ward is the Geriatric Rehabilitation ward which assists those who are elderly return the best function following serious illness, stroke and other conditions.

**About You**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs A strong focus on person centred, exceptional care and a commitment to quality outcomes

**Position Requirements/Qualifications:**

**Mandatory:**

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

**Desirable:**

Minimum of three years' experience working professionally in a management role.

Post Graduate studies in Nursing, Health Management or related field.

Hold Intermediate Life Support Certification.

Hold a current driver's license.

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

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

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

**Note:** This is a temporary full-time position available for a period of 12 months with the possibility of extension.

Selection may be based on application and referee reports only.

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

Contact Officer: Deborah Hood (02) 6174 8774 [deborah.hood@act.gov.au](mailto:deborah.hood@act.gov.au)

**Clinical Services**

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

**Adult Acute Mental Health**

**Clinical Nurse Educator**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 31318)**

Gazetted: 27 May 2021

Closing Date: 11 June 2021

**Our Vision:** Creating exceptional health care together.

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

**Our Values:** Reliable, Progressive, Respectful and Kind.

**Overview of work area and position**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). A project to refurbish 12b is underway and will provide a further 10 low dependency acute inpatient beds. This project is due for completion mid-2021.

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependency Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency 6-bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

At this level the CNE is responsible for clinical teaching and the development of nursing practice within a therapeutic environment. This position reports to the Assistant Director of Nursing and will liaise with the Clinical Nurse Consultants (CNC) to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the AAMHS inpatient units.

You will be required to undertake professional development and supervision, participate in quality improvement initiatives, and contribute to the multidisciplinary team processes.

#### **About You**

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

#### **Behavioural Capabilities**

To be successful in this position, you will have a demonstrated track record of working in a multidiscipline team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all applicable regulatory and legislative requirements. It is expected the successful candidate will have the following attributes and abilities:

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

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

Ability to mentor junior staff in a collaborative and influential manner.

Provide clinical leadership for professional and clinical practice, education, and research.

#### **Eligibility/Other Requirements:**

##### **Mandatory:**

Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Holds or is working towards a certificate IV in Training and Assessment.

##### **Desirable:**

Current Driver's licence.

Holds or is working towards a post graduate qualification, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.

##### **Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

Contact Officer: Shaun Bayliss (02) 51245406 [shaun.bayliss@act.gov.au](mailto:shaun.bayliss@act.gov.au)

#### **Clinical Services**

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

##### **Health Professional Level 2**

**Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 22447)**

Gazetted: 27 May 2021

Closing Date: 11 June 2021

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**Our Values:** Reliable, Progressive, Respectful and Kind.

##### **Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services.

Justice Health Services.

Rehabilitation and Specialty Mental Health Services.

The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community. ACMHS consists of Community Recovery Services operating from the five Community Health Centres in the ACT

(Gungahlin, Belconnen, City, Woden, Tuggeranong) and Access and Specialty Teams that provide specialised services such as triage and comprehensive assessment, therapies, assertive outreach, and acute response

Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

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

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

About You

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#### **Behavioural Capabilities**

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

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

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

#### **Position Requirements/Qualifications:**

##### **For Occupational Therapy:**

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

Eligibility for professional membership of Occupational Therapy Australia.

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Psychology:

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

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Social Work:

Degree in Social Work.

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).

Registration under the *ACT Working with Vulnerable People Act 2011*.

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

##### **Other Requirements:**

The successful applicant will need to have a current driver's licence.

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

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

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

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

Provide referee report from current or previous line manager (if previous within the last 18 months).

**Contact Officer:** Peter Sheils (02) 51242212 [peter.sheils@act.gov.au](mailto:peter.sheils@act.gov.au)

**Clinical Services**

**COVID Vaccination and Testing Centres**

**Cancer and Ambulatory Services**

**Registered Nurse Level 1**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 49195, several)**

Gazetted: 28 May 2021

Closing Date: 4 June 2021

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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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

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

**Overview of the work area and position:**

The COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel.

COVID Vaccination: Registered Nurses provide vaccinations and pre and post vaccination care.

There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites.

Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra.

The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

**Eligibility/Other Requirements:**

**Mandatory:**

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

**Desirable:**

Hold a current driver's licence.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.



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

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

**Note:** This is a temporary position available for a period of eight months. These positions are open to both New Graduates and experienced Registered Nurses. Due to the varying roles in the COVID centres it is not a requirement to have an immunisation certificate at this time.

Contact Officer: Regina Ginich 0466 338 771 Regina.Ginich@act.gov.au

## **Clinical Services**

### **COVID- 19 Services**

### **Cancer and Ambulatory Services**

### **Clinical Nurse Co-ordinator**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 51036, several)**

Gazetted: 28 May 2021

Closing Date: 11 June 2021

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### **POSITION OVERVIEW**

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

The COVID 19 Testing and Vaccination Services are a part of the CHS COVID 19 response which includes COVID 19 Vaccination, testing, Hotel Quarantine in reach, Respiratory Assessment Clinics and Medihotel services.

COVID 19 Vaccination: Registered Nurses work within a multidisciplinary team to provide a dynamic and expanding vaccination service.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. There are multiple testing centres, including both drive through and in centre, and the staff work flexibly across all sites.

The Clinical Nurse Co-ordinator (CNC) is responsible for the day to day operations of a COVID Vaccination or Testing site including patient flow, allocation of staff, staff training, quality and safety, staff performance and stock and vaccine management where required. This role will also be responsible for the HR management of staff in conjunction with the Assistant Director Of Nursing (ADON).

### **ABOUT YOU**

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

### **Behavioural Capabilities**

Good Leadership skills.

Ability to communicate well with all stakeholders.

Adaptable and flexible to changes.

### **Eligibility/Other Requirements:**

Mandatory:

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

To hold or be working towards an Immunisation Certificate (to be completed within one month of commencement)

### **Desirable:**

Hold a current driver's licence

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

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

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

**Note:** These are temporary position's available for a period of up to eight months with the possibility of extension. The COVID Vaccination and Testing centres operate 7 days a week and have varying shift times. The CNC role is Monday-Friday. The successful applicant may be leading in COVID Vaccination or Testing depending on service requirements. Selection may be based on written application and referee reports only.

Contact Officer: Regina Ginich 0466 338 771 Contact Officer Number 0466 338 771 Regina.Ginich@act.gov.au

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

### **Community Nursing**

#### **Registered Nurse Level 4.1 \$122,360, Canberra (PN: 28538)**

Gazetted: 28 May 2021

Closing Date: 11 June 2021

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

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

RACS has recently established the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Hospital (UCH) is part of Canberra Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

The Division of Rehabilitation, Aged and Community Services (RACS) is seeking an experienced nurse manager with impeccable communication and interpersonal skills and demonstrated experience successfully leading a nursing team through change in our Community Care Program.

There are generous incentives and professional development opportunities. Reimbursement of reasonable relocation expenses can be negotiated with the successful applicant.

A Nurse Manager within the Community Care Program, RACS, manages one of five community nursing teams within the ACT. The teams provide community nursing services to patients with a broad range of needs across the ACT community.

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

#### **Behavioural Capabilities**

1. Hold a current driver's licence.
2. Tertiary or post graduate management qualifications and recent experience in a wide range of Clinical Hospital and/or Community Health applicable to the position (highly desirable).

#### **Eligibility/Other Requirements:**

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

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

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

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

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Judith Barker 0434 607 432 Judith.Barker@act.gov.au

## **COVID Vaccination and Testing Centres**

### **Cancer and Ambulatory Services**

#### **COVID Vaccination Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 48861, several)**

Gazetted: 28 May 2021

Closing Date: 10 June 2021

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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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including Early Childhood Services, Youth and Women’s Health, Dental Health, Mental Health and Alcohol and Drug Services.

Overview of the work area and position

The COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel

COVID Vaccination: Registered Nurses provide vaccinations and pre and post vaccination care.

There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites.

Registered Nurse’s (Level 2) provide senior clinical and leadership skills to junior staff. This role is also required to team lead on weekends and when required on weekdays in the COVID sites which are off-site to the main hospital services. When team leading they work cooperatively with team leaders for security and administration.

Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra.

The COVID centres operate seven days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

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#### **Eligibility/Other Requirements**

##### **Mandatory:**

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

##### **Desirable:**

Hold a current driver’s licence.

Holds an Immunisation Certificate (due to the varying roles in the COVID centres it is not a requirement to have an immunisation certificate at this time.)

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment Police check.

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

Current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes**

There are several temporary positions available for nine months. An order of merit list may be created to fill vacancies at level over the next 12 months. Due to the varying roles in the COVID centres it is not a requirement to have an immunisation certificate at this time.

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

Contact Officer: Regina Ginich 0466 338 771 [Regina.Ginich@act.gov.au](mailto:Regina.Ginich@act.gov.au)

**Women Youth and Children**

**Community Health Programs**

**Healthcare Access At School (HAAS) Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 43918)**

Gazetted: 28 May 2021

Closing Date: 11 June 2021

**Details:** Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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The Healthcare Access at School (HAAS) Clinical Nurse Consultant is responsible for the quality and safety of clinical care provided by the Healthcare Access at School Program. The position sits in the School Services Team and works closely with the Clinical Nurse Manager.

Healthcare Access at School (HAAS) provides nurse-led care to students at ACT public schools, who need support for complex or invasive health care tasks, to allow them to safely attend school. HAAS is available from preschool through to college. This is a partnership with the Education Directorate. The registered nurse completes a full health needs assessment and develops a healthcare plan in partnership with the parents and other health providers as needed. School staff are then trained in the health tasks and are assessed for competence by the registered nurse. The registered nurse provides ongoing support to the student, school and parents.

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**Behavioural Capabilities**

Strong organisational, communication and interpersonal skills.

Ability to remain engaged during challenging times.

Kindness.

**Eligibility/Other Requirements:**

A tertiary qualification in paediatric nursing and/or a minimum of five years' experience working professionally in a paediatric speciality.

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

Experience in primary health is an advantage.

Hold a current driver's licence.

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

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

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

**Notes**

This is a permanent part-time position and the successful candidate will be employed for 24 hours per week. Please note that the full-time salary will be paid pro-rata. The successful candidate will be required on Tuesdays, Wednesdays and Thursdays, although there may be some capacity to negotiate attendance hours and days.

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

Contact Officer: Catherine Campbell (02) 5124 1631 catherine.campbell@act.gov.au

**Clinical Services**

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

**Registered Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29449)**

Gazetted: 01 June 2021

Closing Date: 18 June 2021

Details: **Our Vision:** creating exceptional health care together

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

**Our Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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ACT Forensic Mental Health Services is seeking an enthusiastic and motivated Registered Nurse to join our Custodial Mental Health team in providing high quality mental health assessment and care to adults and young people experiencing moderate to severe mental illness or who may be at risk of suicide and self-harm within the ACT's two correctional centres – the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). You will be required to work collaboratively with a multidisciplinary team of clinical staff of nursing, medical, and allied health professionals, as well as a range of other agencies including primary health services, community and inpatient mental health services, ACT Corrective Services, Youth Justice, and external agencies and NGO's.

If you have curiosity, compassion, and excellent communication skills, then Forensic Mental Health has a career for you. Clinicians working in FMHS receive a custodial allowance, 5-7 weeks annual leave, and have access to regular clinical supervision, ongoing education, and professional development and further education opportunities. For further information, please refer to the full position description.

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

This position is based at the AMC and Bimberi and may be in either the Assertive Response Team (ART) or the Clinical Management team depending on interest and experience. ART is a 7-day acute mental health service that operates between 08:30 and 18:00 hrs daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. 4-7 weeks annual leave depending on roster. Weekends and public holidays attract penalty rates. Clinical Management operates weekday business hours only. Custodial and laundry allowance applies. Eligible applicants may also apply

for post-graduate qualification allowance. (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

The AMC allows smoking by detainees and as such staff may be exposed to intermittent secondary smoke in the line of their work.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and compassionately with complex clients

Resilience and calm in the face of conflict or uncertainty.

#### **Eligibility/Other Requirements**

##### **Mandatory:**

Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.

Minimum 1-year post-qualification clinical experience

##### **Desirable:**

Experience of working in an acute inpatient or community mental health service.

##### **Other:**

The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs.

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

##### **Prior to commencement successful candidates will be required to:**

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Undergo a pre-employment National Police Check.

Contact Officer: Leigh Thompson (02) 5124 4677 [Leigh.Thompson@act.gov.au](mailto:Leigh.Thompson@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Clinical**

##### **Enrolled Nurse Graduate**

**Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 37877, several)**

Gazetted: 02 June 2021

Closing Date: 24 June 2021

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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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

#### **Overview of the work area and position**

### **Canberra Health Services invites applications from Enrolled Nurse Graduates for the 2022 Transition to Practice Program (TTPP)**

Canberra Health Services offers a 12-month, structured program that provides a supportive framework for enrolled nurses during their first year of clinical practice.

We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity.

The TTPP is to assist enrolled nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse.

The 12-month program will incorporate at least two six-month rotations through clinical areas or 12 months within a speciality.

#### **About us**

Canberra Health Services is a value's lead service with a vision of "Creating exceptional health care together". Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. Our vision and values were developed together by us, for us and are unique to our work.

#### **Eligibility/Other Requirements:**

Completed/will complete a Diploma in Nursing between December 2020 and June 2022.

Registered or eligible to register as an enrolled nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement.

A Permanent Resident of Australia or an Australian Citizen. This includes New Zealand citizens.

Current ACT drivers' licence for community placements (if allocated).

#### **Application Process:**

To be considered all applications must be submitted electronically at: [www.health.act.gov.au/employment](http://www.health.act.gov.au/employment)

Further information about the Program and the recruitment process is available on the website:

<http://www.health.act.gov.au/professionals/nursing-and-midwifery/transition-practice-program/enrolled-nurse>

Applicants are required to submit the following:

Completed application form.

Response to the required selection criteria (four questions) in no more than one page.  
curriculum vitae.

A current transcript of results from CIT/TAFE (unofficial is acceptable).

Two written professional referee reports using the 2022 ENTTPP referee template form which can be downloaded from the ENTTPP website.

#### **This application process is for those applicants that would like to be considered for any of the expected 2022 Transition to Practice Program EN intakes.**

Short listing will take place from the submitted documentation.

Short listed applicants will be invited to attend an interview from **September 2021** at this time all elements of the application process will be considered including performance at interview.

**Note:** Phone interviews will not be available; to be considered for a position you must attend the assessment centre in person. Incomplete or late applications *will not* be considered. Employment decisions will be based on written application, referee reports, satisfactory academic history and interview. Successful candidates will be offered permanent employment full-time or part-time employment.

Suitable candidates not offered positions in the first round may be offered positions later as required by Canberra Health Services.

#### **Contact Officers:**

TTPP EN Coordinator - Maxine Jordan [Maxine.jordan@act.gov.au](mailto:Maxine.jordan@act.gov.au) or phone (02) 5124 3382

TTPP EN Clinical Development Nurses

[ENClinicalDevelopmentNurse@act.gov.au](mailto:ENClinicalDevelopmentNurse@act.gov.au) or phone (02) 5124 3360

Please do not hesitate to get in touch with a Contact Officer if you have *any* queries related to the application process.

Contact Officer: Maxine Jordan (02) 5124 3382 [maxine.jordan@act.gov.au](mailto:maxine.jordan@act.gov.au)

#### **Allied Health**

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

##### **Physiotherapy**

##### **Physiotherapy Clinical Educator**



**Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 13324)**

Gazetted: 01 June 2021

Closing Date: 17 June 2021

Details: **Our Vision:** Creating exceptional health care together.

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**Position Overview**

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Under the operational management of the Physiotherapy Manager the Physiotherapy Clinical Educator will play a key role in delivering high quality patient centred services through teaching, training and education of staff and students and associated functions to support clinical service delivery. Day to day support, clinical supervision, and professional development is provided through the manager, senior leadership team and educator peers, formal clinical supervision arrangements, and informal and formal professional development opportunities.

**About You**

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**Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Leadership, teaching and supervision skills.

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

**Eligibility/Other Requirements:**

**Mandatory:**

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

Tertiary qualifications or equivalent in Physiotherapy.

Minimum of five years clinical experience working professionally in physiotherapy.

Current driver's licence.

**Other**

The successful applicant may be required to participate in restricted on-call and/or overtime roster.

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

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

**Prior to commencement successful candidates will be required to:**

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

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

Undergo a pre-employment National Police Check.

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

**Clinical Services**

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

**Older Persons Mental Health Community Team - (OPMHCT)**

**Registered Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 44295)**

Gazetted: 01 June 2021

Closing Date: 17 June 2021

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**Position Overview**

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

<https://www.health.act.gov.au/>

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. 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, correctional centres, other community settings including people's home. These services include:

Rehab and Specialty Mental Health Services.

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services.

Older Persons Mental Health Community Team (OPMHCT) provides mental health assessment, care planning and interventions to people living in the ACT who are 65+ years old.

OPMHCT operates within the Aust Govt / Dept of Health / Primary Health Network (PHN) MH Care / Stepped Care guideline (2016). Under this model, OPMHCT provides services to people who have a moderate to severe mental illness.

There are four distinct sub-teams within OPMHCT: Assessment Team (Ax Team), Clinical Management Team (CM Team), Intensive Treatment Service (ITS), and Physical Health Intervention Team (PHIT).

The Assessment Team is responsible for the management of referrals and providing comprehensive assessments and psychiatric diagnostic clarification, care planning and short-term treatment. The Clinical Management Team provides longer term treatment to people who present with complex mental health conditions. The Intensive Treatment Service provides a home-based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. The Physical Health Intervention Team provides physical health screening and care planning to those people admitted to the Clinical Management Team. Clinical staff within OPMHCT routinely rotate throughout each of the sub-teams, with the exception of the PHIT which is staffed by Enrolled Nurses.

**About You**

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**Behavioural Capabilities**

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

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

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

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

**Eligibility/Other Requirements:**

Mandatory:

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

Have at least 12 months experience as a Registered Nurse with relevant experience.

Hold a current driver's licence.

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

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

Desirable:

Hold Post Graduate qualifications in mental health nursing or working towards this.

**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 12 months with the possibility of extension and/or permanency.

Contact Officer: Kylie Henson (02) 5124 1980 [kylie.henson@act.gov.au](mailto:kylie.henson@act.gov.au)

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

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

#### **Senior Social Worker**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 30638)**

Gazetted: 01 June 2021

Closing Date: 15 June 2021

Details: **Our Vision:** creating exceptional health care together

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#### **POSITION OVERVIEW**

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

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

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

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

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

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students.

The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy

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

**Eligibility/Other Requirements:**

**Mandatory:**

**For Social Work:**

Degree in Social Work

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

Registration under the ACT Working with Vulnerable People Act 2011

Minimum of 3 years (ideal 5 years) post qualification

**Desirable:**

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

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

**Prior to commencement successful candidates will be required to:**

Hold a current driver's licence

Comply with CHS credentialing requirements for allied health.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Undergo a pre-employment National Police check.

Contact Officer: Danny Farrow 02 5124 1269 [Danny.Farrow@act.gov.au](mailto:Danny.Farrow@act.gov.au)

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

**Justice Health Services**

**Release of Information Officer**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 10205)**

Gazetted: 01 June 2021

Closing Date: 15 June 2021

Details: Our Vision: Creating exceptional health care together.

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

**Behavioural Capabilities**

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

High level of attention to detail.

Adaptability and flexibility to accommodation change and provide responsive service to meet the organisational and clients' needs.

**Eligibility/Other Requirements:**

- The successful applicant will need to hold a current driver's licence.

**Prior to commencement successful candidates will be required to:**

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Michelle Hemming (02) 51245337 [Michelle.Hemming@act.gov.au](mailto:Michelle.Hemming@act.gov.au)

**Clinical Services**

**Medicine**

**Emergency**

## **Registered Nurse**

### **Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 24132 several)**

Gazetted: 01 June 2021

Closing Date: 15 June 2021

Details: **Our Vision:** Creating exceptional health care together.

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**Our Values:** Reliable, Progressive, Respectful and Kind.

#### **Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>  
An opportunity is available for suitably qualified Registered Nurse to apply for a temporary position with the potential for a permanent position, as a Navigator/Clinical Coordinator in the Emergency Department. Successful applicants will be required to work a rotating roster with morning, evening and night shifts 7 days a week.

#### **About You**

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

#### **Behavioural Capabilities**

Ability to work independently and as part of a multidisciplinary team

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

High level patient assessment skills

High level communication skills and the ability to critically think

#### **Eligibility/Other Requirements:**

Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency and holds or is working towards a higher degree,

Relevant Post Graduate Qualifications are highly desirable,

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

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

#### **Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

**Note:** These are temporary position's available for a period of up to 12 months.

Contact Officer: Marissa Young (02) 5127 756 [marissa.young@act.gov.au](mailto:marissa.young@act.gov.au)

## **Medical Services**

### **Healthcare Technology Management**

#### **Biomedical Engineer**

### **Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 50442)**

Gazetted: 02 June 2021

Closing Date: 20 June 2021

Details: **Our Vision:** creating exceptional health care together

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>  
The position reports to the Clinical Asset Manager and is responsible for supporting the MainPac System Improvement Project being undertaken by Canberra Health Services. MainPac is a Computerised Maintenance Management System (CMMS) utilised by CHS for facilities and medical equipment asset maintenance and

management. Previous experience is not mandatory while it is expected that you will have strong commitment, attention to details and accuracy of data entry.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Strong organisational skills with a high degree of drive

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

#### **Eligibility/Other Requirements:**

Bachelor of Engineering Degree in Biomedical Engineering or Computing or Electrical or Electronics stream with, at least one years' experience working professionally in Biomedical / Healthcare Technology management is preferred but not mandatory.

Providing admittance to Professional Engineer membership category or above of Engineers Australia.

Permanent residence or Australian Nationality is Mandatory.

Current Drivers licence.

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

**Notes:** This is a temporary position available for 12 months with the possibility of extension. Please ensure you submit all required documents, especially the response to the selection criteria.

Contact Officer: Shiva Sivasubramaniam 0481900746 or (02) 5124 8580 shiva.sivasubramaniam@act.gov.au

#### **Clinical Services**

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

##### **Department of Nursing and Midwifery**

##### **Clinical Support Midwife**

##### **Registered Midwife Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22865)**

Gazetted: 02 June 2021

Closing Date: 18 June 2021

**Our Vision:** Creating exceptional health care together.

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

**Our Values:** Reliable, Progressive, Respectful and Kind.

#### **POSITION OVERVIEW**

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

The Women and Babies department is looking for a full time dynamic, motivated midwife to temporarily fill the position of Clinical Support Midwife within the Maternity Unit Canberra Health Services. This position requires a midwife with a passion for providing education and professional development for staff, and a demonstrated record of achievement in all aspects of midwifery clinical practice, models of care, education and research. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Midwifery. You will meet undergraduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong commitment to a learning culture.

#### **ABOUT YOU**

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

### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive.

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

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

### **Eligibility/Other Requirements:**

Relevant: Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) Registered with post graduate qualifications in Midwifery

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

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

### **Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

**Note:** This is a temporary full time position for a period of 18 months with the possibility of extension.

Contact Officer: Fiona Cameron (02) 5124 7737 [fiona.cameron@act.gov.au](mailto:fiona.cameron@act.gov.au)

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

### **Veteran Liaison**

### **Veteran Liaison Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 11095)**

Gazetted: 02 June 2021

Closing Date: 16 June 2021

Details: **Our Vision:** Creating exceptional health care together.

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

### **POSITION OVERVIEW**

Rehabilitation, Aged and Community Care (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah.

### **ABOUT YOU**

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

### **Behavioural Capabilities**

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

Excellent leadership skills

Excellent communication skills  
Positive work attitude

**Eligibility/Other Requirements:**

**Relevant:** Registered or eligible for registration as a General Nurse with the ACT Nursing and Midwifery Board qualifications and a minimum of Two years' experience working professionally in Veteran's Liaison Office is preferred.

The successful applicant will need to be available for Monday to Friday Office Hours

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

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

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Christine Mead 0434 674 442 christine.mead@act.gov.au

**Clinical Services**

**Rehabilitation, Aged Care and Community Services**

**Nursing**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360 , Canberra (PN: 22402)**

Gazetted: 27 May 2021

Closing Date: 10 June 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**Position Overview**

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness. The CNC of a UCH ward is responsible for the day-to-day operational management of services with the ward, including the management of nursing workloads, model of care, and patient flow. The CNC is to provide expert clinical leadership and management within a nursing and multidisciplinary team. The CNC will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. It is expected that the CNC will promote, incorporate and maintain the National Safety and Quality Health Standards at a ward level.

There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the University of Canberra team to support the professional development of the UCH nursing workforce.

Majura ward is the Geriatric Rehabilitation ward which assists those who are elderly return the best function following serious illness, stroke and other conditions.

**About You**

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

### **Behavioural Capabilities**

- Strong organisational skills with a high degree of drive
- Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs
- A strong focus on person centred, exceptional care and a commitment to quality outcomes

### **Position Requirements/Qualifications:**

#### **Mandatory:**

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

#### **Desirable:**

- Minimum of three years' experience working professionally in a management role.
- Post Graduate studies in Nursing, Health Management or related field.
- Hold Intermediate Life Support Certification.
- Hold a current driver's license.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **Prior to commencement successful candidates will be required to:**

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

**Note:** This is a temporary full-time position available for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only.

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

Contact Officer: Deborah Hood (02) 6174 8774 [deborah.hood@act.gov.au](mailto:deborah.hood@act.gov.au)

### **Rehabilitation, Aged and Community Care**

#### **Oral Health Services**

#### **Senior Project Officer - Oral Health Services**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51017)**

Gazetted: 01 June 2021

Closing Date: 22 June 2021

Details: **Our Vision:** Creating exceptional health care together.

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

**Our Values:** Reliable, Progressive, Respectful and Kind.

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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

#### **Overview of the work area and position**

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



Oral Health Services provides a range of dental services to the ACT Community from several locations including Community Health Centres, University of Canberra Hospital and via Mobile Dental Clinics.

The Senior Project Officer will report directly to the Executive Director RACS and undertake key activities to support the planning and implementation of recommendations from the Oral Health Services Model of Care and Governance review. The role will require working in close collaboration with the Director of Oral Health Services, Human Resources and Finance Officer.

The Senior Project Officer will be responsible for managing and coordinating identified recommendations and actions, ensuring that they are delivered on time, within budget and minimising impacts to operational clinical services. A key element will be engaging with internal and external stakeholders and managing stakeholders' expectations to deliver agreed project outcomes.

#### **About You**

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

#### **Behavioural Capabilities**

To be successful in this position, you will be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes.

You will also have a demonstrated track record of leading change and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all the applicable regulatory and legislative requirements set out for such a role.

Organised and Motivated.

Flexible, adaptable, and comfortable with a changing working environment.

Interpersonal and negotiation.

Be able to work with a high degree of autonomy.

#### **Eligibility/Other Requirements:**

##### **Mandatory**

Relevant experience in a health service or a clinical operating environment in Australia.

Desirable

Knowledge of best practice health service planning processes and practices.

##### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Contact Officer: Michael Keen (02) 5124 1732 michael.keen@act.gov.au

#### **Canberra Institute of Technology**

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

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

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

##### **Business and Leadership**

##### **ACC and Project Management**

##### **Head of Department**

##### **Manager Education Level 1 \$128,012, Canberra (PN: 51765)**

Gazetted: 02 June 2021

Closing Date: 9 June 2021

**Details:** Applications are invited for the position of acting Head of Accounting and Project Management. The position is available on a part-time, job sharing basis for 3 days a week (Wednesday to Friday, negotiable). The current occupant of the position will perform the role the other 2 days. This part-time position is advertised with the possibility of extension and later conversion to full-time.

**Notes:** This is a temporary part-time position available at (22.05) per week from 12 July 2021 until 25 February 2022 with the possibility of extension. The above full-time salary will be pro-rata.

**How to Apply:** Please submit a written response addressing each individual Selection Criteria in the Position Description. Please also submit a curriculum vitae, a written referee report and a copy of mandatory qualifications. For further details about this position, contact Lucy Marchant on [lucy.marchant@cit.edu.au](mailto:lucy.marchant@cit.edu.au) or 6207 4956.

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

Contact Officer: Lucy Marchant (02) 6207 4956 [Lucy.Marchant@cit.edu.au](mailto:Lucy.Marchant@cit.edu.au)

#### **CIT LLND Support**

#### **CIT Pathways College**

#### **Coordinator, LLND Support**

#### **Teacher Level 2 \$110,445, Canberra (PN: 35037)**

Gazetted: 28 May 2021

Closing Date: 4 June 2021

**Details:** The CIT Pathways College is seeking applications from highly motivated, enthusiastic and experienced people who can coordinate, teach and support students in one or more of the following areas, Language, Literacy, Numeracy, Digital Literacy (LLND) and Careers for our LLND Training program.

CIT Pathways College is a teaching college comprising four departments: CIT English Language Centre, CIT Student Support, CIT Year 12 and General Education and CIT LLND support. This college offers VET training programs from Certificate I through to Certificate IV as well as the ACT Year 12 Certificate.

Details of the LLND Training program can be found at:

[https://cit.edu.au/courses/education\\_community/foundation\\_skills/C2-CM09](https://cit.edu.au/courses/education_community/foundation_skills/C2-CM09)

**Eligibility/Other Requirements:** Teachers delivering and assessing the Certificate II in Skills for work and vocational pathways must hold relevant education qualifications and have a sound knowledge of the ACSF.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

All Teacher Level 2 with Vocational Education and Training (VET) responsibilities must:

hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and;  
A Diploma of Vocational Education and Training (or equivalent)

Are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

#### **Highly Desirable**

Knowledge of, experience and qualifications in one of the following, careers planning, student wellbeing, pastoral care and alternate educational programs an advantage

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

**How to Apply:** Please review the attached Position Description and submit a two-page response to the Selection Criteria to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities and a current curriculum vitae.

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

Contact Officer: Terri Silk (02) 6207 3120 [terri.silk@cit.edu.au](mailto:terri.silk@cit.edu.au)

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

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

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

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

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

#### **Customer Engagement Services**

## **CMTED and JACS ICT Support Team**

### **ICT Support Officer**

#### **Information Technology Officer Class 1 \$71,004 - \$80,826, Canberra (PN: 47795)**

Gazetted: 02 June 2021

Closing Date: 21 June 2021

**Details:** As an ICT Support Officer you will possess a keen mind and an eagerness to assist our clients within the Directorates of CMTED and JACS to navigate the ICT services that Digital, Data and Technology Solutions Group provide. We are after someone who can provide good customer service and enjoys working in a team, with the added benefit of being based at 220 London Circuit with our customer base.

#### **A typical day may include:**

Provide support in coordinating, actioning and monitoring ICT service requests in a IT Service Management tool (Service Now).

Work as a team member, assisting to ensure that the quality of service delivered to clients meets or exceeds expectations as well as liaising with both internal and external stakeholders.

Assist and provide support to the Refresh team with lifecycle management of ICT assets.

Work with the Directorates to ensure we provide the best service and provide positive outcomes.

Manage escalations, engaging with ICT technical teams and Directorates as required.

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:**

To be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will have a flexible mindset and enjoy the challenge of being presented with different problems every day. You will be able to effectively self manage, prioritise tasks, and escalate problems when needed.

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

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

**How to Apply:** Your application should include the following:

1. One page response to the following questions:
  - a) Give an example of when you have had to manage and prioritise your own tasks.
  - b) Give an example of when you have solved a problem for a client that required you to liaise and negotiate with other teams.
2. Current curriculum vitae including previous relevant experience, training and qualifications and details of two referees.

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

Contact Officer: Mark Rothera (02) 6207 7333 Mark.Rothera@act.gov.au

## **Economic Development**

### **Skills Canberra**

#### **Director Skills Promotion and Support**

#### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 35877)**

Gazetted: 02 June 2021

Closing Date: 16 June 2021

**Details:** Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to Vocational Education and Training (VET), Adult Community Education (ACE) and skilled migration in the ACT. Our purpose is to enable skills and workforce development to enhance Canberra's economic and social wellbeing. Our vision is a skilled Canberra for today and tomorrow. As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city. Our operating environment is dynamic and so we are aware, focused, and flexible. We also like to have some fun along the way. Above all, we are enthusiastic about supporting people and organisations in the Canberra region through relevant and effective VET policy and programs.

We are looking for the right person to lead and manage a team responsible for promoting and supporting the VET programs in the ACT by (among other matters):

- Educating stakeholders to increase awareness and uptake of VET.
- Managing VET awards and events.
- Educating participants on, and supervising the operation of, apprenticeships and traineeships.
- Managing complaints, disputes, and incidents.

The Position Description contains further details of the role, and of the type of person we are after to fill it. In essence, we seek someone who can straddle the strategic and operational, who can delve into the detail when necessary and then elevate their thinking when drafting high-quality briefs to the Minister. Someone who can directly manage operational teams while maintaining a focus on the big-picture end goal.

Prospective applicants are strongly encouraged to discuss the position with the Contact Officer before applying. This is a great time to join a branch which engages with and supports a sector that is critical to the quality of life and employment of many Canberrans, and to economic recovery and sustainability.

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:**

- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- An Australian-issued driver licence to operate a vehicle within the ACT.

**Note:** This is a temporary position available immediately up until 31 December 2021 with the possibility of extension up to 12 months. Our workforce is currently working in a hybrid of home and city office block. The successful candidate will be provided information on how to work from home safely and effectively. The city office block is designed for activity-based working (ABW) where officers do not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical temporary vacancies over the next 12 months. Current and former ADF members are encouraged to apply. Selection may be based on application and referee reports only.

**How to Apply:** Please provide:

- your curriculum vitae;
- a maximum three-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and
- the names and contact details of at least two referees who can attest to your work performance, ability, and attitude (one of whom is to be a current or very recent supervisor).

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

Contact Officer: Andrew Wyman (02) 6205 0081 [andrew.wyman@act.gov.au](mailto:andrew.wyman@act.gov.au)

## **Workplace Safety and Industrial Relations**

### **Injury Management**

#### **Assistant Director Injury Management**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 52089)**

Gazetted: 02 June 2021

Closing Date: 16 June 2021

**Details:** Workplace Safety and Industrial Relations is seeking a highly motivated and suitably experienced person to fill the position of Assistant Director, Injury Management. The successful applicant will manage and support a small team of Rehabilitation Case Managers in the delivery of tailored case management and return to work services to a diverse range of operational areas across the ACT Public Service (ACTPS).

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders, in addition to demonstrating strong leadership and management qualities. This is a fast-paced, highly complex operational environment and the ability to meet tight deadlines while managing competing priorities is essential.

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:** Educational and professional qualification checks may be undertaken prior to employment. Qualifications in Work Health and Safety, Human Resources, Allied Health or other related disciplines will be well regarded.

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

**How to Apply:** 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 in the above areas. Contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Rachel Hughes (02) 6207 8322 rachel.hughes@act.gov.au

## Shared Services

### Partnership Services

#### Service Centre/HR and Finance Service Desk

#### Customer Service Agent

#### Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 36220, several)

Gazetted: 01 June 2021

Closing Date: 25 June 2021

If you like helping people, this job is for you.

If you want to work in a collaborative team environment, this job is for you.

If you're looking for a rewarding customer service job that can lead to excellent future career opportunities, this is the job for you!

Here at Shared Services, we are essential cogs in the ACT Government wheel, the enablers, providing corporate support to Directorates and Agencies so they can focus on service delivery to our community.

Our Customer Service Agents are at the coal face, providing 1st level support for ACT Government staff on human resource and finance related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required.

We work hard, support each other, and have fun. We place a big emphasis on personal development, encouraging training opportunities and involving you in the delivery of our team's strategic objectives.

We have a number of vacancies available and are looking to create a pool of suitable candidates to fill future vacancies over the next 12 months. Pending operational requirements, we provide flexible working arrangements, enabling staff to work flexible hours and in the office or from home. We will consider full time, part time or job share arrangements. All temporary vacancies come with the possibility of extension up to 12 months and/or permanency.

If this ad has put a smile on your face, we want to hear from you!

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.

**Note:** These are temporary positions available for up to 12 months with the possibility of permanency.

**How to Apply:** Ensure you attach your responses to the Application Questions as well as a curriculum vitae with contact details for at least two referees.

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

Contact Officer: Angela Wise (02) 6205 2367 angela.wise@act.gov.au

## Access Canberra

### Business Manager Office of the Deputy Director-General

#### Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51921)

Gazetted: 01 June 2021

Closing Date: 15 June 2021

**Details:** Do you have what it takes to be the Business Manager Office of the Deputy Director-General of Access Canberra? This important role provides dynamic support to both the Head of Access Canberra (Deputy Director-General) and Chief Operating Officer (Executive Group Manager) to ensure that organisational priorities are being achieved right across the agency. From providing timely advice, pulling together complex briefings, undertaking projects, liaising directly with key stakeholders, no two days are the same in this fast-paced agency.

In this role you will need to be creative, agile and anticipatory to meet competing demands in a busy operational agency environment. Your strong people and communication skills will help you manage key relationships and adeptly navigate sensitive, time critical and complex matters.

You'll thrive on meeting new challenges and get immense satisfaction from directly supporting the strategic direction of the agency and seeing the positive impact Access Canberra can deliver for its community. This role guarantees to develop your leadership, management and strategic thinking capabilities and prepare you for senior leadership roles into the future.

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:** Tertiary qualifications in public sector management highly desirable.

**Note:** This is temporary position available immediately for three months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** If you're looking to accelerate your career by placing you in a pivotal role that puts you at the heart of leading an fast-paced and community facing operational agency, please send in a one-two page pitch outlining why you're the best person for the job. Please also include a copy of your curriculum vitae along with details of two referees.

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

Contact Officer: Rachael Short (02) 5124 6022 rachael.short@act.gov.au

## Access Canberra

### Licence and Registration Administration

#### Manager

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51932)**

Gazetted: 28 May 2021

Closing Date: 11 June 2021

**Details:** Access Canberra is on the lookout for another super hero to join our "Avengers" Road Transport Team. Are you a great team leader who can call the next play? Can you see challenges on the horizon and position us to meet them? We keep our community safe every day. We need Captain America's to plan, Inspire trust in our teams.

To exemplify and embrace the ACTPS "Avenger" Values and Signature Behaviours and consistently behave in an honest, ethical and professional way. To lead our team of heroes to resist the future unknown works hiding in the dark digital world. So if you have the ability to lead, fly and open interdimensional gateways and are driven by a heart that is part machine, but all hero we want to hear from you!

You can be our next Hulk, Thor or Black Widow! We need your help to fight the villains of digital work and help run our dynamic teams! If you think you are in peak condition, with heightened strength, endurance and agility and are a master hand-to-keyboard fighter, we want to hear from you. Access Canberra needs heroes in this uncertain era to defeat evil mountains of work from conquering our community.

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.

**Note:** This is a temporary position available immediately for up to 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. Selection may be based on applications and referee reports only.

**How to Apply:** Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Kellie S (02) 6207 4319 kellie.s@act.gov.au

## **Commercial Services and Infrastructure Group**

### **Shared Services**

#### **Strategic Finance**

##### **Assistant Director Reporting and Budgeting**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 14613, several)**

Gazetted: 28 May 2021

Closing Date: 11 June 2021

**Details:** Are you an experienced finance officer who likes a challenge? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As Assistant Director Reporting and Budgeting you will be responsible for managing and preparing financial management reports, reconciliations and all other associated correspondence for both internal and external stakeholders. Additionally, you will be responsible for the preparation and monitoring of budgets and forecasts as well as providing high level technical financial advice to address and resolve complex accounting issues. You will need to demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need advanced skills using Microsoft Excel and demonstrated experience with financial reporting systems and tools including TM1 to deliver this role. We want an innovative, forward thinking professional who enjoys problem solving, understands budgeting and reporting principles and how issues integrate. Your enthusiasm, professionalism and analytical skills as well as your ability to manage and prioritise workloads will ensure your suitability for the role. 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:**

Tertiary qualifications in accounting/finance or audit is preferred.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA

Five plus years of public accounting and/or private industry experience with knowledge of accounting and finance areas

**Notes:** These are temporary positions available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages)

Along with a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position. Applicants should take into account the stated position requirements/duties, Technical Knowledge and Behavioural Capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

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

Contact Officer: Florence Young (02) 6207 6796 [florence.young@act.gov.au](mailto:florence.young@act.gov.au)

## **Workforce Capability and Governance**

### **Whole of Government Workforce Strategy and Capability**

#### **Workforce Strategies**

##### **Senior Director, Executive Leadership and Talent**

##### **Senior Officer Grade A \$151,002, Canberra (PN: 52114)**

Gazetted: 27 May 2021

Closing Date: 16 June 2021

**Details:** The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes. As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives

initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

The Senior Director, Executive Leadership and Talent is responsible for leading the strategic effort to ensure whole-of-ACTPS executive development programs and initiatives utilise an evidence-based approach to deliver capability and capacity improvement across the service.

You will lead a small team to design, implement and evaluate whole-of-service development initiatives including SES Induction, leadership development, executive career profiling and coordinated mobility. Preparing clear, evidence-based advice to senior Governance and Advisory boards, engaging with stakeholders from across the ACTPS, as well as measuring progress against strategic intent will regularly feature as part of this role.

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:** Qualifications and experience in a field related to strategic human resources, organisational psychology or adult development is highly desirable.

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position 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:** No more than two pages explaining why you're a great fit for the role, including relevant examples to demonstrate your Skills, Capabilities, Knowledge and Experience. Applicants are encouraged to contact the contact officer to learn more about the role. Please provide a current curriculum vitae, including two referees.

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

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

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

### **Customer Engagement Services Branch**

#### **Education ICT**

#### **Assistant Director, Software and Licensing**

#### **Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 17954)**

Gazetted: 27 May 2021

Closing Date: 10 June 2021

**Details:** The Assistant Director of Software and Licensing is required to lead a small team, provide technology advice and guidance, as well as ensuring consistency of service delivery. The role will manage the Directorate's Software lifecycle including contract negotiations, procurement of software and applications and facilitation of software releases and upgrades. This will require liaison and negotiation with relevant Digital, Data and Technology Solutions (DDTS) stakeholders, the Education Directorate and external vendors.

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 demonstrated understanding of the ACT Government Procurement Process would be highly advantageous. Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

**Notes:** This is a temporary position available for a period from 12 July 2021 up to 04 January 2022 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.

**How to Apply:** Please send a two-page Expression of Interest along with your curriculum vitae, addressing the Professional and Behavioural Capabilities listed in the Position Description.

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

Contact Officer: Daniel Ruecroft (02) 6205 8473 daniel.ruecroft@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)**

**Strategic Policy**

**Policy and Service Design**

**Project Officer**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 38407)**

Gazetted: 02 June 2021

Closing Date: 16 June 2021

**Details:** Have you always wanted to make a difference? Now is your chance. Policy and Service Design Branch is looking for a Project Officer who wants to make a difference. Be part of a strong and supportive team working on social policy, legislation, service design and providing advice to Executives and Ministers.

Grapple with big questions that affect our community. Provide solutions to vexing legislation problems. Hone your skills in the production of high quality advice. If you are skilled in research, analysis and administration, have experience in working with legislation and want to contribute, we want to hear from you.

If you enjoy solving complex problems, working together with your colleagues in a collaborative way, we want to hear from you. If you pride yourself on listening well and engaging with a range of stakeholders in government and community, we want to hear from you.

If you want to make a positive contribution to the lives of children, young people and families in the community, 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Qualifications in public policy, social sciences, the humanities, economics or law will be advantageous in this branch.

**Note:** This is a temporary position available from 1 July 2021 for 12 months with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a two page written response to the Selection Criteria in the Position Description and attach your current curriculum vitae and contact details of least two referees.

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

Contact Officer: Sarah Goodwin (02) 6207 9995 [sarah.goodwin@act.gov.au](mailto:sarah.goodwin@act.gov.au)

**Strategic Policy**

**Policy and Service Design**

**Senior Policy Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 18370)**

Gazetted: 02 June 2021

Closing Date: 23 June 2021

**Details:** Have you always wanted to make a difference? Now is your chance. Policy and Service Design Branch is looking for a Senior Policy Officer who wants to make a difference. Be part of a strong and supportive team working on social policy, legislation, service design and providing advice to Executives and Ministers. Grapple with big questions that affect our community. Provide solutions to vexing legislation problems. Hone your skills in the production of high quality advice.

If you are skilled in research and analysis, have experience in working with legislation and want to contribute, we want to hear from you. If you enjoy solving complex problems, working together with your colleagues in a collaborative way, we want to hear from you. If you pride yourself on listening well and engaging with a range of stakeholders in government and community, we want to hear from you. If you want to make a positive contribution to the lives of children, young people and families in the community, 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Qualifications in public policy, social sciences, the humanities, economics or law will be advantageous in this branch.

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

**How to Apply:** Please provide a two page written response to the Selection Criteria in the Position Description and attach your current curriculum vitae and contact details of least two referees.

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

Contact Officer: Sarah Goodwin (02) 6207 9995 Sarah.Goodwin@act.gov.au

## **Inclusion and Participation**

### **Social and Community Inclusion**

### **Community Relations and Funding Support**

### **Contract Manager**

### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 33078, several)**

Gazetted: 01 June 2021

Closing Date: 15 June 2021

#### **Details:**

Do you enjoy building relationships with stakeholders to achieve outcomes for clients?

Do you have strong negotiation skills?

Are you an analytical and strategic thinker?

Do you have impeccable time management skills and a high-level attention to detail?

If so, then this position might be for you.

The Inclusion and Participation Division is seeking a dynamic and self-motivated person, with a passion for making a difference in the lives of disadvantaged children, young people, families, and community to fill the position of Contract Manager, Community Relations and Funding Support team.

Contract Managers are responsible for working with Business Units across the Directorate, providing advice and support to build their capacity to develop, administer, manage, and evaluate community grants programs and provide advice and administrative support for procurement processes to facilitate high-quality human services.

The position requires a high-level understanding of procurement and government contracting and grants management in a human-services setting. The successful candidate will hold high-level knowledge and understanding of procurement principles, legislation, policies, and administration, including analytical skills for investigating procurement problems and providing solutions.

The successful candidate will report to the Assistant Director, Community Relations and Funding Support.

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 (CALD), veterans, mature age workers, and lesbian, gay, bisexual, transgender, intersex, and queer people (LGBTIQ+).

#### **Eligibility/Other Requirements:**

Essential qualifications and experience:

Government procurement, contract management and grants experience, preferably in the human services sector. Knowledge of *Government Procurement Act 2001*; *Government Procurement Regulation 2007*; ACT Government Procurement Framework; Disallowable Instruments; Notifiable Instruments including *Government Procurement (Charter of Procurement Values) Direction 2020*; Procurement Related Policies; Systems (Tenders ACT, OSQAR).

A current driver's licence.

Desirable qualifications and experience, but not essential:

An understanding and knowledge of issues related to policy and the human services portfolio, including children, young people, and their families.

Tertiary qualifications in a related discipline.

**Notes:** There are several positions available. An order of merit list may be established from this process to fill identical vacancies at level over the next 12 months.

**How to Apply:** To apply, please submit a current curriculum vitae, contact details of at least two referees and a Statement of Claims (maximum two pages), framed around the Skills and Capabilities listed in the Position Description, keeping in mind the duties and responsibilities of this position. It is not necessary to address each individual example. To assist you in responding to the criteria, please refer to the Manager/Expert/Specialist section of each capability of ACTPS Shared Capability Framework.

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

Contact Officer: Malcome Mitchell (02) 6207 1618 Malcome.Mitchell@act.gov.au

## Children, Youth and Families

### Child and Youth Protection Services

#### Child and Youth Protection, Case Manager

#### Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade), Canberra (PN: 07831, several)

Gazetted: 28 May 2021

Closing Date: 25 June 2021

**Details:** Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a Child and Youth and Protection (CYPS) Case Manager, you will:

- Make a difference in the lives of children and young people at risk of abuse and neglect.
- Provide positive influence on young people and help make your community safer.
- Benefit from ongoing learning and development.
- Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples who have the appropriate background and capability, but do not hold the essential tertiary qualification to consider applying for these roles via the Child and Youth Protection Professional (CYPP) Aboriginal and Torres Strait Islander Competency Framework. This approach acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people and does not require applicants to hold tertiary qualification/s. The attached competency logbook outlines the steps and considerations and if relevant to your application, should be completed and attached with the application for the role you consider your experiences matches.

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

#### **Eligibility/Other Requirements:**

Essential

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Two (2) years' experience working with children, youth and/or families in a social work/case management role.

Current Driver's 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Educational, suitability and professional qualification checks may be carried out prior to employment.

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

**How to Apply:** Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

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

Contact Officer: Larissa Sellars (02) 6207 4732 [CYPSPRecruitment@act.gov.au](mailto:CYPSPRecruitment@act.gov.au)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Child and Youth Protection, Case Manager**

**Child and Youth Protection Professional Level 2 \$74,013 - \$99,638, Canberra (PN: 39426, several)**

Gazetted: 28 May 2021

Closing Date: 25 June 2021

**Details:** Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth and Protection (CYPS) Case Manager, you will:

- Make a difference in the lives of children and young people at risk of abuse and neglect.
- Provide positive influence on young people and help make your community safer.
- Benefit from ongoing learning and development.
- Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples who have the appropriate background and capability, but do not hold the essential tertiary qualification to consider applying for these roles via the Child and Youth Protection Professional (CYPP) Aboriginal and Torres Strait Islander Competency Framework. This approach acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people and does not require applicants to hold tertiary qualification/s. The attached competency logbook outlines the steps and considerations and if relevant to your application, should be completed and attached with the application for the role you consider your experiences matches.

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

**Eligibility/Other Requirements:**

Essential

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

One (1) years' experience working with children, youth and/or families in a social work/case management role.

Current Driver's 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Educational, suitability and professional qualification checks may be carried out prior to employment.

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

**How to Apply:** Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

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

Contact Officer: Larissa Sellars (02) 6207 4732 [CYPSSRecruitment@act.gov.au](mailto:CYPSSRecruitment@act.gov.au)

**Children Youth and Families**

**Child and Youth Protection Services**

**Child and Youth Protection, Case Manager**

**Child and Youth Protection Professional Level 1 \$69,736 - \$87,406, Canberra (PN: 07451, several)**

Gazetted: 28 May 2021

Closing Date: 25 June 2021

**Details:** Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth and Protection (CYPS) Case Manager, you will:

- Make a difference in the lives of children and young people at risk of abuse and neglect.
- Provide positive influence on young people and help make your community safer.
- Benefit from ongoing learning and development.
- Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples who have the appropriate background and capability, but do not hold the essential tertiary qualification to consider applying for these roles via the Child and Youth Protection Professional (CYPP) Aboriginal and Torres Strait Islander Competency Framework. This approach acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people and does not require applicants to hold tertiary qualification/s. The attached competency logbook outlines the steps and considerations and if relevant to your application, should be completed and attached with the application for the role you consider your experiences matches. [CYPP Indigenous Competency Logbook and Policy.docx](#)

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

**Eligibility/Other Requirements:**

Essential

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Proficiency with Microsoft Office programs.

Current Driver's 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Educational, suitability and professional qualification checks may be carried out prior to employment.

**Notes:** A merit pool will be established will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

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

Contact Officer: Larissa Sellars (02) 6207 4732 [CYPSSRecruitment@act.gov.au](mailto:CYPSSRecruitment@act.gov.au)

**Inclusion and Participation**

**Social and Community Inclusion**

**Community Relations and Funding Support**

**Relationship Manager**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 10165)**

Gazetted: 28 May 2021

Closing Date: 11 June 2021

**Details:**

Do you have excellent people and communication skills?

Do you enjoy building relationships with your colleagues and external stakeholders to achieve outcomes for clients?

Are you strongly values driven with a passion for making a difference?

If so, then this position might be for you.

The Inclusion and Participation Division is seeking a dynamic and self-motivated person, with a passion for making a difference in the lives of disadvantaged children, young people, families, and community members to fill the position of Relationship Manager, Community Relations and Funding Support team.

Relationship Managers manage a range of child, youth-centred, and family focussed services and community development programs within an integrated and collaborative service model, through policy development and relationship management of key community sector partners. This includes the Child, Youth and Family Services Program (CYFSP), Children's Services Program (CSP), Community Development Program (CDP), Community Referred Respite (CRR) Assistance Program and the ParentLink Program.

The team has a strong focus on building positive working relationships with key community sector organisations through active relationship management, including face-to-face service visits. The successful applicant will have a high-level proficiency in building and maintaining relationships, working collaboratively across government and the community sector to achieve improved outcomes for children, young people, family, and the broader community.

The position has responsibility for developing policy and managing programs and projects. It requires knowledge of the ACT community, a high-level understanding of the current human services policy environment, and a working knowledge of procurement and government contracting in a human-services setting.

The successful candidate will report to the Assistant Director, Community Relations and Funding Support.

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 (CALD), veterans, mature age workers, and lesbian, gay, bisexual, transgender, intersex, and queer people (LGBTIQ+).

**Eligibility/Other requirements:**

Essential qualifications and experience:

A current driver's license.

An understanding and knowledge of issues related to policy and the human services portfolio, including children, young people, and their families.

Project/program management experience in a human services context.

Desirable qualifications and experience, but not essential:

Tertiary qualifications in a related discipline.

Government procurement and contract management experience, preferably in the human services sector.

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

**How to Apply:** To apply, please submit a current curriculum vitae, contact details of at least two referees and a Statement of Claims (maximum two pages), framed around the skills and capabilities listed in the Position Description, keeping in mind the duties and responsibilities of this position. It is not necessary to address each individual example. To assist you in responding to the criteria, please refer to the Manager/Expert/Specialist section of each capability of ACTPS Shared Capability Framework.

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

Contact Officer: Ryan McLaughlan (02) 6205 5313 [ryan.mcLaughlan@act.gov.au](mailto:ryan.mcLaughlan@act.gov.au)

**Director-General**

**Executive Level 4.2 \$410,504 - \$427,396 depending on current superannuation arrangements, Canberra (PN: E911)**

Gazetted: 27 May 2021

Closing Date: 13 June 2021

Deliver exceptional outcomes for the ACT community

Career-defining opportunities

Substantial remuneration packages

The ACT Public Service (ACTPS) is responsible for a diverse range of state and municipal functions and delivers services to the people of the ACT and surrounding region under a 'one service' structure. The ACTPS consists of nine administrative units and employs around 24,500 staff.

In this important and influential position, you will be responsible for the governance, leadership and management of a large and complex human services Directorate that supports vulnerable Canberrans. You will be expected to provide reliable, timely and robust advice to multiple Ministers and Cabinet in relation to policies and programs, collaborate closely with the Head of Service and other Directors-General and agency heads, and develop strong and enduring relationships with a range of government and non-government stakeholders. You will also have statutory responsibility as both the Territory Parent and Commissioner for Social Housing. As a member of the ACTPS Strategic Board, you will be expected to play a key part in the leadership of the ACTPS and in the promotion of a culture that reflects agreed service-wide values.

To be a strong contender for either of these positions, you will need to be an exceptional leader and manager with a substantial and relevant record of achievement, preferably gained in a large, complex and politically sensitive organisation. Your impressive policy development and strategic direction-setting skills will be complemented by sound judgement, a strong focus on outcomes, the ability to broker decisions through collaboration and consensus, and a personal style that engenders trust and respect. Appropriate tertiary qualification will be expected.

Remuneration: The position attracts a remuneration package ranging from \$410,504 to \$427,396 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$337,841.

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

Before applying, please obtain the candidate information document relating to your preferred position by emailing [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au). If, after reading the document, you require further information, please contact Ian Hansen on 0408 306 769. Applications close on 13 June 2021.

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Director, Finance**

#### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 52146)**

Gazetted: 01 June 2021

Closing Date: 15 June 2021

**Details:** The Infrastructure and Contracts Branch of Housing ACT is seeking a motivated Director, Finance to join our dynamic Finance team.

The Finance team is responsible for the overall budgeting and financial management of Housing ACT being a separate financial reporting entity. It provides financial advice and support to business units; specific functions include budget development, financial reporting, financial processing and financial management and governance. The Unit regularly represents Housing ACT in various forums and acts as the first point of contact to other government agencies and external stakeholders

The primary responsibilities for this position are to, under limited direction:

Manage the financial and taxation functions of Housing ACT, including the arrangements and relationship with external providers such as Shared Services and ACT Treasury.

Manage the preparations of the monthly and annual financial statements and liaise with the ACT Audit Office for the audit of the statements.

Develop, implement, and maintain financial management policies, procedures, and guidelines.

Provide expert accounting and financial management advice to business units.

Manage the development of business proposals for new initiatives and major projects, as part of the budget process.

Provide leadership and support to executives and managers in achieving and operating to budget.

Manage the preparation of monthly, quarterly, and annual management and output reports to comply with external and statutory requirements.

Oversight and accuracy of financial and reporting systems, including managing upgrades and systems improvements.

Manage the performance and development of staff.

More information can be found in the position description.



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

**How to Apply:** Please submit an expression of Interest to a maximum of two A4 pages. Please also submit a current curriculum vitae.

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

Contact Officer: Lauren Callaghan (02) 6207 6872 Lauren.Callaghan@act.gov.au

## **Education**

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

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

### **School Performance and Improvement**

#### **South and Weston Network**

##### **Chapman Primary School**

##### **Deputy Principal - Chapman Primary School**

##### **School Leader B \$147,337, Canberra (PN: 28610)**

Gazetted: 01 June 2021

Closing Date: 15 June 2021

**Details:** Chapman Primary is a P-6 school seeking a dynamic and flexible leader to strategically and operationally lead services P-6.

#### **Job Description:**

Chapman Primary School is a P-6 school seeking a dynamic and strategic leader to:

Lead the development and implementation of whole school strategic goals

Lead the school as a Professional Learning Community

Lead whole school curriculum, pedagogy and assessment

Promote and reinforce the school's improvement strategies and strengthen community connectedness

Lead student support, engagement and well-being

#### **Eligibility/Other Requirements:**

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**How to Apply:** Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

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

Contact Officer: James Barnett (02) 6142 2400 James.Barnett@ed.act.edu.au

### **School Operations**

#### **Tuggeranong**

##### **Fadden Primary School**

##### **Deputy Principal - Fadden Primary School**

##### **School Leader B \$147,337, Canberra (PN: 51083)**

Gazetted: 01 June 2021

Closing Date: 8 June 2021

**Details:** Fadden Primary School is looking for an enthusiastic, inclusive and energetic school leader to join the fabulous Fadden team to assist them in achieving their vision. *"Fadden Primary School community will prepare and empower it's students for a rapidly changing world by instilling critical thinking skills, personal and social capabilities, and confidence to take responsibility for their own future, in a supportive, respectful and inclusive environment that promotes a love of learning."*

#### **Eligibility/Other Requirements:**



Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**How to Apply:** Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees

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

Contact Officer: Jo Jefferson (02) 6205 6011 Jo.Jefferson@ed.act.edu.au

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

## **Business Services**

### **People and Performance**

#### **People Strategy**

##### **Assistant Director, People Capability**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 42212)**

Gazetted: 28 May 2021

Closing Date: 11 June 2021

**Details:** The Assistant Director, People Capability is responsible for the implementation of Human Resource (HR) initiatives to support a high performing Directorate and a leading learning organisation, where our people know they matter.

The People Capability team sits within the People and Performance Branch and is responsible for providing learning and development programs and initiatives that support capability and engagement of our employees.

The team also manages all entry level programs and partners with our stakeholders to deliver user centred initiatives, programs and resources. The Assistant Director will form part of our Senior Officer team and work together to deliver a proactive and collaborative approach to HR.

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:** This is a temporary position available immediately for a period of eight months, with the possibility of extension and/or permanency. Selection may be based on applications and referee reports only.

**How to Apply:** Applicants should provide a current curriculum vitae and a written response, of no more than two pages, addressing the Selection Criteria in the Position Description.

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

Contact Officer: Cameron Bertrand-Bruce (02) 6205 2215 cameron.bertrand-bruce@act.gov.au

## **Service Design and Delivery**

### **Digital Strategy, Services and Transformation**

#### **Finance Officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 16042)**

Gazetted: 28 May 2021

Closing Date: 17 June 2021

**Details:** This is an operational position within the Digital Strategy, Services and Transformation (DSST) Branch that is responsible for ensuring that financial transaction functions are completed to a high standard and level of accuracy. The role also provides guidance and advice to staff on financial transactions, processes and matters and will require the candidate to have a strong financial acumen and background.

#### **Eligibility/Other Requirements:**

This position requires:

A degree level qualification (or progression towards) in accounting or relevant experience in a commensurate finance officer role is highly desirable.

Knowledge of Australian Accounting Standards and practices and ensure compliance with the Accounting Standards, Taxation Legislation and the ACT Financial Framework.  
Experience in using Microsoft Office suite applications, with intermediate excel skills and have the ability of performing basic formulas.

High level of oral and written communication skills.

**Highly Desirable:**

Membership/progression towards Institute of Chartered Accountants Australia and New Zealand (ICAAANZ) or Certified Public Accountant (CPA).

Previous experience in assisting in the management of capital funding and/or project accounting.

Experience in the use of ACT Governments financial systems (e.g. Oracle, TM1, APIAS, etc.) or similar applications.

Experience in an Education setting will be highly regarded, however not essential.

Current driver's licence and access to a private car is desirable.

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

**How to Apply:** Potential candidates should submit a two-page pitch supporting the Position Description, outlining experience and ability in the above areas. The pitch should include:

Why you want the role;

What you would bring to the role and what you would get out of it; and

Describe an achievement that you are most proud of that is directly related to the Position Description. A current curriculum vitae. Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee reports/details.

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

Contact Officer: Briody Halder (02) 6207 5195 ebm.dsst@act.gov.au

## **School Performance and Improvement**

### **North Gungahlin**

#### **Harrison School**

##### **Food Technology Assistant**

**School Assistant 2 \$49,516 - \$54,675, Canberra (PN: 26741)**

Gazetted: 27 May 2021

Closing Date: 10 June 2021

**Details:** Harrison School is seeking to fill a permanent Food Technology Assistant position. The successful applicant will have knowledge of the preparation of kitchens and equipment for demonstrations and practical lessons; preparation of food for lessons and safe storage of food; maintenance of kitchen equipment, purchasing of consumables and equipment for multiple areas of the school; stocktaking; and general administrative duties. Support teaching staff and work with students, providing support within the classroom. Possess sound organisational skills, the ability to set priorities, meet deadlines; and the ability to communicate effectively with staff and students. Does this sound like you? Then we look forward to meeting you.

**Eligibility/Other Requirements:**

**Mandatory:**

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Desirable:**

This position requires a high knowledge in the practice of safe food handling and a good understanding of the of a school environment. First Aid Certificate or a willingness to undertake appropriate training.

Qualification or relevant industry experience e.g. Hospitality, School Support Services.

Barista Skills.

Experience with Sentral, Purchase Order process.

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

**How to Apply:** Submit a response to the Selection Criteria and curriculum vitae via the online application.

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

Contact Officer: Kirralee Larkin (02) 6142 2200 Kirralee.Larkin@ed.act.edu.au

## Service Design and Delivery

### Digital Strategy, Services and Transformation

#### Director, Program Manager

#### Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 43098)

Gazetted: 27 May 2021

Closing Date: 15 June 2021

**Details:** This role will ensure projects are delivered in accordance to the Whole of Government standards. Ensure the priorities are managed and quality of projects are delivered in an efficient and fit for purpose manner.

You will be able to maintain and communicate the organisation's strategy for managing information, ensuring that the business processes and information required to support the implementation of the transformation projects. You will support engagement across the Branch and ensure projects are well managed including expectations of project deliverables managed, risks and issues identified, and overarching project strategies exist to provide clear frameworks for success.

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector.

You will have leadership, staff and project management skills, and a proven ability to provide advice on information management, business applications, information and communication technology and online delivery utilising ITIL fundamentals and Prince2 methodology.

**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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** This is a temporary position available immediately for a period of up to 12 months with the possibility 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:

In two pages or less please detail (related to the Selection Criteria):

why you want the role;

what you would bring to the role and what you would get out of it; and

describe an achievement that you are most proud of.

A current curriculum vitae.

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

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

Contact Officer: Jennifer Sawade (02) 6205 5305 [jennifer.sawade@act.gov.au](mailto:jennifer.sawade@act.gov.au)

## Office for Schools

### Belconnen Network

#### Kingsford Smith School

#### Disability Education/Inclusion Support Officer

#### School Leader C \$126,542, Canberra (PN: 25328)

Gazetted: 27 May 2021

Closing Date: 10 June 2021

**Details:** Kingsford Smith School is a P-10 school that operates as a Professional Learning Community (PLC). We run a middle school model for students in Years 6-8. The school is seeking a dynamic school leader with high level pedagogy and curriculum leadership skills. The successful applicant will:

As a member of the executive team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan

Provide leadership and support for a teaching team in the middle and secondary school to deliver a high quality program in accordance with relevant learning frameworks

Support staff to differentiate learning for students with a disability within an inclusive school environment including leadership and supervision of the Inclusion Support Program and Learning Support Assistants

Lead an across the school team in an area of need and expertise as negotiated with the senior executive leadership

Support student social and emotional learning within a Restorative Framework and a PBL approach  
Undertake an appropriate teaching load and other duties as determined by the Principal

**Eligibility/Other requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available immediately up till 17 December 2021 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.

**How to Apply:** Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages).

For further advice on how to apply please refer to the Position Description.

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

Contact Officer: Kate Greeney (02) 6142 3402 [kate.greeney@ed.act.edu.au](mailto:kate.greeney@ed.act.edu.au)

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

### **School Improvement and Performance Division**

#### **Tuggeranong Network**

#### **Caroline Chisholm School**

#### **Deputy Principal**

#### **School Leader B \$147,337, Canberra (PN: 46632)**

Gazetted: 27 May 2021

Closing Date: 10 June 2021

**Details:** The Education Directorate is seeking a Deputy Principal at Caroline Chisholm School. Duties include, but are not limited to:

- Lead the development and implementation of whole school strategic goals including the quality improvement plan.
- Lead quality pedagogical and curriculum practices through coaching and mentoring processes.
- Lead cultural change through the implementation of Professional Learning Teams through the provision of action research cycles in the early childhood and primary years; with a specific focus on the analysis of data, focused on learner need and progress.
- Lead multidisciplinary teams to support students with a variety of needs complex and challenging behaviours through trauma informed practices.
- Lead the school inclusion processes and response to intervention protocols in the early childhood and primary school years.

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**How to Apply:** Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages) and the details of two referees.

Statement of claims based on the Position Information and School Leader Capability Framework: The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position. Curriculum Vitae: Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

Referees: In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

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

Contact Officer: Jennifer Howard (02) 6142 3550 [jennifer.howard@ed.act.edu.au](mailto:jennifer.howard@ed.act.edu.au)

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

**School Improvements**

**North Canberra Gungahlin**

**Margaret Hendry School**

**Director of Community and Family Engagement**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 41534)**

Gazetted: 27 May 2021

Closing Date: 10 June 2021

**Details:** Margaret Hendry School is an Innovative Learning Environment supporting the academic, social, emotional and physical development of children aged birth-12yrs of age through a wrap around care model. Learning is highly personalised; children are supported through a collaborative approach to teaching and learning and the wider community are actively involved in delivering culturally responsive and inclusive learning experiences.

We are seeking a dynamic and collaborative professional to join the Margaret Hendry School team. The successful applicant will demonstrate an understanding of and commitment to leading the school vision for learning through a community centric and dynamic learning environment.

**Eligibility/Other requirements:** The successful applicant will possess a strong sense of self as a member of a global community. They will demonstrate through examples of practice the essential skills and attributes to lead and deliver partnerships and programs designed to effectively engage community and lead to increased learning outcomes for children. Please refer to the 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

First Aid Certificate or a willingness to undertake appropriate training is desirable.

**Notes:** This is a temporary position available from 31 May 2021 up to 25 May 2022.

**How to Apply:** Please submit a written application of no more than three pages, responding to the required Professional and Technical Skills, and Knowledge and Behavioural Capabilities located in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

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

Contact Officer: Kate Woods (02) 6142 2800 [kate.woods@ed.act.edu.au](mailto:kate.woods@ed.act.edu.au)

**Deputy Director-General**

**Executive Level 3.2 \$361,128 - \$375,818 depending on current superannuation arrangements, Canberra (PN: E716)**

Gazetted: 27 May 2021

Closing Date: 13 June 2021

Deliver exceptional outcomes for the ACT community

Career-defining opportunities

Substantial remuneration packages

The ACT Public Service (ACTPS) is responsible for a diverse range of state and municipal functions and delivers services to the people of the ACT and surrounding region under a 'one service' structure. The ACTPS consists of nine administrative units and employs around 24,500 staff.

In this challenging and rewarding role, you will be responsible for the Directorate's performance in the public education schooling sector which consists of 89 schools and over 50,000 students. As a key member of the Territory's second largest Directorate, you will work closely with the Director-General and other school leaders and stakeholders to achieve system-wide improvements in learning and development outcomes for all students. You will support the Director-General with the provision of high-level policy and operational advice to Ministers and the Government and have the drive to achieve improved levels of student and family engagement, particularly in relation to Aboriginal and Torres Strait Islander students and students experiencing disadvantage. You will also be expected to act from time to time in the absence of the Director-General.

To be a strong contender for either of these positions, you will need to be an exceptional leader and manager with a substantial and relevant record of achievement, preferably gained in a large, complex and politically sensitive organisation. Your impressive policy development and strategic direction-setting skills will be complemented by sound judgement, a strong focus on outcomes, the ability to broker decisions through collaboration and consensus, and a personal style that engenders trust and respect. Appropriate tertiary qualification will be expected.

**Remuneration:** The position attracts a remuneration package ranging from \$361,128 to \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

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

Before applying, please obtain the candidate information document relating to your preferred position by emailing [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au). If, after reading the document, you require further information, please contact Ian Hansen on 0408 306 769. Applications close on 13 June 2021.

### **Administrative Assistant**

#### **School Assistant 3 \$56,101 - \$60,379, Canberra (PN: 52198)**

Gazetted: 01 June 2021

Closing Date: 15 June 2021

**Details:** We are seeking a highly motivated administrative assistant to work collaboratively within a team environment. You are part of the team that provides first contact support to students, families, staff, and visitors. High level communication and excellent customer service skills will be essential. Canberra High School is 7 – 10 School with an enrolment of approx. 850 students.

The Administrative Assistant position plays a critical role in promoting our school values of Community, Attitude, Respect, Excellence and Safety.

#### **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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

#### **Highly Desirable:**

- Experience working in a school environment.
- Knowledge of Microsoft Office Packages and school administrative software.
- First aid certificate or willingness to undertake.

**Note:** This is a temporary part-time position available at (22:5) hours per week up until 17 December 2021. The full-time salary noted above will be pro-rata.

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

Contact Officer: Ana Pasalic (02) 620 57000 [ana.pasalic@ed.act.edu.au](mailto:ana.pasalic@ed.act.edu.au)

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

### **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)

### **Planning and Urban Policy**

#### **Territory Plan**

#### **Senior Planning Officer**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 15469)**

Gazetted: 01 June 2021

Closing Date: 8 June 2021

**Details:** The Territory Plan team is seeking motivated a individual to assist with administration of the Territory Plan, which involves preparing and processing variations to the Territory Plan, and the management of statutory and administrative processes in accordance with the *Planning and Development Act 2007*.

The successful applicant will add value through their contribution to reviewing, updating and providing advice on relevant planning policies, and in consultation with the community, to reflect Canberra's changing social, environmental and economic conditions.

**Eligibility/Other Requirements:** Work experience in the urban planning or related field is highly desirable.

**Note:** This is temporary position available immediately up until 17 November 2021. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** A two-page Expression of Interest, addressing the Selection Criteria, together with a curriculum vitae and details of two referees is all that's required.

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

Contact Officer: Sonya Moser (02) 6207 2326 [sonya.moser@act.gov.au](mailto:sonya.moser@act.gov.au)

### **Statutory Planning**

#### **Executive Assistant (Statutory Planning)**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 35301)**

Gazetted: 01 June 2021

Closing Date: 15 June 2021

**Details:** The Statutory Planning Division is seeking a motivated and enthusiastic person to fill the role of executive assistant and provide administrative support in a fast paced and dynamic work place.

This position works directly to the Executive Group Manager, Planning Delivery and the Executive Branch Manager, Development Assessment. The position will provide a range of high level confidential administrative support functions to the Executive including diary management, arranging and scheduling appointments and meetings, screening telephone calls, travel and accommodation arrangements and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently.

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

**How to Apply:** Please submit a statement addressing the Selection Criteria (limited to two pages) together with your current curriculum vitae.

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

Contact Officer: Craig Weller (02) 6205 3846 [Craig.Weller@act.gov.au](mailto:Craig.Weller@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)**

#### **Executive Branch Manager, Risk and Planning**

**Temporary Vacancy (ASAP - 9 July 2021, with the possibility of extension up to six months)**

**Justice and Community Safety Directorate**

**ACT Emergency Services Agency**

**Position: E835**

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

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 27 May 2021

Expressions of Interest are sought for the Executive Branch Manager, Risk and Planning role within the ACT Emergency Services Agency.

The Executive Branch Manager, Risk and Planning is a senior Executive role encompassing a large portfolio. We are seeking a motivated, personable, and diligent individual to undertake this role.



The Risk and Planning portfolio is one of four (4) enabling services of the Agency, providing support and advice not only to the Commissioner and Deputy Commissioner but also the five (5) operational services. All services of the ACT Emergency Services Agency include:

- Risk and Planning (enabling)
- People, Culture and Training (enabling)
- Finance (enabling)
- Capability, Coordination and Support (enabling)
- Communications Centre (operational)
- ACT Fire and Rescue (operational)
- ACT State Emergency Services (operational)
- ACT Ambulance Service (operational)
- ACT Rural Fire Service (operational)

The successful applicant will report directly to the Commissioner, ACT Emergency Services Agency and has responsibility for emergency management, training, spatial and digital services, risk analysis, fire safety, emergency communications and ICT.

To apply: Please provide the following in your application:

- a response addressing the executive capabilities (no more than two (2) pages);
- a one (1) page pitch, detailing why you are the best person for this role;
- a current curriculum vitae; and
- the name and contact details of two (2) referees.

All applications are to be emailed to [georgeina.whelan@act.gov.au](mailto:georgeina.whelan@act.gov.au) by COB Friday 4 June 2021.

**Note:** Selection may be based on written application and referee reports only and is open to current ACTPS employees. A merit pool will be created from the applications received and may be used to fill other/ similar roles within the Agency. This merit pool will be valid for up to twelve (12) months.

Remuneration: The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: Georgeina Whelan (02) 6207 8409 [georgeina.whelan@act.gov.au](mailto:georgeina.whelan@act.gov.au)

## Legislation, Policy and Programs

### Justice Reform Branch

#### Restorative Justice Unit

#### Operational Support Officer

#### Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 35913)

Gazetted: 02 June 2021

Closing Date: 9 June 2021

**Details:** The Restorative Justice Unit (RJU) located within the Justice and Community Safety (JACS) Directorate, is a high performing team that provides a restorative justice option for eligible participants. The restorative process is guided by legislation and is limited to matters presently within the ACT Justice system.

The RJU is looking for a motivated and skilled Operations Support officer to come and join the team. The Operations team are charged with managing a referral throughout its journey in the RJU from the time of the referral to closure and archiving. This includes liaising with justice entities, entering referrals on multiple platforms and then tracking the referral to ensure it is kept up-to-date and completed in a timely manner.

Skills and experience utilising spreadsheets, email and secure filing systems are essential. The successful applicant will also take phone calls from clients as well as deal with counter and email enquiries. So, a trauma informed, customer focussed approach is required as is the ability to quickly learn about the operations of the RJU.

The ability to read, interpret and apply legislation and procedures is vital and knowledge of the *Crimes (Restorative Justice Act) 2004* must be quickly gained. The work will be varied and fast paced, but also requires a great attention to detail as well as the ability to work alone or as part of a team. The team is friendly, open, and welcoming and all members are valued equally. The unit continually seeks to improve practice and create a safe, ethical, and fun environment. We welcome your application to come and join us.

**Eligibility/Other Requirements:** Experience in office administration, data base management and supporting case management and work-flow is highly desirable. Prior experience working within the ACT criminal justice system would be an advantage as would experience working directly with victims and offenders in the criminal justice system.



**Note:** This is a temporary vacancy available until February 2022. 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 will be based upon written applications and interviews of short-listed candidates. Shortlisting will be based upon applications only. The position will be available as soon as the selection process is complete.

**How to Apply:** To apply please provide a two-page pitch that describes your work history, illustrates how your acquired skills and experience meet the requirements of this role and what you would bring to the team. Please also provide a copy of your current curriculum vitae as well as the contact details of two referees.

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

Contact Officer: Trevor Higgs (02) 6207 4403 [trevor.higgs@act.gov.au](mailto:trevor.higgs@act.gov.au)

## **ACT Director of Public Prosecutions**

### **Legal**

#### **Prosecutor Associate COCA**

**Prosecutor Associate \$73,248 - \$75,492, Canberra (PN: 51827)**

Gazetted: 28 May 2021

Closing Date: 4 June 2021

**Details:** The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the Public Sector *Management Act 1994*, to assist the Director.

The successful applicant will be a part of the Confiscation of Criminal Assets team (COCA), you will assist in the preparation of COCA court lists, appear in summary COCA matters in the Magistrates court and prepare basic advice. Demonstrated high level organisational skills and the ability to manage a busy workload is essential. The successful applicant will be required to undertake research, analysis and perform administrative tasks.

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 role requires the applicant to maintain complete confidentiality regarding the functions, roles, and cases within the COCA unit. The successful applicant will be admitted as a Legal Practitioner or meet the criteria prior to appointment and will be required to undergo a criminal record check.

**How to Apply:** Applicants are asked to please provide your curriculum vitae and statements addressing the selection criteria. The statements addressing the selection criteria must be submitted in size 12 font, single spaced and not more than three pages. Selection may be based on application and referee reports.

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

Contact Officer: Anthony Williamson (02) 6207 5399 [anthony.williamson@act.gov.au](mailto:anthony.williamson@act.gov.au)

## **Legislation Policy and Programs**

### **Executive Group Manager, Legislation, Policy and Programs**

**Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E629)**

Gazetted: 28 May 2021

Closing Date: 11 June 2021

**Details:** The ACT Justice and Community Safety Directorate are seeking applications for the role of Executive Group Manager, Legislation, Policy and Programs, commencing 19 July 2021. A dynamic leader with excellent communication, organisational and collaboration skills is required.

This role is responsible for providing the Government with high level legal policy, regulatory and human rights advice across the spectrum of government business and ACT laws; the development and management of the law reform agenda and associated legislative program of the Attorney General, Minister for Justice, Consumer Affairs and Road Safety and Minister for Police and Emergency Services. Collaborating with other agencies to further the ACT Government's law reform agenda is a critical part of the role.

The Executive Group Manager will lead and manage (within budget) staff and be accountable for the development and implementation of ACT Policy on such diverse matters as human rights, criminal and public law, delivery of the justice system, discrimination, constitutional law, and regulatory policy. The Executive Group Manager is also responsible for managing the delivery of restorative justice and development implementation of a range of crime prevention and justice programs.

Note: This vacancy is for a period of one to two months with the possibility of extension up to nine months.

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

Remuneration: The position attracts a remuneration package ranging from \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

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

Contact Officer: Jennifer McNeill (02) 620 53504 [jennifer.mcneill@act.gov.au](mailto:jennifer.mcneill@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **Executive Branch Manager, Capital Linen Services**

#### **Temporary Vacancy (ASAP to 31 July 2021)**

#### **Transport Canberra and City Services**

#### **Territory and Business Services**

#### **Position: E394**

#### **(Remuneration equivalent to Executive Level 1.3)**

Circulated to: ACTPS Senior Executive List

Date circulated: 28 May 2021

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Capital Linen Services for the period 1 June 2021 to 31 July 2021.

The Executive Branch Manager Capital Linen Service (CLS) is responsible for providing a managed linen service to a wide range of ACT clients, including public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions, and emergency services. Capital Linen Service operates on a commercial basis employing around 100 staff (60 internal staff and 40 contract staff) and has annual turnover of \$13 m per annum.

The Executive Branch Manager is responsible for all aspects of the business including strategic planning, financial performance and revenue growth, and human resources. The role requires a commercially astute senior executive capable of operating within a public sector environment.

The Executive Branch Manager reports to the Executive Group Manager Territory and Business Services, Transport Canberra and City Services Directorate.

**To apply:** Applicants should submit a 'one page pitch' addressing their suitability and availability for the role and a curriculum vitae to Mr Craig Jordan via email to [craig.jordan@act.gov.au](mailto:craig.jordan@act.gov.au) by COB Thursday 3 June 2021.

**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 \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contact Officer: Craig Jordan (02) 6207 4279 [craig.jordan@act.gov.au](mailto:craig.jordan@act.gov.au)

### **Transport Canberra and Business Services**

#### **Territory and Business Services**

#### **Canberra Memorial Parks**

#### **Cemetery Worker**

#### **General Service Officer Level 5/6 \$57,359 - \$63,127, Canberra (PN: 20105)**

Gazetted: 02 June 2021

Closing Date: 18 June 2021

**Details:** Canberra Memorial Parks is seeking a motivated self starter to join our enthusiastic and driven grounds teams at Gungahlin and Woden Cemeteries. Working in a team-based environment under limited supervision of the Team Leader, the Cemetery Worker is responsible for carrying out burial and grounds maintenance activities services in a high-quality customer service environment.

Ideally the successful candidate will have experience in the operation of backhoe, excavator and other grounds maintenance equipment including ride on mowers, whipper snippers and hand held blowers. Training opportunities exist for the successful applicant to further develop their skills in a wide variety of fields. 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**

- Conduct backhoe/loader operations or proven experience.
- Current ACT/NSW licence class C minimum.
- White card and asbestos awareness training.

**Desirable**

- Conduct backhoe/loader operations or proven experience.
- Certification in Horticulture and or Turf Management.
- Certification for other plant e.g. Skid steer loader.
- Senior First Aid Certificate.
- Chemical accreditation ChemCert or equivalent.
- Chainsaw certificate - basic felling/crosscut (level 1).

**How to Apply:** Applicants wishing to apply for this role need to supply:

1. A copy of their current curriculum vitae/
2. Answer the questions on Attachment 1.
3. Answer the questions on Other Requirements providing details of at least two referees.

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

Contact Officer: Stephen Eppelstun 0490 874 010 [stephen.eppelstun@act.gov.au](mailto:stephen.eppelstun@act.gov.au)

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

**Transport Canberra and Business Services**

**Territory and Business Services**

**Territory and Business Services**

**Corporate and Customer Services Director**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51276)**

Gazetted: 01 June 2021

Closing Date: 18 June 2021

**Details:**

**Contribute to Growth Opportunities**

A genuine opportunity exists for an experienced executive to join the team at Canberra Memorial Parks, as Corporate and Customer Services Director reporting directly to the Chief Executive Officer (CEO).

This position has visibility across the whole organisation. You will be required to participate in Board meetings, manage the relationship with the broader government stakeholders and deputise for the Chief Executive Officer.

**About Us**

Canberra Memorial Parks is an independent statutory authority established to manage three cemeteries in the ACT and newly opened crematorium.

The crematorium provides opportunity for growth and a need to compete with the private sector. To do this Canberra Memorial Parks has an ambitious strategy to position its brand in the community, promote its services and develop new memorialisation options and products.

**The Opportunity**

Key Leadership opportunity managing all corporate, marketing and customer service functions ensuring Canberra Memorial Parks provides excellent customer service and positions itself in the community through effective stakeholder relationships and promotional activities.

With strong commercial and analytical skills, you will provide high-level specialist business advice to the CEO and Board on a diverse range of issues including product development, sales reporting, financial performance, and marketing activities.

Leading a dynamic team of passionate professionals, who strive to deliver a unique and sensitive customer experience, you will have a demonstrated leadership record, strong commercial and analytical skills and a considered and engaging people focus.

Your key responsibilities will be to:

Lead and supervise the corporate and customer service teams establishing a culture of customer and stakeholder engagement.

Design and deliver key customer facing products and services through the front-line customer engagement team and develop customer service protocols and practices.

Develop and maintain management reports including analysing, planning, forecasting, and reporting on key financial drivers. Establish and operate controls and monitor compliance with internal controls policies and procedures and develop and manage projects and programs.

Establish analytical and reporting frameworks to support the financial position and performance.

#### **About You**

Your application will need to address:

Managing business and corporate functions for similar sized organisation with a turnover of approximately \$5m per annum.

Leading, inspiring, motivating, and supporting teams to achieve results and excellence in the delivery of customer service.

High level written and oral communication developing and maintaining superior stakeholder relationships in a sensitive environment.

Demonstrated understanding and commitment to the Transport Canberra City Services (TCCS) Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Experience in cemetery and/or crematorium operations and development of memorialisation products and services, while not essential, would be highly regarded.

**How to Apply:** Please provide a summary of your claims to the position, a detailed response to the Selection Criteria (contained in the 'What You Require' section of the Position Description) and your curriculum vitae, along with details of two referees.

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

Contact Officer: Philip Shelley (02) 6207 0026 Philip.Shelley@act.gov.au

#### **Worksafe ACT**

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

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

#### **Compliance and Enforcement**

##### **Occupational Hygiene**

##### **Director- Occupational Hygiene**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 52115)**

Gazetted: 27 May 2021

Closing Date: 3 June 2021

**Details:** As a key leader, the Director will provide strategic oversight and implementation of a program of work to improve the prevention of occupational disease caused by exposure to dangerous substances such as silica, asbestos and lead and the compliance of regulated entities. The Director will inform the compliance activities of inspectors responsible for conducting inspections and workplace visits to ensure duty holders meet their statutory obligations to provide a safe workplace without risks to employees' health and safety. The Director will also play a key role in inter-jurisdictional forums.

You will form part of WorkSafe ACT's Senior Leadership Group and will be expected to play a key role in meeting our strategic commitment to regulatory excellence. The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work. 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 are highly desirable. Significant experience in fields such as Work Health and Safety (WHS) or occupational hygiene or regulatory toxicology is highly desirable.

Ability to perform the functions of an authorised Inspector in accordance with relevant legislation.

Current unrestricted drivers' licence.

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

**How to Apply:** Please submit a one page pitch outlining your suitability against the 'Ideal Candidate' in the Selection criteria. Please ensure you demonstrate your suitability against the essential requirements. Please provide the names of two recent referees.

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

Contact Officer: Robert Alford (02) 6205 4261 Robert.Alford@worksafe.act.gov.au

## APPOINTMENTS

### ACT Health

**Senior Officer Grade C \$110,397 - \$118,832**

Xiaodong Zhou, Section 68(1), 3 June 2021

### Canberra Health Services

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Steven Crome, Section 68(1), 1 June 2021

**Administrative Services Officer Class 5 \$81,407 - \$86,168**

Paula Lang, Section 68(1), 1 June 2021

**Health Professional Level 2 \$67,892 - \$93,203**

Emily Lee, Section 68(1), 31 May 2021

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Sardar Mirza, Section 68(1), 1 June 2021

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Uchechi Modeyin, Section 68(1), 1 June 2021

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Divyaswari Shrestha, Section 68(1), 1 June 2021

**Registered Nurse Level 2 \$94,409 - \$100,061**

Justine Shuck, Section 68(1), 3 June 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Anu Sudhakaran Nair, Section 68(1), 3 June 2021

**Staff Specialist Band 1-5/ Senior Specialist \$180,732 - \$244,175**

David Errington, Section 68(1), 1 June 2021

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Amandeep Kaur, Section 68(1), 1 June 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Marcial Munoz, Section 68(1), 1 June 2021

**Community Services**

**Administrative Services Officer Class 5 \$81,407 - \$86,168**

Bianca Alt, Section 68(1), 28 May 2021

**Administrative Services Officer Class 5 \$81,407 - \$86,168**

Sally White, Section 68(1), 28 May 2021

**Environment, Planning and Sustainable Development**

**Legal Officer Grade 2 \$148,564 - \$154,670**

Philip Clacher, Section 68(1), 1 June 2021

**Senior Officer Grade B \$130,018 - \$146,368**

Donna Hicks, Section 68(1), 2 June 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Mhairin Hilliker, Section 68(1), 2 June 2021

**General Service Officer Level 5/6 \$57,359 - \$63,127**

Dylan Lawrey, Section 68(1), 3 June 2021

**Justice and Community Safety**

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Hayley Fitzpatrick, Section 68(1), 1 June 2021

**Senior Officer Grade A \$151,002**

Bratislav Milic, Section 68(1), 3 June 2021

**Transport Canberra and City Services**

**Bus Operator - Training \$71,642**

Sorabh Arora, Section 68(1), 24 May 2021

**Administrative Services Officer Class 5 \$81,407 - \$86,168**

Grace Blomfield, Section 68(1), 1 June 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Dilek Katlioglu, Section 68(1), 28 May 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Susan Loveridge, Section 68(1), 28 May 2021

**Bus Operator - Training \$71,642**

Sukhdeepinder Maan, Section 68(1), 24 May 2021

**Bus Operator - Training \$71,642**

Rajvinder Sidhu, Section 68(1), 24 May 2021

**Bus Operator - Training \$71,642**

Gurpreet Singh, Section 68(1), 24 May 2021

**Bus Operator - Training \$71,642**

Rippan Thakur, Section 68(1), 24 May 2021

## **TRANSFERS**

### **Canberra Health Services**

**Shaun Bayliss**

From: Registered Midwife Level 3.2 \$122,360

Canberra Health Services

To: Registered Midwife Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 12192) (Gazetted 31 March 2021)

**Luke Drady**

From: Senior Officer Grade C \$110,397 - \$118,832

Community Services

To: Senior Officer Grade C \$110,397 - \$118,832

Canberra Health Services, Canberra (PN. 23773) (Gazetted 7 April 2021)

**Yu-Ping Huang**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 29993) (Gazetted 24 November 2020)

**Pedzisai Murape**

From: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 41007) (Gazetted 20 January 2021)

**Erin Wells**

From: Registered Nurse Level 3.2 \$122,360

Canberra Health Services

To: Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 22543) (Gazetted 14 April 2021)

### **Community Services**

**Jennifer Daniell**

From: Child and Youth Protection Professional Level 3 107,566

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 07488) (Gazetted 10 August 2021)

### **Justice and Community Safety**

#### **Megan Davis**

From: Ambulance Manager Level 2 \$136,323 - \$143,578

Justice and Community Safety

To: Ambulance Manager Level 2 \$136,323 - \$143,578

Justice and Community Safety, Canberra (PN. 48644) (Gazetted 16 February 2021)

## **PROMOTIONS**

### **ACT Health**

#### **Health Systems, Policy and Research**

##### **Preventive and Population Health**

##### **Health Promotion**

#### **Rosina Johnson**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Worksafe ACT

To: †Senior Officer Grade C \$110,397 - \$118,832

ACT Health, Canberra (PN. 23790) (Gazetted 1 July 2020)

#### **Digital Solutions Division**

##### **Digital Health Record Program**

#### **Taiwo Olalere**

From: Senior Officer Grade C \$110,397 - \$118,832

ACT Health

To: †Senior Information Technology Officer Grade B \$130,018 - \$146,368

ACT Health, Canberra (PN. 49904) (Gazetted 21 December 2020)

### **Canberra Health Services**

#### **Heather Callaghan**

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 44713) (Gazetted 1 October 2020)

#### **Mary Chu**

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 22222) (Gazetted 11 February 2021)

#### **Canberra Health Services**

##### **Togarepi Katyamaenza**

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 18514) (Gazetted 19 April 2021)



**Jisha Mathew**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Midwife Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 22402) (Gazetted 3 December 2020)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Licensing and Registration**

**Transport Solutions**

**Dannielle Benning**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development, Canberra (PN. 21215) (Gazetted 17 March 2021)

**Commercial Services and Infrastructure**

**ACT Property Group**

**Integrated Facilities Management**

**Evan Byrne**

From: Infrastructure Officer 2 \$87,822 - \$101,039

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$110,651 - \$121,464

Chief Minister, Treasury and Economic Development, Canberra (PN. 46709) (Gazetted 2 June 2020)

**Corporate**

**People and Capability**

**Safety and Wellbeing**

**Bradley Chesterfield**

From: Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development, Canberra (PN. 51551) (Gazetted 28 April 2021)

**Access Canberra**

**Licensing and Registration**

**Transport Solutions**

**Ivan Dulgerov**

From: Administrative Services Officer Class 2 \$58,230 - \$64,299

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development, Canberra (PN. 17212) (Gazetted 17 March 2021)

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Service Management**

**Jason Morel**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 31684) (Gazetted 3 June 2021)

**Workforce Capability and Governance**

**Public Sector Management**

**Strategy and Transformation Office**

**Caitlin Roy**

From: Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development, Canberra (PN. 31716) (Gazetted 11 June 2020)

**Commercial services and infrastructure group**

**ACT Property Group**

**Estate Management and Procurement**

**Bohdana Russell**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 21850) (Gazetted 14 April 2021)

**Community Services**

**Strategic Policy**

**Performance and Systems**

**Strategic Portfolio and Data Excellence**

**Jessica Hargreaves**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Community Services, Canberra (PN. 38185) (Gazetted 4 May 2021)

**Education**

**School Performance and Improvement**

**South Weston Network**

**Arawang Primary**

**Alicia Connolly Frewin**

From: School Assistant 2 \$49,516 - \$54,675

Education

To: School Assistant 3 \$56,101 - \$60,379

Education, Canberra (PN. 38443) (Gazetted 15 April 2021)

**School Performance and Improvement**

**Belconnen Network**

**Kingsford Smith School**

**Katherine Langridge**

From: \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 36449) (Gazetted 10 November 2020)

**Education**

**North Gungahlin**

**Franklin School**

**Kylie Moller**

From: \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 30941) (Gazetted 13 May 2021)

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.

**Business Services**

**Strategic Finance and Procurement**

**External Budgets and Reporting**

**Neethu Rohith**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Education

To: †Senior Officer Grade C \$110,397 - \$118,832

Education, Canberra (PN. 00292) (Gazetted 19 April 2021)

**Environment, Planning and Sustainable Development**

**Environment, Heritage and Water**

**ACT Parks and Conservation Service**

**Fire, Forests and Roads**

**Adam Leavesley**

From: Technical Officer Level 4 \$87,715 - \$100,388

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development, Canberra (PN. 30404) (Gazetted 4 May 2021)

**Justice and Community Safety**

**ACT Corrective Services**

**Community Operations**

**Community Operations**

**Danielle Edward**

From: Correctional Officer Class 1 \$66,695 - \$79,532

Justice and Community Safety

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 50862) (Gazetted 19 April 2021)

**ACT Courts and Tribunal**

**Corporate and Strategic Services**

**Property and Contracts**

**Helen Hadjitofi**

From: Information Technology Officer Class 2 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Justice and Community Safety, Canberra (PN. 48435) (Gazetted 18 September 2020)

**Emergency Services Agency**

**ACT Ambulance Service**

**Ambulance Operations**

**Michael Hamill**

From: Intensive Care Paramedic 1 \$88,974 - \$98,585 plus penalties

Justice and Community Safety

To: †Ambulance Manager Level 2 \$136,323 - \$143,578

Justice and Community Safety, Canberra (PN. 43692) (Gazetted 16 February 2021)

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.

**Legislation, Policy and Programs**  
**Governance and Business Support**  
**Vanja Orej**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 36587) (Gazetted 27 April 2021)