



ACT Government Gazette

Gazetted Notices for the week beginning 03 June 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>

Health Systems Policy and Research

Public Health Protection and Regulation

Health Protection Service

Project Officer – COVID-19 Vaccination Program

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50485)

Gazetted: 09 June 2021

Closing Date: 23 June 2021

Details: Would you like to be part of a fast paced, high profile national program rollout at a local level?

The Health Protection Service, COVID-19 Vaccination Program is seeking to hire an enthusiastic individual to support this important program as a Project Officer.

The COVID-19 Vaccination Program team is a small team collaborating across Directorates to ensure a successful rollout of the vaccine for our community. Under broad direction, the successful applicant will work with the project implementation team to support the successful rollout in the ACT. With support from the team, the position will provide assistance with program coordination, ministerial correspondence, communication materials and working with stakeholders to identify, develop and implement strategies to increase immunisation rates especially in identified priority groups.

The suitable applicant will have experience in government business, project/program management, be highly motivated, have good communication skills and be well organised.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job.

Eligibility/Other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: This is a temporary position available immediately up to the 31 December 2021 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the professional/technical skills and knowledge and behaviour capabilities, curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirstie Allard (02) 5124 9258 kirstie.allard@act.gov.au

Office of the Director-General

Culture Review Implementation

Senior Program Support Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 41704)

Gazetted: 04 June 2021

Closing Date: 11 June 2021

Details: The Culture Review Implementation Branch is responsible for leading the planning for, and implementation of the recommendations arising from the independent review into the workplace culture in the ACT public health system that was conducted in 2018. The Branch works with stakeholders from across the three

organisations that make up the ACT public health system, ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

We are looking for a Senior Officer with strong administrative and coordination experience and skills to support the Branch in achieving its outcomes.

You will undertake the secretariat function for two high profile governance committees, including preparing and distributing meeting papers.

You will undertake project work, research on a range of topics, and prepare briefings, reports and project documents and be involved in procurement and contract management activities.

This is a great opportunity to join an enthusiastic and committed team and lead a high profile and important health system-wide initiative.

The Culture Review Implementation program is funded until 30 June 2022.

Note: This position is available immediately for an initial period of six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a maximum two-page application 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 and the names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Suze Rogashoff (02) 5124 9950 suze.rogashoff@act.gov.au

Digital Solutions Division

Technology Operations

COVID-19 Response Hub

Customer Service Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 52214, several)

Gazetted: 03 June 2021

Closing Date: 10 June 2021

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. A COVID-19 Response Hub has been created to deliver the public health response over a longer term.

A new opportunity exists to work in the busy and dynamic COVID Response Hub. Are you interested in helping in the booking and support of ACT COVID vaccinations?

The COVID Response Hub is looking to hire a suitably qualified and enthusiastic individual to be part of a dynamic team providing bookings and support to the public when making appointments for ACT vaccination clinics.

Based in Woden, the role has the opportunity for flexible hours and out of hours rostered on call and rostered shift-work 24/7.

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

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police Check.

Note: This is a temporary position available for six months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies.

How to Apply:

If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behaviour Capabilities, your curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Sands (02) 5124 6029 caitlin.sands@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Division: Physiotherapy

Position Title: Musculoskeletal Senior Physiotherapist

Classification: Health Professional Level 3 \$95,883 - \$106,044, Canberra (LP8033)

Gazette Date: 09 June 2021

Closing Date: 28 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15607

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

Contact Officer: Jason Whittingham (02) 6201 6960 jason.whittingham@calvary-act.com.au

Calvary Public Hospital Bruce

Division Clare Holland House

Position Title: Nurse Practitioner

Classification: Registered Nurse Level 4 Grade 2 \$131,034, Canberra (600421)

Gazette Date: 09 June 2021

Closing Date: 20 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15726

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

Contact Officer: Amanda Keogh (02) 6264 7300 amanda.keogh@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Aboriginal Liaison Services

Position Title: Aboriginal Liaison Officer

Classification: Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (LP7979)

Gazette Date: 08 June 2021

Closing Date: 28 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15776

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

Contact Officer: Karen Dell (02) 6201 6111 karen.dell@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Occupational Therapy

Position Title: Junior Occupational Therapist

Classification: Health Professional Level 1 - 2 \$63,671 - \$93,202, Canberra (600656)

Gazette Date: 09 June 2021

Closing Date: 21 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15778

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

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Clare Holland House

Position Title: Registered Nurse

Classification: Registered Nurse Level 2 \$94,404 - \$100,061, Canberra (LP8896)

Gazette Date: 09 June 2021

Closing Date: 14 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15805

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

Contact Officer: Bradley Smith (02) 6264 7300 bradley.smith@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Pharmacy

Position Title: Intern Pharmacist

Classification: Pharmacist \$73,326 - \$84,544, Canberra (LDEF05)

Gazette Date: 04 June 2021

Closing Date: 27 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15808

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

Contact Officer: John Wsol (02) 6201 6266 john.wsol@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Anaesthesia, Pain and Perioperative Medicine

Position Title: Consultant Anaesthetist

Classification: Specialist Band 1-5 \$180,732 - \$223,029, Canberra (LP6838)

Gazette Date: 09 June 2021

Closing Date: 05 July 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15823

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

Contact Officer: Dr Graeme Gibson (02) 6201 6352 graeme.gibson@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Stroke Service

Position Title: Registered Nurse Level 2

Classification: Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (LP6769)

Gazette Date: 09 June 2021

Closing Date: 22 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15859

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

Contact Officer: Marcia Neilson (02) 6201 6439 marcia.neilson@calvary-act.com.au

Calvary Public Hospital Bruce

Division: General Surgery

Position Title: Surgical Registrar

Classification: Registrar 1-4 \$108,465 – \$135,521, Canberra (LP6691)

Gazette Date: 08 June 2021

Closing Date: 27 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15870

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

Contact Officer: Miffany Callan (02) 6201 6987 miffany.callan@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Medical Administration

Position Title: Medical Administration Officer

Classification: Administration Officer Level 5 \$81,407 - \$86,168, Canberra (LP7110)

Gazette Date: 08 June 2021

Closing Date: 22 June 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15917

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

Contact Officer: Kim Vine (02) 6201 6436 kim.vine@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

Allied Health

Acute Allied Health

Exercise Physiology

Manager of Exercise Physiology Department

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 22008)

Gazetted: 04 June 2021

Closing Date: 22 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 Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services to a range of clients in an inpatient and outpatient setting. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury. The department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs.

Our Exercise Physiologists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient centred care.

The Manager of Exercise Physiology reports to the Director of Allied Health in the Division of Allied Medicine and provides clinical leadership, operational management of and guidance to the discipline workforce, and ensures high quality, evidence-based service delivery. The manager provides regular input into and forms an integral part of the Acute Support Allied health leadership team. The manager is responsible for ensuring high quality, evidence-based service delivery, oversight of professional development and supervision, promotion and support of quality improvement and/or research initiatives and contribute to 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 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 initiative

Leadership, management and supervision skills

Highly developed interpersonal communication skills to form effective relationships and influence decision making.

Eligibility/Other Requirements:

Relevant Degree or equivalent qualification in Human Movement or Exercise Science or equivalent.

Eligible for accreditation with Exercise and Sports Science Australia (ESSA)

Have current Working with Vulnerable People Registration

Current Driver's 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,

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

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

Contact Officer: Sam Lazarus (02) 51245135 sam.lazarus@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18514, several)

Gazetted: 03 June 2021

Closing Date: 6 July 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, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services 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 Canberra Hospital.

AMHU is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. Planned service expansion will see the opening of a new 10 -bed low dependency inpatient unit at Canberra Hospital in 2021.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This is a full-time position working across AAMHS on a rotating shift roster, including morning, evening, and night shifts.

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Behavioural Capabilities

Demonstrated clinical leadership and the ability to develop all members of the team.

Be able to communicate with influence, particularly with the diverse teams including internal and external parties within acute mental health care.

Be flexible, adaptable, and able to be comfortable with a changing work environment.

Eligibility/Other Requirements:

Mandatory

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

Minimum of two years' recent experience working professionally in an acute mental health facility.

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

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

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

Desirable

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

Clinical leadership experience

Current driver's licence

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.

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

Contact Officer: Monique Fielder (02) 5124 5452 Monique.t.fielder@act.gov.au

Clinical Services

Surgery

Medical Staff

Specialist/Senior Specialist - Anaesthetist

Specialist Band 1 - 5/Senior Specialist \$180,732 - \$244,175, Canberra (PN: 50423)

Gazetted: 07 June 2021

Closing Date: 5 July 2021

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Position Overview

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The Canberra Health Services Department of Anaesthesia, Peri-operative Medicine and Pain Management is a busy department that facilitates over 32, 000 anaesthetic procedures (elective and emergency) per year. Perioperative Medicine has become a significant focus of our department. We operate in a variety of environments, including Canberra Hospital which is the largest tertiary and trauma facility in the region, Calvary Public Hospital, John James Calvary Hospital, National Capital Private Hospital and other private day surgery locations within Canberra.

The breadth of anaesthetic procedures undertaken are all encompassing (cardiac, neurosurgery, and neonatal surgery) with the exception of solid organ transplant. As the primary teaching hospital and major trauma centre for ACT and the Southern NSW region, exposure to interesting cases is a certainty.

Employment Conditions and Benefits

Remuneration

A full time Senior Medical Officer employed in the ACT Public Service is entitled to a package up to \$434,247 per annum (pro-rata for fractional appointments) under the ACT Public Sector Medical Practitioners Enterprise Agreement 2017-2021.

This package is inclusive of salary, a minimum 11.5% super contribution and:

- Private Practice Schemes, with a minimum payment (Scheme A – 20%) \$42,435 - \$52,367.

Additional Benefits

Benefits additional to Remuneration include:

- Generous leave provisions, including training and education leave up to the following: 4 weeks training/education leave; 4-5 weeks annual leave per annum
- Strong mentorship and supervisory support;
- Medical Education expenses allowance (MEE) reimbursement up to \$19,014
- Access to PBI taxation benefits;
- Ability to apply for up to \$55,000 in reimbursement of relocation expenses;
- Access to additional payments for work undertaken on Extra Surgery Schemes;
- Research opportunities; and
- The opportunity to contribute to the development of Models of Care for the new SPIRE precinct.

About You

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Behavioural Capabilities

Professional Leadership

Policy Development

Advance information technology skills

Experience in presentation and modern teaching skills

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of eight years' experience working professionally in Anaesthesia. Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).

Fellowship of the Australian and New Zealand College of Anaesthetists or equivalent specialist qualifications.

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

Have a minimum of eight years post Fellowship of the Australian and New Zealand College of Anaesthetists or equivalent specialist qualification

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

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

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

Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).

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: Total Remuneration Package: \$340,070 - \$439,335 inclusive of salary, ARIn and applicable allowances and 11.5% super.

Group Attraction and Retention Incentive: \$50,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$439,335. Previous applicants need not reapply.

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

Contact Officer: Shannon Dougan (02) 5124 7061 Shannon.Dougan@act.gov.au

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Executive Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 32557)

Gazetted: 07 June 2021

Closing Date: 21 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 Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

· Branches within the Quality, Safety, Innovation and Improvement Division are:

- Patient Experience
- Clinical Incident Management
- Quality Improvement and National Standards
- Clinical Analytics and Insights

ABOUT YOU

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Behavioural Capabilities

- High level communications skills, with demonstrated capability to effectively communicate with senior managers and executive staff across the organisation and external stakeholders.
- Strong organisational skills with a high degree of initiative and drive.
- Ability to adapt and be flexible to accommodate change

Eligibility/Other Requirements:

- Relevant public sector management and/or relevant public sector experience working professionally in a health care setting is preferred.
- 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.

Contact Officer: Kellie Lang (02) 5124 9549 kellie.lang@act.gov.au

Critical Care

Intensive Care Unit

Intensive Care Unit

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 29920, several)

Gazetted: 07 June 2021

Closing Date: 21 June 2021

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POSITION OVERVIEW

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The Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

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

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

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

ABOUT YOU

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Behavioural Capabilities

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

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

Ability to work a flexible rotating roster.

High level communication skills.

Eligibility/Other Requirements:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 12 months experience working professionally in a hospital based critical care environment. Post Graduate Certificate in Critical care nursing is desirable

The successful applicant will need to be available for weekend and a rotating roster of Morning, Evening and Night shifts.

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

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

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: There are temporary full-time and part-time positions available for 12 months.

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

Clinical Services

Surgery

Intensive Care Unit

Foundation Program

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 21834)

Gazetted: 07 June 2021

Closing Date: 21 June 2021

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Position Overview:

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

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

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

About You:

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.

Ability to work a flexible rotating roster.

High level communication skills.

Eligibility/Other Requirements:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 12 months experience working professionally in a hospital based environment is required. Previous experience in the critical care environment is preferred

The successful applicant will need to be available for weekend and a rotating roster of Morning, Evening and Night shifts.

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

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

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 position available for a period of 12 months.

Contact Officer: Amanda McCarthy (02) 51242756 amanda.mccarthy@act.gov.au

Nursing, Midwifery and Patient Support Services

Nursing and Midwifery Resource Office

Relief Pool Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 19826, several)

Gazetted: 07 June 2021

Closing Date: 24 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

Are you a nurse with specialty skills? We want to hear from you! We are looking for Registered Nurses with ICU, NICU, Operating Theatre, Emergency Department, Mental Health, Rehabilitation and Community Health skills and experience, to work in our Relief Pool/Nurse Bank. We welcome applications from all Registered Nurses with recent acute care experience. We can provide permanent, temporary and casual opportunities. Part time and full time opportunities are available.

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 Nursing and Midwifery Resource Office (NRMO), working within the Division Nursing and Midwifery and Patient Support Services provides recruitment opportunities for Registered Nurses with experience across the following areas: Medical, Surgical, Critical Care, Mental Health, Oncology, Perioperative, Midwifery and Paediatrics and Acute and Subacute Aged Care and Rehabilitation.

A supportive and comprehensive orientation period is provided with ongoing training and education through the Staff Development Unit (SDU), Clinical Development Nurse (CDN) support. Positions are for a rotating roster including weekends and night duty.

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

ABOUT YOU

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Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Experience in a broad range of clinical settings would be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: There are temporary full-time or part-time positions available for a period of 12 months with the possibility of extension on rotating rosters.

Contact Officer: Simone Harris (02) 5124 2915 Simone.Harris@act.gov.au

Nursing Administration

Graduate Nursing Holding Pool

Personal Upgrade

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 50827, several)

Gazetted: 08 June 2021

Closing Date: 22 November 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

In accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement, this is an opportunity for permanent Registered Midwives (RM) Level 1 to apply for personal reclassification to RM Level 2, based on their experience, skill and ability. This opportunity applies only to the applicant's current area of specialty.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of drive.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Commitment to patient safety, positive workplace culture and contributing to developing CHS as a learning organisation.

Eligibility/Other Requirements:

- Relevant Registered Midwife qualifications and a minimum of five years' post graduate midwifery experience is required.

The successful applicant will need to:

- 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.

Note:

To be eligible to apply for a promotion to RM Personal Classification Level 2, applicants must be:

- an Australian citizen or permanent resident;
- a permanent employee of Canberra Health Services.

In addition applicants must have:

- attended an information session regarding Level 2 Career advancement within the two years prior to application;
- completed 100% of their mandatory training;
- a current Performance Plan which includes Level 2 Career advancement goals;
- minimum five years full time equivalent post graduate experience including recent relevant experience within the specialty area (this will be assessed by hours worked which must be 8550 hours at a minimum). International experience may be considered in line with the Australian Qualifications Framework.
- participated in quality improvement initiatives or other similar activity (e.g. auditing, standard champion).

If evidence of these requirements is not provided with the application, the application will not proceed for assessment/interview.

Contact Officer: Melissa O'Brien (02) 5124 7130 melissa.o'brien@act.gov.au

Quality Safety Performance Standards Monitoring

Quality Improvement and National Standards

Quality Safety Business Partner

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 41975)

Gazetted: 07 June 2021

Closing Date: 21 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 Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

ABOUT YOU

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Behavioural Capabilities

- Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.
- Patient/consumer/carer focus
- High level of emotional intelligence and strong engagement skills
- Proactive with strong organisational skills, able to work independently and within a team environment

Eligibility/Other Requirements:

- Tertiary qualifications or equivalent in a health profession and be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) or be eligible for membership of the appropriate professional organisation and a minimum of 4 years experience working professionally in a health care setting is preferred.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Felicity Martin (02) 5124 9608 Felicity.Martin@act.gov.au

Women, Youth and Children

Department of Neonatology

Neonatal Care Coordinator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 13541)

Gazetted: 07 June 2021

Closing Date: 24 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

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

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

As the Coordinator you will lead and manage the Partnering with Parents Services, including the implementation and delivery of the Partnering with Parents Program and the web based NICUCAM.

In the role you will be pivotal in creating a partnership between the parents and staff to create shared responsibilities throughout the patient journey. You will educate staff and families in the use of NICUCAM and manage the overarching systems.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Eligibility/Other Requirements

Relevant: Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) with post graduate qualifications in Neonatal Nursing and/or Information Technology experience.

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

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

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.

Notes: This is a temporary part-time position available at (32) hours per week until January 2022. The above full-time salary will be pro-rata.

Contact Officer: Kerry Pope (02) 6142 6331 Kerry.Pope@act.gov.au

Clinical Services

Alcohol and Drug Service

Withdrawal Unit

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 28464)

Gazetted: 08 June 2021

Closing Date: 24 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.

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

Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

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

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

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

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies. The Registered Nurse position is supported by a cohesive and multi-disciplinary team.

Eligibility/Other Requirements:

Mandatory:

Relevant registration through the Australian Health Practitioner Regulation Agency (AHPRA).

A certificate or post graduate qualification in a relevant field.

At least 12 months recent experience in an Alcohol and Drug facility and a sound understanding of Alcohol and Other Drugs.

Hold a current driver's licence.

The successful applicant will need to be available for weekend 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:

Undergo a pre-employment National Police check.

Note: This is a full time, permanent position, involving shift work. This position maybe required to participate in overtime, and/or rotation roster.

Contact Officer: Wendy Tuson-Bates (02) 51242591 wendy.tuson-bates@act.gov.au

Infrastructure and Health Support Services

Sterilising Services

Business Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 29394)

Gazetted: 04 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/>

This role is for Production, Preparation and Stores Area.

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services. Under limited the Director of Sterilising Services is responsible for the overall vision, leadership and management of Sterilising services, ensuring compliance with national standards in all areas of operation, team management, recruitment, procurement, monitoring of maintenance, repairs, inventory management, financial accountability, including customer relations, and ensuring a patient focused quality product and service are delivered to each customer.

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

Sterilising Services is organised into the following functional areas:

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

Overview of work area and position:

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

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

SS is organised into the following functional areas:

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

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 leadership and organisational skills with ability to manage competing priorities.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs whilst upholding a high level of customer service.
- Strong communication and interpersonal skills and passionate about a patient focused service.

Eligibility/Other Requirements:

Highly Desirable:

- Experience in working within a healthcare setting preferably in Sterilising Services
- Experience in working financial management and procurement.
- 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:

- The successful applicant will need to be available weekday hours.

- Undergo a pre-employment National Police Check.

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

Contact Officer: Kavitha Kugathas (02) 512 43583 kavitha.kugathas@act.gov.au

Women, Youth and Children Community Health Programs

Central Regional

School Services Clinical Nurse Manager

Registered Nurse Level 4.1 \$122,360, Canberra (PN: 28564)

Gazetted: 03 June 2021

Closing Date: 17 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.

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

School Youth Health Nurse Program

The School Youth Health Nurse works with a preventative focus including early identification, brief intervention and harm minimisation activities. The nurse is often the first point of contact for young people, their families and school community members seeking information, advice and support in health matters. The School Youth Health Nurse Program has a full time Clinical Nurse Consultant who reports to the School Services Certified Nurse/Midwives (CNM).

Healthcare Access At School (HAAS)

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

Children's Hearing Service

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

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Kindness.

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

The capacity to remain calm while simultaneously managing and prioritising multiple issues.

Eligibility/Other Requirements:

Mandatory:

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

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.

Desirable:

Tertiary qualifications or working towards same in leadership or in a relevant Primary Health Care area.

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: Carolyn Thomas (02) 5124 1607 Carolyn.Thomas@act.gov.au

Office Chief Operating Officer

Chief Operating Officer

Executive Level 3.3 \$374,074 - \$389,348 depending on current superannuation arrangements, Canberra (PN: E619)

Gazetted: 08 June 2021

Closing Date: 15 June 2021

Details: Applications are sought for the position of Chief Operating Officer (COO) for a period of 9 to 12 months with the possibility of extension up to two years.

The Chief Operating Officer (COO) is a critical leadership role with responsibility for ensuring efficient and patient centred delivery of health services across Canberra Health Services. The incumbent provides leadership in the co-ordination of day-to-day health service operations and development and implementation of clinical quality and patient safety outcomes.

The COO plays a pivotal role in championing an exciting transformational agenda which brings exceptional and innovative health outcomes to our diverse and dispersed community and sets new standards and models of healthcare in Australia.

Reporting to the Chief Executive Officer, the COO is expected to drive access and performance through leading timely care strategies and high-level patient flow co-ordination.

Leading a motivated team, the COO is expected to achieve exceptional outcomes for patients, whilst delivering safe and cost-effective services, using innovative solutions in collaboration with a range of service providers, staff, and consumers.

It is expected that the COO will have a unique understanding of the responsibilities and accountabilities of this role, being able to work in a collaborative manner across a range of areas. The incumbent will need to provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as the lead of a highly skilled team.

Remuneration: The position attracts a remuneration package ranging from \$374,074 - \$389,348 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$305,472.

Note: This is a temporary opportunity for 9 to 12 months with the possibility of extension up to two years.

How to Apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: For further information on the position, please contact Bernadette McDonald, Chief Executive Officer on (02) 5124 4700 or bernadette.mcdonald@act.gov.au.

Acute Allied Health Services

Acute Occupational Therapy

Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level), Canberra (PN: 31521, several)

Gazetted: 03 June 2021

Closing Date: 22 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/>

Occupational Therapy staff in Canberra Health services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

CHS Occupational Therapy staff provide exceptional care through the delivery of high quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, Duhlwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

As an Allied Health Assistant, you will play a key role in providing support to therapists, and service delivery under direction within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team. While engaging in clinical supervision this will be at a level suitable to your development needs and commensurate with experience.

Working with us you will have the support of an experienced team of clinicians and provided with direct clinical supervision from an Occupational Therapist. To be considered for this position you will need to provide us with an introductory letter, the most recent copy of your CV (2 Pages) and written responses to selection criteria. The results of this recruitment round may be used to fill any similar additional vacancies as they occur.

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:

- Good organisational skills.
- Being responsive and accommodating of clients' needs.
- An active participant in a team environment.

Eligibility/Other Requirements:

Mandatory:

- Certificate IV in Allied Health Assistance or recognised equivalent.
- Current Drivers Licence.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. The successful applicant may 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:

- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).
- Comply with CHS credentialing requirements for allied health.
- Undergo a pre-employment National Police Check.

Notes: there are two positions available, one is an expected permanent full-time position, the other is a temporary part-time position available for six months at (29.4) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Domenico Tripodi (02) 5124 3282 Domenico.Tripodi@act.gov.au

Clinical Services

Rehab, Aged and Community Service

Oral Health Service

Personal Assistant to Director

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 11683)

Gazetted: 03 June 2021

Closing Date: 17 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/>

Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

The Personal Assistant to the Director is responsible for supporting the strategic and operations of Oral Health Services and administrative support to the Director.

Under broad direction, you will play a role in providing day-to-day support to the Director. Duties will include but are not limited to Diary management, human resource management, fiscal matters, data collection, secretariat support, order of supplies, registering, classifying and indexing files and other duties that are appropriate to this classification.

ABOUT YOU

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

Behavioural Capabilities

Strong Organisational skills

High level of customer service

Sound time management and communication skills

Be proactive, enthusiastic and a strong communicator

Eligibility/Other Requirements:

Previous experience as a Personal Assistant, in a dental environment and an understanding of item numbers is desirable.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Karen Macdonald (02) 5124 1725 Karen.Macdonald@act.gov.au

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Registered Nurse Level 1- Transition to Practice Program

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 42056, several)

Gazetted: 03 June 2021

Closing Date: 1 July 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.

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 and Alcohol and Drug Services.

Overview of the work area and position

Canberra Health Services invites applications from Graduate Registered Nurses for the 2022 Transition to Practice Program (TTPP).

Canberra Health Services (CHS) offers a 12 month, structured program that provides a supportive framework for registered 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 reliable, progressive, respectful and kind.

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

Additionally, there is the opportunity to apply for Jenny James Honours Scholarships. In conjunction with University of Canberra and ACT Health the Honours Scholarship provides a unique, supportive environment for candidates to progress research, alongside their clinical professional development. One day per week supported study leave is allocated to complete a clinically focused research project.

Canberra Health Services is a values 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 Bachelor of Nursing Degree between December 2020 and June 2022.

Registered or eligible to register as a registered 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 driver's licence for Community placements (if allocated).

Notes

There are several positions available. Employment decisions will be based on written application, referee reports, satisfactory academic history, and successful interview.

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

Positions will be offered on a permanent full-time or part-time basis to assist registered nurse graduates with transition into the workforce.

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

Contact Officer: Helen Cutler (02) 5124 7957 helen.cutler@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Operational Director

Senior Officer Grade A \$151,002, Canberra (PN: 25981)

Gazetted: 03 June 2021

Closing Date: 21 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/> 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, detention centres, other community settings including peoples home. These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

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

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.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications (or equivalent) in health or a related discipline are highly desirable.

Be registered under *the Working for Vulnerable People Act 2011*.

This position(s) is required to participate in an on-call roster.

Desirable:

Postgraduate qualifications in management field are highly desirable

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:

Undergo a pre-employment National Police Check.

Contact Officer: Karen Grace (02) 5124 1577 karen.grace@act.gov.au

Medicine

Administration

Casual Administration Support Officer

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: C06828, several)

Gazetted: 03 June 2021

Closing Date: 17 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/>

Under general direction you will be required to provide administrative support to various clinical services within the Division of Medicine. You will be required to provide general reception duties including admitting and discharging patients, booking and scheduling and billing of client appointments and general office duties. As a casual member of staff, it is expected that you will be available to work at weekends and on public holidays when required and will be able to attend work at very short notice.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Strong interpersonal and communication skills

Reliable with a strong work ethic

Eligibility/Other Requirements:

The successful applicant will need to be available for weekend and public holidays when required.

Ability to accept shifts at short notice.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Stuart Couper (02) 5124 5311 stuart.couper@act.gov.au

Office of Deputy CEO

Policy and Risk

Senior Director - Policy, Planning and Government Relations

Senior Officer Grade A \$151,002, Canberra (PN: 17131, Expected Vacancy)

Gazetted: 07 June 2021

Closing Date: 24 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 Australia Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

The Senior Director position has the important responsibility of leading and managing our policy, planning, and government relations functions. This will provide you with a unique opportunity to be involved in both strategic and operational policy and planning, contributing directly to safeguarding the high standards of care at CHS and

improving the health of our community. You will also serve our community through supporting our CHS Executive team and Ministers in the business of government. This position reports to the Executive Branch Manager, Strategy and Governance.

ABOUT YOU

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Behavioural Capabilities

Flexible to accommodate change in a complex environment.

Leadership qualities in managing and positively influencing people, process and practice improvement in a service environment.

Critical thinking and analysis, including ability to synthesise and communicate complex matters to a wide range of audiences.

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in the public sector is preferred.

Leadership and management skills and experience.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Josephine Smith (02) 5124 9564 Josephine.Smith@act.gov.au

Quality, Safety, Innovation and Improvement

Clinical Incident Management

Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 46872)

Gazetted: 08 June 2021

Closing Date: 22 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 Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

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

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carer focus.

High level of emotional intelligence and strong engagement skills.

Proactive with strong organisational skills, able to work independently and within a team environment.

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum four years' experience working professionally in a health care setting is preferred.

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.

Note: THIS POSITION IS MULTI-CLASSIFIED. For Administration classification please see 01WB9; for Nursing please see 01WC3; for Allied Health please see 01WBZ.

Contact Officer: Kellie Lang (02) 5124 9549 kellie.lang@act.gov.au

Medicine

Cardiology

Cardiac Physiologist (Electrophysiology Lead)

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 38884)

Gazetted: 09 June 2021

Closing Date: 28 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

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

The Cardiology department is a busy environment which services inpatients and outpatients for numerous cardiac procedures. An exciting opportunity exists for an experienced senior cardiac physiologist specialising in electrophysiology (EPS) to become a part of a busy team.

This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical EPS service delivery. The role includes the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the Cardiac physiology group.

The successful candidate must have the capacity to participate in an on-call roster.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Science/Applied Science, or equivalent

IBHRE (Device management)

Minimum of five years' experience and knowledge of all areas of non-invasive and invasive Cardiology
Must be able to practise independently in catheter laboratory in both electrophysiology and all cardiac rhythm management devices (CRMD)

Be registered under *the Working for Vulnerable People Act 2011*.

Current driver's licence.

The successful applicant will need to be available for 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.

Desirable:

IBHRE (EP)

At least 1-year experience with the Bard EP system

Be eligible for memberships with Professionals in Cardiac Science Australia (PiCSA) and the Australian Council for Clinical Physiologists (ACCP).

Prior to commencement successful candidates will be required to:

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: Leah Giles (02) 5124 2692 leah.giles@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Service (CAMHS)

Mental Health Clinician

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 49493)

Gazetted: 09 June 2021

Closing Date: 25 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.

Five 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.

Overview of the work area and position:

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

Under the direction of the Manager of CAMHS Acute Services the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

The role will also require the team member to undertake evening and weekend work, professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

Be registered or eligible for registration with 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,

Must hold a current Drivers Licence.

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,

Must hold a current Drivers Licence .

For Social Work:

Degree in Social Work,

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

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

Registration or eligibility for registration under the Working with Vulnerable People Act 2011

Must hold a current Drivers Licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

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.

Note: The successful candidate will be required to;

Be available for evening and weekend work on a regular rostered basis

Be available to work within all program areas of CAMHS as service needs arise

Contact Officer: Delia O'Shea 0435 652 168 Delia.O'Shea@act.gov.au

Clinical Services

Child and Adolescent Mental Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Clinical Manager

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 49494)

Gazetted: 09 June 2021

Closing Date: 25 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/>

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, and to provide support to HP1 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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:

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

Commitment to achieving positive outcomes for children and young 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 for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of one years' post-qualification experience working professionally in respective field.

A current driver's licence.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must be registered under the *ACT Working with Vulnerable People Act 2011*.

Highly desirable for all disciplines:

Experience working with children, young people, and adults with a Mental Illness.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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.

Undergo reference checks.

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: An Order of Merit may be used to fill future identical full time and part time temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only.

Contact Officer: Delia O'Shea 0435652168 delia.o'shea@act.gov.au

Clinical Services

Women, Youth and Children

Nursing and Midwifery

Clinical Development Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 03943)

Gazetted: 09 June 2021

Closing Date: 25 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 Clinical Development Midwife position supports all midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives, through an intensive orientation program and provide extensive educational and clinical support throughout the Maternity Unit for all staff through department wide in-service and education activities. The Clinical Development Midwife will be supported by the Clinical Support Midwife, Clinical Midwife Managers and Clinical Support Manager to work within their full midwifery scope of practice across all areas of Maternity.

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

A strong, women centred midwifery philosophy.

Strong organisational skills with a high degree of confidence, drive, and self-motivation to provide the required duties.

Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the Maternity Unit.

Resourcefulness and adaptability to meet these changing needs within a dynamic environment.

Eligibility/Other Requirements:

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

Eligibility for membership of the Australian College of Midwives

Extensive experience as a Registered Midwife across the full scope of practice

Postgraduate qualifications in relevant field e.g. Midwifery, Child, and Family Health and/or Clinical Leadership (desirable)

The successful applicant will be required to undertake "Train the Assessor" training through Capabiliti if they do not hold a similar qualification such as Certificate 4 in Training and Assessment.

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.

Note: This is a temporary position available at 32 hours per week for a period of six months with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata.

Contact Officer: Cate Green (02) 51247561 cate.green@act.gov.au

Infrastructure and Health Support Services

Sterilising Services

Sterilising Technician

Health Service Officer Level 3/4/5 \$53,168 - \$60,679, Canberra (PN: C09902, several)

Gazetted: 09 June 2021

Closing Date: 25 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 Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

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

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration

Sterilising Services Unit at CH

Sterilising Unit at CPHB

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

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

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

Strong organisational skills with a high degree of drive.

Well-developed interpersonal skills.

Eligibility/Other Requirements:

Relevant qualifications and experience working professionally in sterilising services is required.

HSO 3 – No qualifications are required at this level.

HSO 4 – Certificate III in Sterilising (HLT37015) is mandatory to be employed at this level.

HSO 5 - Certificate III in Sterilising (HLT37015) and IV in Sterilising Services (HTL47015), or Certificate III in Sterilising (HLT37015) and Certificate IV in Leadership and Management (BSB40215); and minimum five (5) years working in a Sterilising Services unit are mandatory to be employed at this level.

A current driver's licence is preferred.

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

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

Undergo a pre-employment National Police Check.

Note: There are several casual positions available and the full-time salary noted above will be paid pro-rata. Selection criteria number 4 only requires addressing if applying for the HSO 4 levels or HSO 5 levels.

Applicants applying for HSO 3 level are not required to address criteria number 4. This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital).

Contact Officer: Natalie Ogilvie (02) 5124 2283 natalie.ogilvie@act.gov.au

Child and Adolescent Mental Health Services

Eating Disorders Clinical Hub

Eating Disorders Clinical Hub

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 52119, several)

Gazetted: 09 June 2021

Closing Date: 25 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Services.

Adult Community Mental Health Services (ACMHS).

Adult Acute Mental Health Services (AAMHS).

Alcohol and Drug Services (ADS).

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services (JHS).

The Eating Disorder Clinical Hub (The Hub) is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)

The Hub is a specialist community based single point of entry service for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The Hub's core business includes, assessment and treatment, group psychotherapy, consultation and liaison, education and training and system integration to strengthen eating disorders services across the Territory.

The successful applicants will be based within The Hub and will provide clinical support to the newly developed eating disorders day program and The Hub. This will include, conduct comprehensive assessments, provide single session therapy, evidence-based interventions delivered within a multidisciplinary and recovery framework. The ability to provide meal supervision and develop and facilitate therapeutic group interventions to educate and promote healthy living behaviours is essential.

The Day Program will focus on supporting individuals to establish regular and adequate eating, through the provision of supported meals and group psychotherapy focusing on psychoeducation, motivation, distress tolerance, and improving quality of life. The Day program will have in-reach and step-down capabilities from medical wards and step up from the specialist eating disorder program.

The role will also require team members to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

Commitment to achieving positive outcomes for all people and their families and carers.

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

High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Eligibility/Other Requirements:

Mandatory for all disciplines:

Occupational Therapists

Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA. Applicants must have a minimum of three years (ideal five years) post-qualification.

Psychologists

Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA. Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Social workers

Degree in Social Work.

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

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Applicants must have a minimum of three years (ideal five years) post qualification experience.

Highly desirable for all disciplines:

Experience and or knowledge of Eating Disorders

Experience working with children, young people, and adults with a Mental Illness.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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.

Undergo reference checks.

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 two temporary position's available one full time and the other at 18.37 hours per week for a period six months with a possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata for the part time role. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise and be available for weekend and on call work when necessary. Selection may be based on written application and referee reports only.

Contact Officer: Kalvinder Bains (02) 5124 3133 kalvinder.bains@act.gov.au

Justice Health and Alcohol and Drug Services

Mental Health

Psychologist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 41241)

Gazetted: 09 June 2021

Closing Date: 7 July 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 Adult mental Health Unit (AMHU) is 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence – based service providing high quality mental health care, guided by the principles of recovery. The service aims to provide collaborative care involving the person, the carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and /or treatment initiation

The successful applicant of the HP2 Psychologist position is responsible for conducting skilled clinical assessment and delivering individual and group based psychological interventions to people.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 level as well as to students and clinically related staff (such as Allied Health Assistants)

The position will report operationally to the Allied Health Manager of AMHU/ MHSSU. Professional governance of this position will come from the Principle Psychologist (MHJHADS)

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with high degree of drive

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

Ability to work collaboratively as part of a multidisciplinary team

Position Requirements/Qualifications:

Relevant Psychologist HP2 qualifications:

Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)

Minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service post qualification experience

Current Passenger vehicles 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:

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

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

Undergo a pre-employment National Police check.

Notes: A merit pool will be established from this process and may be used to fill additional vacant positions across the division.

Contact Officer: Roz Fitzgerald (02) 5124 5401 Roz.fitzgerald@act.gov.au

Mental Health Justice Health, Alcohol and Other Drug Services

Adult Acute Mental Health Services

Occupational Therapist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 45530)

Gazetted: 07 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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Adult Acute Mental Health Services (AAMHS) provides care to all inpatient mental health beds at the Canberra Hospital. The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

At this level it is expected that you will provide quality interventions and achieve sound outcomes for the people under routine supervision. It is an expectation that you will contribute your expertise to the multidisciplinary team,

providing supervision to staff at level Health Professional Level 1 (HP1), Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to participate in quality initiatives to promote service delivery at a standard of best practice.

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of his position will come from the Discipline Principal Occupational Therapy (MHJHADS).

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Commitment to achieving positive outcomes for mental health consumers.

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum of one years' experience working professionally, post qualification in related/ relevant organisation/service.

Degree in Occupational Therapy and registered with Occupational Therapy Board Australia.

Eligible for professional membership of Occupational Therapy Australia.

Current passenger Vehicle 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.

Highly Desirable

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Roz Fitzgerald (02) 5124 5401 Roz.fitzgerald@act.gov.au

Chief Operating Officer Clinical Services

Women, Youth and Children

School Youth Health Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17045, several)

Gazetted: 08 June 2021

Closing Date: 25 June 2021

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The School Youth Health Nurse (SYHN) Program employs Registered Nurses with knowledge and experience in adolescent health who provide targeted primary health care for students attending ACT Government Secondary Schools.

This is an exciting role for a registered nurse interested in advocating for and supporting young people to access healthcare providers in our community. The successful applicant will be employed in ACT Government Secondary Schools.

The Youth Health Nurse plays a vital role in the school community in addressing contemporary health and social issues faced by young people with a focus on health promotion and primary healthcare including individual consultations, health education and small group education.

The program's core elements are:

Adolescent focused individual consultations.

Small health promoting group work.

Support for teachers to deliver the health curriculum.

Support for health promotion activities within the school.

The position is based in ACT Government Secondary Schools, with one day per week working from the City Health Centre, at 1 Moore Street, Canberra City.

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You will have the ability to work independently as an integral part of a diverse team within the school community. You will be engaging with young people and enjoy a strong work/life balance. In this role, you will enjoy stand down period during school holiday periods giving you the opportunity to spend time with your family or advance your career.

Behavioural Capabilities

Adaptable and flexible to accommodate change and provide a responsive service to meet client's needs.

Able to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

Be a strong advocate for the health care needs of young people.

Kindness.

Eligibility/Other Requirements:

Mandatory:

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

Experience working in adolescent health.

Current driver's licence.

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

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

Desirable:

More than four years' experience working in adolescent health.

Additional qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health.

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 Police check.

Notes

There are several positions part-time and full-time positions available for six months with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata for part-time positions. Part-time hours to be discussed with the right candidate. This program does not provide or teach first aid, care for wounds or administer medication.

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

Contact Officer: Liz Pedley (02) 5124 1631 Liz.pedley@act.gov.au

Clinical Services

Women Youth and Children

Child Health Targeted Support Services

Specialist 1-5 / Senior Specialist Paediatrician

Specialist Band 1 - 5/Senior Specialist \$180,732 - \$244,175, Canberra (PN: 23976, several expected)

Gazetted: 09 June 2021

Closing Date: 23 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/> Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context.

The Child At Risk Health Unit (CARHU) is an multidisciplinary team that provides specialist health services to children, young people and their families or carers who have been affected by abuse and/or neglect. The medical staff work in collaboration with police, child protection services and community-based agencies to support the health and wellbeing of vulnerable children.

About You

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Behavioural Capabilities

Strong clinical and communication skills in a multidisciplinary context

The ability to work respectfully in partnership with a range of stakeholders

Strong organisational skills for example, the timely provision of medico-legal reports

Position Requirements/Qualifications:

Bachelor of Medicine with a sub speciality in General Paediatrics and/or Community Child Health and qualifications and/or experience in forensic medicine (desirable).

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

Fellowship of the Royal Australasian College of Physicians (RACP) or equivalent high specialist qualifications.

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

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

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

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: Multiple expected temporary vacancies up to 40 hours per week, for temporary appointments up to six months with the possibility of extension or permanency. Remuneration package - \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super. Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

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

Contact Officer: Fiona Holihan (02) 5124 3267 fiona.holihan@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Mental health Clinician

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 49488)

Gazetted: 08 June 2021

Closing Date: 25 June 2021

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

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, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- ACT Wide Mental Health Services (ACT Wide MHS)
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

Overview of the work area and position

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to (Health Professional) HP1 and HP2 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy.

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for professional membership of Occupational Therapy Australia.

Must hold a current driver's licence.

For Psychology:

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

Must hold a current driver's licence.

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students.

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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.

Must hold a current driver's licence.

Highly desirable for all disciplines:

Minimum of three years (ideal five years) post qualification.

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with ACT Health occupational screening requirements related to immunisation.

Notes

This is a part-time position available at 32 hours per week and the full-time salary noted above will be paid pro-rata. The position based at The Canberra Hospital. An order of merit will be established from this process and may be used to fill future identical vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

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

Contact Officer: Delia O'Shea 0435 652 168 Delia.O'Shea@act.gov.au

Quality, Safety, Innovation and Improvement

Clinical Incident Management

Director

Registered Nurse Level 4.3 \$139,701, Canberra (PN: 46872)

Gazetted: 08 June 2021

Closing Date: 22 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 Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

About You

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Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carer focus.

High level of emotional intelligence and strong engagement skills.

Proactive with strong organisational skills, able to work independently and within a team environment.

Eligibility/Other Requirements:

Relevant: Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of four years' experience working professionally in a health care setting is preferred.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: THIS POSITION IS MULTI-CLASSIFIED. For Administration classification please see 01WB9; for Nursing please see 01WC3; for Allied Health please see 01WBZ.

Contact Officer: Kellie Lang (02) 5124 9549 kellie.lang@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS) – Eating Disorders Clinical Hub

Eating Disorders Day Program: Dietitian

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 52121)

Gazetted: 08 June 2021

Closing Date: 25 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) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

The Eating Disorder Clinical Hub (The Hub) is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)

The Hub is a specialist community based single point of entry service for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The Hub's core business includes, assessment and treatment, group psychotherapy, consultation and liaison, education and training and system integration to strengthen eating disorders services across the Territory.

The Hub is seeking 0.50FTE Dietitian. The position is temporary for six months with a possibility of permanency

The successful applicant will be based within The Eating Disorders Clinical Hub and will provide nutritional expertise to the newly established Eating Disorders Day Program and The Hub. The Day Program will focus on supporting individuals to establish regular and adequate eating, through the provision of supported meals and group psychotherapy focusing on psychoeducation, motivation, distress tolerance, and improving quality of life.

The Day program will have in-reach and step-down capabilities from medical wards and step up from the specialist eating disorder program.

Under the direction of the Senior Manager of the Eating Disorders Clinical Hub, the successful application will conduct comprehensive nutritional assessments, therapeutic group interventions and provide evidence-based interventions within a multidisciplinary and recovery framework. The ability to provide meal supervision, and therapeutic group interventions to educate and promote healthy living behaviours is essential.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

Commitment to achieving positive outcomes for all people and their families and carers.

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

High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Mandatory:

Tertiary qualifications in Nutrition and Dietetics.

Eligibility for membership of the Dietitian's Association of Australia.

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

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

A current unrestricted drivers' licence

Highly desirable for all disciplines:

Experience and or knowledge of Eating Disorders

Experience working with children, young people, and adults with a Mental Illness.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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.

Undergo reference checks.

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.

The successful candidate will be required to;

Be available to work within all program areas of CAMHS as service needs arise

Be available for weekend and on call work when necessary.

Note: This is a temporary part-time position available at (18.375) hours per week for six months with the possibility of permanency. The above full-time salary will be pro-rata. Appointment may be made upon written application only

Contact Officer: Kalvinder Bains (02) 5124 3133 Kalvinder.Bains@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Registered Nurse Level 2- (Eating Disorders Day Program)

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 52122)

Gazetted: 08 June 2021

Closing Date: 25 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.

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) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

The Eating Disorder Clinical Hub is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)

The Hub is a specialist community based single point of entry service for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The Hub's core business includes, assessment and treatment, group psychotherapy, consultation and liaison, education and training and system integration to strengthen eating disorders services across the Territory.

The successful applicant will be based within The Hub and will provide nursing support to the newly established Eating Disorders Day Program and The Hub. The Day Program will focus on supporting individuals to establish regular and adequate eating, through the provision of supported meals and group psychotherapy focusing on

psychoeducation, motivation, distress tolerance, and improving quality of life. The Day program will have in-reach and step-down capabilities from medical wards and step-up from the specialist eating disorder program.

Under the direction of the Senior Manager of the Eating Disorders Clinical Hub, the Registered Nurse will provide expertise in nursing clinical assessment, which includes physical health assessment, physical observations, pathology, weighing, meal supervision and promotion of collaborative treatment approaches within a recovery and multidisciplinary framework. The ability to provide therapeutic group interventions to educate and promote healthy living behaviours is essential.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

Commitment to achieving positive outcomes for all people and their families and carers.

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

High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nursing.

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

Must hold a current driver's licence.

Experience in mental health.

Highly desirable:

Experience and or knowledge of Eating Disorders.

Experience working with children, young people, and adults with a Mental Illness.

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.

Undergo reference checks.

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 temporary part-time position available at 19 hours per week for six months with the possibility of permanency and the full-time salary noted above will be paid pro-rata. The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise and be available for weekend and on call work when necessary.

Selection may be based on application and referee reports only.

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

Contact Officer: Kalvinder Bains (02) 5124 3133 Kalvinder.Bains@act.gov.au

Quality, Safety, Innovation and Improvement

Clinical Incident Management

Director

Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 46872)

Gazetted: 08 June 2021

Closing Date: 22 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 Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

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

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carer focus

High level of emotional intelligence and strong engagement skills

Proactive with strong organisational skills, able to work independently and within a team environment.

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum of four years' experience working professionally in a health care setting is preferred.

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.

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 POSITION IS MULTI-CLASSIFIED. For Administration classification please see 01WB9; for Nursing please see 01WC3; for Allied Health please see 01WBZ.

Contact Officer: Kellie Lang (02) 5124 9549 kellie.lang@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

Health Professional, Eating Disorder Unit

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 46795)

Gazetted: 08 June 2021

Closing Date: 25 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 Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

This is a full time temporary position available until 04/02/2022 with the possibility of extension. Part time will be considered and selection may be based on application and referee reports only.

ABOUT YOU

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Behavioural Capabilities

Ability to work within a multi-disciplinary team.

Commitment to achieving positive outcomes for children and young 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 adapt to a changing working environment

Eligibility/Other Requirements:

Relevant tertiary qualifications and appropriate years of experience working professionally in one of the following disciplines:

For Occupational Therapy:

Mandatory:

Be registered or eligible for registration with 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.

Must hold a current driver's license.

For Psychology:

Mandatory:

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.

Must hold a current driver's license.

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Social Work:

Mandatory:

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.

Highly desirable for all disciplines:

Experience and or knowledge of working with people with Eating Disorders is desirable, however not essential.

Experience in working with children and young people

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 Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals

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.

Must hold a current driver's license.

Notes: This is a temporary position available until 4 February 2022 with the possibility of extension. Part time will be considered, and selection may be based on application and referee reports only.

Contact Officer: Zoie Fortington (02) 5124 1235 zoie.fortington@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Rostering Assistant

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 13458)

Gazetted: 08 June 2021

Closing Date: 25 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.

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 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 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 six bed inpatient unit in the Emergency Department (ED) for people requiring extended mental health assessment and or treatment initiation.

The Rostering Assistant reports to the Adult Acute Mental Health Administration Manager and provides rostering support to the Nursing staff for all Adult Acute Mental Health Services Inpatient Units

It is expected in this position you will Assist the Nurse Unit Manager (NUM) with the daily nurse staffing within AAMHS inpatient units and other related administrative duties This includes the provision of high-quality customer service to the consumers and staff.

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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.

Desirable:

Hold a current driver's licence.

Experience within a health administration area.

Knowledge and experience in the use of PROACT (staff rostering and allocation system).

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

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

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

Clinical Services

Mental, Justice, Alcohol and Drug Services

Psychologist/Psychology Registrar

Health Professional Level 1 \$63,671 - \$83,418, Canberra (PN: 19656)

Gazetted: 08 June 2021

Closing Date: 25 June 2021

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ACT Forensic Mental Health Services is seeking an early career psychologist or psychology registrar to join our Custodial Mental Health Service working with adults and young people in the ACT's two custodial centres, the Alexander Maconochie Centre and Bimberi Youth Justice Centre.

If you are enthusiastic and adaptable, and keen to develop your skills and expertise in psychology by working with a broad range of clients in a complex environment, then Forensic Mental Health is for you. Psychologists working within FMHS are supported via access to regular clinical supervision by Board of Psychology Approved Supervisors, a collaborative and multidisciplinary team environment, and ongoing professional development and training.

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/> 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 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)

Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

ABOUT YOU

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Behavioural Capabilities

- Adaptability and flexibility to accommodate change and respond to novel situations.
- Ability to communicate effectively with challenging people
- Resilience and calm in the face of conflict or uncertainty.
- Curiosity

Eligibility/Other Requirements:

Mandatory:

- Be registered or eligible for general registration with the Psychology Board of Australia under AHPRA

Desirable:

- Current driver's licence

Other:

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

Prior to commencement successful candidates will be required to:

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

Notes: This is a temporary part-time position at (22.05) hours per week available for 12 months. The above full-time salary will be pro-rata.

Contact Officer: Gillian Sharp (02) 5124 1813 Gillian.Sharp@act.gov.au

Justice Health, Alcohol and drug services

Mental Health

Social Worker

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 45531)

Gazetted: 08 June 2021

Closing Date: 9 July 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/>

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

At this level it is expected that you will provide high quality interventions and achieve sound outcomes for people under routine supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at level HP1, Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of this position will come from the Discipline Principal Social work (MHJHADS)

About You

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Ability to work collaboratively as part of a multidisciplinary team.

Eligibility/Other Requirements:

Relevant Qualifications

Degree in Social work

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

Registration under the 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

Current passenger Vehicle 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 specific infectious diseases

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for the Allied Health professional

Undergo a pre-employment National Police Check.

Contact Officer: Roz Fitzgerald 02 5124 5401 roz.fitzgerald@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

Student Services

Client Relationship

Client Service Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 55030, several)

Gazetted: 07 June 2021

Closing Date: 14 June 2021

Details: Applications are sought for the position of Client Service Coordinator in Canberra Institute of Technology (CIT) Student Services. The Client Service Coordinator manages the day-to-day operations of CIT Student Services at any of the CIT locations.

This includes:

- first-point-of-contact enquiries;
- all general counter services and issuing student/staff cards;
- enrolments and re-enrolments;
- specialist student services, including referrals to services and information sources;
- and use of student information systems.

Applications are welcome from self motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter.

The suitable candidate will be required to work with limited supervision; will be skilled in building and maintaining positive working relationships with a range of CIT staff; will have the ability to supervise and effectively manage a team, especially supporting and motivating teams to embrace challenges and change; and possess good knowledge of the Vocational Education and Training (VET) sector and the needs of students within the VET environment. Sound knowledge of a student administration system admissions and enrolments and accounts receivable are highly desirable.

Eligibility/Other Requirements:

- Tertiary qualifications relevant to the position are highly desirable.
- Educational experience, preferably in a Tertiary Education environment is highly desirable.

Note: These are temporary position's available for six months with possibility of extension up to 12 months. The occupant of this position will be required to work 73.5 hours per fortnight which may be on a rotating shift,

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

How to Apply: Applicants should send a copy of their current curriculum vitae and a detailed response to the Selection Criteria. Referee reports should be ready to be supplied upon request.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amelia Scicluna (02) 6207 3451 amelia.scicluna@cit.edu.au

Education and Training Services

Health Community and Science

Community Services and Education

Senior Educator

Teacher Level 2 \$110,445, Canberra (PN: 35019, several)

Gazetted: 07 June 2021

Closing Date: 14 June 2021

Details: The CIT Community Work department is seeking two exceptional individuals to fill the positions of Teacher Level 2 in the department. The individuals will have extensive experience and knowledge of contemporary Vocational Education and Training (VET) and assessment strategies, digital literacy, and compliance requirements. An in-depth knowledge of the Community Sector is essential for these positions.

The successful applicants will have the ability to provide leadership and guidance to support teachers and the department in relation to teaching and learning practices including placement for students. An ability to work collaboratively to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and "best practice" developments in the VET sector are required. This position may include a teaching load across the programs delivered in the department.

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

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

Flexible work options.

Free parking.

Extended holidays.

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

Eligibility/Other Requirements:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019-2021, sub-Clause 40. A Teacher Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

A Bachelor of Education, Management or relevant higher level qualification, together with proven successful engagement with industry relevant to the Community Sector and Leadership/Management experience is desirable.

Notes: There are two position's available, one position is permanent full time and the other is as a temporary full time position available for 12 months with possibility of extension and streamlining.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Veronique Gouneau (02) 6205 4724 Veronique.Gouneau@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

Economic Development

Skills Canberra

Assistant Director, JobTrainer Fund

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 52211)

Gazetted: 09 June 2021

Closing Date: 23 June 2021

Details: Are you excited by implementing strategic programs that benefit the ACT community and economy? Skills Canberra is looking for a motivated and conscientious person to join the team as Assistant Director, JobTrainer Fund. JobTrainer is an initiative established in 2020, under agreement with the Australian Government, to provide free vocational education and training to young people aged 17-24 and job seekers in areas of employment growth following the COVID-19 crisis. To be successful in this role you must be effective in working in a collaborative team, and in a fast paced and at times, pressured environment. You will need expertise in program development and implementation, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of internal and external stakeholders.

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.

Notes: This is a temporary position available immediately for six months with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: please submit a two-page pitch outlining how your skills, knowledge and behaviour, in relation to the duties/responsibilities listed in the Position Description make you the best person for this role. Please also submit your curriculum vitae and contact details of two recent referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Lee (02) 6205 8449 Angela.Lee@act.gov.au

Access Canberra

Electrical Inspectorate

Electrical Inspector

Building Trade Inspector \$97,071 - \$110,397, Canberra (PN: 51096, several)

Gazetted: 03 June 2021

Closing Date: 22 June 2021

Details: Access Canberra Electrical Inspections team is looking for an electrician with extensive experience in the electrical industry undertaking electrical inspections and verification of electrical installations. The successful applicant will join a high performing team, working independently but in a collaborative environment, ensuring the safety of our community. Electrical inspectors work a nine day fortnight, with some allocated overtime. The successful applicant is also required to be part of an after-hours On-Call roster for which an allowance is paid.

Eligibility/Other Requirements: You will need to have an ACT Unrestricted Electrical Licence, and an ACT or NSW Passenger Vehicle Drivers Licence.

Notes: There are two positions available. The successful applicant may be determined through interview and assessment.

How to Apply: Applicants must ensure they provide a completed Application Cover sheet; a personal pitch of no more than two pages outlining their experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Mossler (02) 6207 7941 Michael.Mossler@act.gov.au

Commercial Services and Infrastructure

Shared Services

Payroll Services

Assistant Director- Payroll Services

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 41684, several)

Gazetted: 04 June 2021

Closing Date: 18 June 2021

Details: The Shared Services Payroll team are seeking experienced and skilled Assistant Directors to join our team. As a Payroll Assistant Director, you will lead a large team and be responsible for providing quality support to your Directors as well as your team members, colleagues and senior managers. Your primary tasks will be to: Work closely with the team supervisors and senior managers to support the achievement of strategic outcomes, business planning and process improvements.

Foster and maintain strong working relationships with Directorates and key stakeholders.

Assisting in completing highly complex payroll matters.

Leading by example, provide exemplary, client focussed customer service.

Lead, mentor and empower payroll staff to achieve positive outcomes

Additional responsibilities include interpreting and providing accurate and considered advice relating to legislation, Enterprise Agreements and policies for current payroll activities and practices.

The ideal candidate would be a highly motivated team player who has a demonstrated ability to lead and influence a team and is comfortable working in a high-pressure environment with tight deadlines and contributes to a positive and inclusive working environment.

If this sounds like you, please review the position description and follow the instructions to apply for the role. We look forward to hearing from you.

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

How to Apply: You are required to provide:

Your curriculum vitae (2-3 pages preferred)

A two-page pitch summarising your suitability for the role, ensuring you take into consideration the position information and key capabilities (minimum font 11)

If you have any problems submitting your application, please contact Shared Services Recruitment on 62079000 **prior to the close date/time**

Please review the applicant guide found within the position description for more information on developing your pitch when applying for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Finley (02) 6207 2994 Rachael.Finley@act.gov.au

Procurement ACT

Goods and Services Procurement Branch

Sourcing and Supply Section

Procurement Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 01404)

Gazetted: 04 June 2021

Closing Date: 18 June 2021

Details: Procurement ACT Division comprises two branches – Goods and Services Procurement Branch and the Procurement Policy and Capability Branch. This position is in the Goods and Services Procurement branch. The Goods and Services Procurement branch offers assistance across all procurement activities, including strategic planning and identification of sourcing strategies, undertaking needs and market analysis, risk assessment, industry and stakeholder consultation, and procurement administration (e.g. preparation of procurement documentation such as Statement of Requirement and RFT documents, evaluation, and contract negotiation). Simple, low value procurements are Directorates' responsibility, with Procurement ACT offering policy, systems and technical support as required.

The Sourcing, Advice and Supply team (SAS) is part of the Goods and Services Branch. SAS teams actively work with Directorate clients to manage procurements in relation to a wide range of goods and services.

The SAS team is principally involved in delivering procurements valued at \$200,000 or over that are outside of Whole-of-Government arrangements. The SAS team provides high quality analysis, support and advice on procurement strategy and process to Directorates across the ACT Government. The team manages complex

procurement projects in collaboration with directorates, developing procurement approval and tender documentation and supporting the evaluation processes. The SAS team also provides support and guidance to Directorate business areas on procurement and contract issues.

The role will involve a fast-paced project delivery environment where you will manage a job list involving open market, select, panel arrangement and contract variation procurements.

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 qualifications checks and/or police and security may be undertaken prior to employment.
- Relevant tertiary qualifications are highly desirable. Qualifications of interest include a Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

Note: This recruitment pertains to a merit pool from which, at the discretion of the business unit, all permanent and temporary positions may be filled over the next 12 months. All prospective applicants are strongly encouraged to apply to this process.

How to Apply: Please apply by providing responses to each of the Selection Criteria and a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Vink (02) 6205 6572 fiona.vink@act.gov.au

Access Canberra

Project Governance and Support

Finance and Budget

Senior Finance Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 05506)

Gazetted: 04 June 2021

Closing Date: 18 June 2021

Details: Access Canberra invites applications for a Senior Finance Officer position to assist with financial reporting and budgeting, staff development, providing support in accounting and financial administration, as well as managing the coordination of procurement within Access Canberra. The successful applicant will have the capacity to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders.

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:

Previous experience working with finance systems, in particular TM1 and Oracle, would be highly desirable.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be in 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: Applicants should send a two-page pitch outlining the skills, knowledge and behaviours against the Selection Criteria, a current curriculum vitae and the names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bei Hu (02) 6205 2870 Bei.Hu@act.gov.au

Policy and Cabinet

Wellbeing Team

Director, Wellbeing Implementation

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50050)

Gazetted: 04 June 2021

Closing Date: 11 June 2021

Details: The wellbeing team in Policy and Cabinet Division, CMTEDD, is looking for a permanent Director of Wellbeing Policy to be part of implementing the ACT Wellbeing Framework. We are a small, agile team and we work every day with colleagues from across the Service.

You will work closely with the Executive Branch Manager and Senior Director of the team to progress the implementation of the ACT Wellbeing Framework, which will include working with Treasury to implement the wellbeing Budget process; creating and delivering wellbeing materials and implementation advice into Directorates; engaging with the community and across the ACT Public Service, and developing new policy, systems, research and evidence to bring a wellbeing focus to the various parts of government activity.

The wellbeing team values people who bring their lived experience to challenge our unconscious biases and help us make more informed policy.

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: Policy experience within government is required. Policy-related tertiary qualifications (e.g., Arts, Law, Economics, Communications) or equivalent are highly desirable.

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

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited on-site working. Please discuss any concerns you may have with the Contact Officer.

How to Apply: Please provide a pitch of no more than two (2) pages outlining why you should be the Director, Wellbeing Policy. This pitch should:

draw on examples from your work, as well as the way you work,
explain why you would be best person to join our team; and
relate to the selection criteria in the position description.

We are looking for a story about you and what you will bring to this role.

Please provide a curriculum vitae that details your relevant skills and experience, along with your two-page pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristin Blume (02) 6205 1711 kristin.blume@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Project Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38392)

Gazetted: 08 June 2021

Closing Date: 30 June 2021

Details: Assist the Program Director, Portfolio Delivery Office, Education Program, to coordinate a range of business and information technology projects in accordance with recognised project management methodologies, to deliver quality outcomes within agreed tolerances. As Project Coordinator you will support the Program Director and the team, in a wide range of projects requiring the delivery and procurement of ICT equipment and services. This will include liaising with Digital, Data and Technology Solutions technical teams, key Directorate stakeholders and vendors as required.

Demonstrated ability to manage multiple items of work, deliver to competing deadlines, and achieve results in a busy, small team environment with limited supervision. The role is part of a multi-disciplinary team within Digital, Data and Technology Solutions, Strategic Business Branch, Portfolio Delivery Office Education Program. ACT Government procurement experience is highly desirable, as is experience managing small projects.

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

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

why you want the role

what you would bring to the role

what you would get out of it

about an achievement that you are most proud of

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Burnet 0430 170 800 andrew.burnet@act.gov.au

Workforce Capability and Governance

Whole of Government Workforce Strategy and Capability

Workforce Strategies

Senior Director, Strategic Workforce Projects

Senior Officer Grade A \$151,002, Canberra (PN: 52113)

Gazetted: 07 June 2021

Closing Date: 21 June 2021

Details: The Workforce Strategy and Capability Branch focuses on understanding and responding to the challenges which face the ACTPS workforce and Canberra community now, and those will we face in the future. We ask questions about what the future of work looks like, collaborating across the ACTPS to design and deliver initiatives which will drive workforce strategy and transformation, as well as the underlying people policies, programs and culture which will enable our collective success.

Areas of responsibility include whole of service leadership, learning and development, graduate and entry employment programs, people strategy and policy, flexible and activity-based work, strategic workforce planning, and diversity and inclusion strategy and programs. The Branch also supports a range of governance bodies relating to these areas of responsibility.

The Senior Director, Strategic Projects, leads a small team identifying strategic risks and opportunities that may have implications for the ACT Public Service workforce and formulating policies that position the ACT Public Service as a preferred employer.

Under limited direction from the Executive Branch Manager, you will establish relationships across the ACT Public Service and beyond to forecast and understand complex workforce issues, explore best practice models, and build strategic partnerships to advance the interests of the ACT Public Service.

Under your leadership, you and your team will identify and research emerging workforce issues, prepare evidence based policy advice and Executive briefing notes to support high level meetings, develop project proposals for initiatives that help the ACT maintain its credentials as Australia's most progressive jurisdiction, represent the Division at internal and external meetings, and pitch in to support colleagues to deliver critical work under tight timeframes.

In this role you can expect to design, implement and support several workforce projects, including initiatives to strengthen the ACT Government's management of identity and the implementation of a whole of service HR information system.

The ability to critically analyse issues, explore and apply evidence-based findings, write logical and easily absorbed papers, and consider emerging technologies and practices to develop solutions to a wide range of complex problems are essential to this role. You must be comfortable with ambiguity and capable of managing competing priorities.

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.

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: Please Provide a pitch (no more than two pages) explaining how your skills, capabilities and experience make you a good fit for the job. Please also provide your CV with the details of two referees.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Construction, Utilities and Environment Protection

Construction and Planning Regulation Team

Director -Construction and Planning Regulation

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 46946)

Gazetted: 07 June 2021

Closing Date: 21 June 2021

Details: The Construction and Planning Regulation Team in Access Canberra is looking for a fearless leader.

The team you will lead is made up of technical experts, regulators and investigators who work together to empower the community, make industry accountable and be an effective regulator.

To succeed in this role, you will need proven leadership and management skills with the ability to oversee complex cases and projects. You will provide strategic, evidence-based advice and direction to your staff and supervisors.

You will have a deep understanding of regulatory regimes, regulatory practice and the reading, interpretation, and implementation of legislative instruments. Most importantly you will build trusting professional relationships and develop the skill and knowledge of your staff to ensure they are a high performing regulatory team.

If you are up for a professional challenge in an environment that will support your growth and development as a regulator then this is the role for 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.

How to Apply: To apply for this role please submit a two page pitch demonstrating your Skills, Knowledge and Behaviours against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Krystal Eppelstun (02) 6207 4844 Krystal.Eppelstun@act.gov.au

Communications and Engagement

COVID-19 Public Information Coordination Centre (PICC)

Media

Media Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50368)

Gazetted: 08 June 2021

Closing Date: 25 June 2021

Details: An exciting opportunity exists to be a part of the ongoing response to COVID-19 in the ACT, with the Public Information Coordination Centre (PICC) seeking an experienced media manager.

This position leads a small team and is responsible for media liaison activities to deliver timely and accurate information ensuring high community awareness, positive community engagement and reputation management.

The PICC is a function that is activated under the Community Communications and Information Plan (CCIP), a sub plan of the Emergency Plan (2014), to deliver public information to the community and the media, before, during and after a major emergency or incident. The COVID-19 PICC plays a critical role in supporting the ACT Chief Health Officer, Coordinator-General and ACT Government to deliver timely and accurate information about COVID-19 to the Canberra community. The PICC is a community- focussed and fast-paced working environment and delivers whole of government media and communications, campaign, and engagement activities.

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.

Notes: This is a temporary position available for six months with the possibility of extension. Selection may be based on application and referee reports only. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment. The PICC functions 7 days a week and in a business-as-usual environment. Flexible working arrangements with occasional out of hours and/or weekend work may be required. In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

How to Apply: Please review the relevant position description (attached) and submit a two-page pitch detailing your relevant skills and experience and reason for applying, along with your currently curriculum vitae and the contact details of two referees. All applicants are advised to contact the nominated Contact Officer if they require further information prior to applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Pulli (02) 5124 9444 WholeofGovComms_Admin@act.gov.au

**Digital, Data and Technology Solutions
Technology Services**

Applications Service Delivery

Senior SOE developer

Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 32413)

Gazetted: 09 June 2021

Closing Date: 16 June 2021

Details: Applications Service Delivery (ASD) have an opportunity for an experienced and motivated person to join the Standard Operating Environment (SOE) development team for up to 6 months in the role of ASD Senior SOE Developer. This position will support the achievement of Digital, Data and Technology Solutions (DDTS) organisational objectives and Service Level Agreements through the delivery of quality customer services and ICT solutions.

The successful candidate will co-lead the SOE development team to provide technical support to DDTS staff and customers, assist in developing solutions for Whole of Government identified issues and participate in assigned project work.

The role will focus on SOE development, Windows endpoint management and automating all facets of SOE management where possible in the ACT government environment with a senior voice in setting direction and policy related to endpoint use and management across Whole of Government (WhoG). The role involves the supervision of other team members, both contract labour hire and ACTPS personnel.

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

Eligibility/Other Requirements:

The successful applicant will need to hold or be able to rapidly obtain an ACT Government Baseline Security Clearance.

Note: This is a temporary position available from 07 July 2021 until 22 December 2021 available for a period of six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees 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. Please provide SFIA assessment verification documents if applicants have them. The SFIA assessment verification documents are not mandatory.

Applications should be sent to the Contact Officer.

Contact Officer: Ash Rutledge (02) 6207 5293 Ash.Rutledge@act.gov.au

**Digital, Data and Technology Solutions
Customer Engagement Services**

CIT ICT

Senior Operations Officer

Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 05407)

Gazetted: 09 June 2021

Closing Date: 28 June 2021

Details: Customer Engagement Services Branch under Digital, Data, Technology Solutions (DDTS) is seeking an enthusiastic, driven and proactive person who thrives in a fast-paced environment and enjoys a challenge to fill the position of Senior Operations Officer within the CIT ICT embedded team. You will provide a wide range of technical ICT support services that contribute positively to the partnership between CIT and Digital, Data and Technology Solutions (DDTS), ranging from supporting contemporary Microsoft365 technologies, asset and software management lifecycles, prioritising and leading ICT operational workload etc.

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:

Applicants will have a high level of organisational skills, excellent attention to detail and can quickly adapt to an evolving ICT environment.

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

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” section and submit a personal pitch, of no more than two pages, that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Davies (02) 6205 0500 Adam.Davies@act.gov.au

Digital, Data and Technology Solutions

Project Support Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 38759)

Gazetted: 08 June 2021

Closing Date: 2 July 2021

Details: As a Project Support Officer, you will be required to support the Project Managers and the project delivery team, in a wide range of ACT Education Directorate's Infrastructure and Capital Works projects, requiring the delivery of ICT equipment and services. This will include liaison with Digital, Data and Technology Solutions technical teams, key Directorate stakeholders and vendors as required.

Demonstrated ability to manage multiple items of work, deliver to competing deadlines, and achieve results in a busy, small team environment with limited supervision. The role is part of a multi-disciplinary team within Digital, Data and Technology Solutions, Strategic Business Branch, Portfolio Delivery – Education Program.

You will be the go to person for our procurement activities. You will be the team champion for understanding which processes to follow for different procurement levels, and keep up-to-date with any changes to the processes. You will need to be highly organised and keep an up-to-date record of all in flight procurement activities so that the team are aware of where each procurement is at, and proactively follow up with vendors and internal teams for relevant documentation and approvals.

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:

Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is 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.

Possession of Construction Industry White Card or the ability to obtain one is required.

Relevant formal qualifications in a recognised project management discipline or equivalent experience would be highly desirable.

ACT Government procurement experience is highly desirable.

How to Apply:

In two pages or less tell us:

Why you want the role.

What you would bring to the role.

What you would get out of it.

About an achievement that you are most proud of.

A current curriculum vitae.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Burnet 0430 170 800 Andrew.Burnet@act.gov.au

Revenue Management Policy and Objections

Assistant Director - Policy and Objections

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 03659)

Gazetted: 08 June 2021

Closing Date: 22 June 2021

Details: The ACT Revenue Office is seeking enthusiastic and experienced individual for the role of Assistant Director over the next 6 months in our Policy and Objections Team.

Do you have good judgment, well developed interpersonal, time management skills and an eye for detail? If so, there could be the role for you.

The successful applicant will contribute to the outcome of objections and appeals on tax matters and to participate in research, policy and legislative development. To succeed, you will have the ability to interpret and advise on legislation, undertake critical analysis and exercise flexibility, tact and discretion.

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

Eligibility/Other Requirements:

Relevant tertiary qualification (e.g. Law, Economics) are desirable.

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

How to Apply: Please submit your curriculum vitae and a two-page supporting statement showing your capabilities against the Selection Criteria, along with contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brett Wilesmith (02) 6205 0202 Brett.Wilesmith@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Support Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 45799)

Gazetted: 09 June 2021

Closing Date: 28 June 2021

Details: The Service Portfolio Management team is looking for a highly motivated, detail orientated and customer focused staff member to join their ever growing team.

The role of the Service Support Officer is to ensure that the Service Portfolio Management team is supported in all activities relating to Digital, Data and Technology Solutions products and services being documented and published in the Technology Service Catalogue.

This role has a strong focus on both internal service process documentation as well as customer facing information, including communication relating to ICT services.

As part of the team you will:

Assist senior staff within the team to coordinate service lifecycle management activities.

Work with internal stakeholders to document the delivery, support and maintenance process and service maps for all ICT services.

Monitor the teams work request queue as well as the team SharePoint and MS Teams pages.

Engage in continual improvement activities for ICT services, including but not limited to the review of the customer facing Technology Catalogue content and internal service documentation.

Review Technology Catalogue form requests, design, and UAT, liaising with the website development team and customers.

Engage in Knowledge Management activities and keep templates and process' up to date.

Secretariat activities for working groups and sub working groups within the Service Portfolio Management Team; and

Ad hoc service reporting.

This position does not involve direct supervision of staff.

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.

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

How to Apply:

If you are interested in the position and would like to know more please contact the contact officer either via phone or email.

Please include with your application your curriculum vitae, contact details for two referees (one being your current manager) and a two page pitch addressing your experience and suitability for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melanie Hobbs (02) 6207 1281 Melanie.Hobbs@act.gov.au

Workforce Capability and Governance

Whole of Government Workforce Strategy and Capability

Workforce Strategies

Senior Project Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 52110)

Gazetted: 09 June 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 Project Officer is part of a small team that responds to strategic risks and opportunities that may have implications for the ACT Public Service workforce and contributes to the development of policies that position the ACT Public Service as a preferred employer. With direction from the Senior Director, Strategic Projects, you will foster relationships across the ACT Public Service and beyond, gather and analyse data, information, and insights to help forecast and understand complex workforce issues to advance the interests of the ACT Public Service. You will research emerging workforce issues to inform evidence based policy advice, draft Executive briefing notes, contribute to project proposals for initiatives that help the ACT maintain its credentials as Australia's most progressive jurisdiction, and pitch in to support colleagues to deliver critical work under tight timeframes. In this role you can expect to support several workforce projects, including initiatives to strengthen the ACT Government's management of identity. You will also attend meetings as a Whole of Service representative on workforce related matters. You must be comfortable with ambiguity and capable of managing competing priorities. Be prepared to come up with new ideas that may not always progress and have resilience to feedback. The ability to critically analyse issues, work collaboratively with a team to problem solve, be open to diverse and innovative ideas and write clear and concise papers are critical to your success in 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.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position 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: Give us a one page pitch on how your skills and experience make you the right fit for the job. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Lamb 0400 084 337 victoria.lamb@act.gov.au

Shared Services

Partnership Services

Record Services/ Physical Record Support

Operations Team Leader

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 46739)

Gazetted: 09 June 2021

Closing Date: 16 June 2021

Details: Record Services is currently seeking an Operations Team Leader to join the team.

This role manages the day-to-day operations of the Physical Record Support (PRS) team which includes providing high level customer service, leading and monitoring the team's performance and the performance of individuals. Assists in the development of procedures, identifies training needs and delivers training to ensure a well-skilled and high performing team. Manages the team's workload through our customer management system and ensures KPI's are met across the field of operations. 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: This position requires the ability to work in a manual handling environment.

Note: This position is temporary up to six months with the possibility of extension and/or permanency.

How to Apply: Applicants must ensure they provide a personal pitch (two page maximum) in response to the Professional/Technical Skills and Behavioural Capabilities outlined in the position description, a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daren Stinson (02) 6207 1195 daren.stinson@act.gov.au

Workforce, Capability and Governance

Professional Standards Unit

Senior Legal Policy Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 52134)

Gazetted: 09 June 2021

Closing Date: 23 June 2021

Details: The Professional Standards Unit (PSU), within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) provides support to the statutory office of the Public Sector Standards Commissioner in the conduct of investigations of misconduct allegations and management of complaints within the Service. We have an exciting new opportunity to broaden the work of the PSU and engage in legislative and policy reform.

We are looking for an experienced leader and strategic thinker with great communication and collaboration skills.

Working in a small and engaged team environment the Senior Legal Policy Officer fulfils a leadership role

undertaking high-level legal policy work, providing strategic advice, and responding to legal policy issues.

The PSU and 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: The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated ability to undertake high level research and analysis of legal policy matters and legislative review, with reference to an understanding of and ability to plan the process, gather and analyse information, conduct effective stakeholder consultation, prepare briefings, refine policy direction, draft policy documentation, and promote and implement policy.

Demonstrated experience in analysing issues to make sound judgements and recommendations in accordance with relevant legislation and a demonstrated ability to encourage innovation and engage with risk to drive data driven strategic improvements and compliance outcomes.

Highly developed written and verbal communication skills, including presentation skills and the ability to deliver high quality, accurate documentation in compliance with ACT Government legislative processes.

Behavioural Capabilities

Highly developed communication skills and ability to use complex communication strategies tailored to Government and private sector stakeholders including an ability to present a convincing argument.

Adaptability to changing circumstances and ability to manage competing priorities and develop and maintain professional competence.

Demonstrated experience to lead and develop a small team and contribute to the development of a cooperative, high performance work group, establishing a culture of performance and improvement and commitment to public service values.

Compliance Requirements / Qualifications

Relevant tertiary qualifications in law or a related field, or significant study towards gaining such qualifications, would be highly desirable.

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 response to the Selection Criteria, current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christina Thompson (02) 6207 1866 christina.thompson@act.gov.au

Shared Services

Commercial Services and Infrastructure

Payroll Services

Team Coordinator

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 09395)

Gazetted: 07 June 2021

Closing Date: 21 June 2021

Details: The Shared Services Payroll team are seeking experienced and skilled Payroll Team Coordinators to join our team.

As a Payroll Team Coordinator, you will work in a large team and be responsible for providing support to your Team Supervisor, as well as your team members and colleagues within Payroll Services. Your primary tasks will be to:

Support the Team Supervisor/s in managing the team/s to deliver pay and conditions in accordance with the relevant Enterprise Agreements and legislation;

Undertake relevant casework and prepare well developed and researched correspondence, reports and submissions relating to payroll activities as requested;

In working with the Team Supervisor, identify individual and team payroll training requirements, implement, develop and deliver training and/or presentations as agreed and required; and

Accurately calculate, process and check salary and allowance payments, including overtime and penalty rates in a timely manner.

Additional responsibilities include interpreting and providing accurate and considered advice relating to Enterprise Agreements and relevant legislation and policies for current payroll processes

The ideal candidate would be a highly motivated team player who demonstrates superior customer service skills and is comfortable working in a high-pressure environment with tight deadlines, with the ability to contribute to a positive and inclusive working environment.

Note: This position is available for a period up to 30 June 2022 with the possibility of permanency.

How to Apply: If this sounds like you, please review the position description and follow the instructions to apply for the role. Please submit your application using the online e-recruitment portal below. You are required to provide: Your resume or curriculum vitae (2-3 pages preferred). A two-page pitch summarising your suitability for the role, ensuring you take into consideration the position information and key capabilities (minimum font 11).

If you have any problems submitting your application, please contact Shared Services Recruitment on (02) 6207 9000 prior to the close date/time.

Please review the applicant guide within the position description for more information on developing your pitch when applying for this position.

We look forward to hearing from you!

Applications should be submitted via the Apply Now button below.

Contact Officer: Deepika Khem (02) 6205 5294 deepika.khem@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

Children, Youth and Families

Child and Youth Protection Services

Practice and Performance, Cultural Services Team

Principal Practitioner, Cultural Services Team (Identified Position)

Child and Youth Protection Professional Level 5 \$134,806 - \$151,360, Canberra (PN: 33997)

Gazetted: 09 June 2021

Closing Date: 24 June 2021

Details: The Cultural Services Team are focussed on working in partnership with families, the Community and Child and Youth Protection Services (CYPs) colleagues to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander families. The work is underpinned by best practice and culturally responsive case management. The Team has responsibility for oversight, management, and direction of the day-to-day operations requiring cultural services across CYPs.

The Principal Practitioner, Cultural Services role is responsible for providing strong leadership and supporting the strategic vision and workplan for the Cultural Services Team and contribute towards ensuring CYPs has the capability to deliver its statutory obligations through a culturally intelligent and responsive workforce. Working closely with local Aboriginal and Torres Strait Islander (ATSI) community controlled organisations, funded partner organisations, and the wider Aboriginal and Torres Strait Islander community, this position will support provision of practice, coaching and mentoring within the Team. The role will also have a focus on leading project work that is centred in practice, within the Cultural Services Team.

The Community Services Directorate (CSD) is committed to addressing the disproportionate representation of ATSI 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 ATSI 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) ATSI Competency Framework. This approach acknowledges the significant contribution that individuals with ATSI 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 is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Essential Qualifications and Experience:

Demonstrated experience leading teams and delivery of services to supports positive outcomes for Aboriginal and Torres Strait Islander families.

Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience in child protection and/or youth justice.

At least five years' experience practice experience working with children, young people and their carers or families.

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.

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

Notes: This is a temporary position available for 12 months with the possibility of permanency. Educational, suitability and professional qualification checks may be carried out prior to employment. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: 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: Narelle Rivers (02) 6207 5593 Narelle.Rivers@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Therapeutic Assessment Team

Team Leader (Therapeutic Assessment Team)

Child and Youth Protection Professional Level 4 \$117,046 - \$125,587, Canberra (PN: 35156)

Gazetted: 09 June 2021

Closing Date: 23 June 2021

Details: The Team Leader role is focussed on providing strong leadership to a multidisciplinary team undertaking appropriate developmental and therapeutic assessments.

The team leader will have a varied workload, training opportunities, and will work closely with Melaleuca Place, a trauma-targeted intervention service. Experience working with children and families presenting with multiple and complex needs and an understanding of developmental trauma is strongly desired. The team will also contribute to the work of Child and youth Protection Services by: actively participating in developing and refining the service model; participating in an evaluation of the new framework; and generally contributing to the program development. An understanding of trauma on cultural groups such as the Aboriginal and Torres Strait Islander (ATSI) community and its impact on service delivery.

Eligibility/Other Requirements:

Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology or an allied health position (Speech Pathologist, Occupational Therapist).

At least five years practice experience working with children, young people and their carers or families.

Current driver's licence.

Desirable qualifications and experience:

Experience working with children, young people and their carers or families.

Project management and or audits and review processes.

Experience with change management.

Additional Information

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.

Notes: An order of merit may be established from this process to fill future identical vacancies over the next 12 months.

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: Angela Curcio (02) 6205 4081 Angela.Curcio@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Administrative Support Officer (Bimberi Residential Services)

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 10187)

Gazetted: 03 June 2021

Closing Date: 17 June 2021

Details: Bimberi Residential Services is seeking a highly motivated individual who demonstrates integrity, and collaboration to support the administration team to deliver a high level of customer service. The successful applicant will also have high level communication skills and the ability to be flexible and uses initiative in decision making.

The Administrative Support Officer role is responsible for providing a broad range of administrative functions for Bimberi Residential Services. As part of a small and dynamic team the Administrative Support Officer will be responsible for the delivery of accurate, timely, high quality, customer focused administrative support functions including finance, petty cash, arranging client appointments for families and professionals, coordination of staff uniforms, Information Technology (IT), ordering of supplies and records management.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families. It is comprised of

Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services (BCRS), including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

Bimberi Community Residential Services provides supported accommodation to young men, aged between 15 and 18 years old. All Bimberi's facilities operate 24 hours a day, 7 days a week.

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

Eligibility/Other Requirements:

Proficiency with Microsoft Office products and database systems.

Possession of a current driver's licence and Senior First Aid Certificate.

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

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

How to Apply: Applications are sought from potential candidates that should include:

Written response addressing six Selection Criteria.

Should be limited to 400 words per criteria.

For additional information on how to prepare your application please visit www.jobs.act.gov.au/how-we-hire/prepare-your-application

Contact details of two referees.

Current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerrie Biddlecombe (02) 6207 3402 Kerrie.Biddlecombe@act.gov.au

Cultural Facilities Corporation

Chief Executive Officer

Executive Level 2.3 \$307,053 - \$319,330 depending on current superannuation arrangements, Canberra (PN: E255)

Gazetted: 04 June 2021

Closing Date: 20 June 2021

Details: This is an exciting and high profile leadership opportunity, managing major arts and heritage assets in Canberra, the nation's capital. The position offers a unique combination of cultural leadership functions, covering the performing arts, the visual arts, social history and cultural heritage management. You will be joining the organisation at a pivotal time in its existence, when it will be a key contributor to the development of a new 2,000-seat theatre that will be the centrepiece of a civic, arts and cultural precinct in Canberra's city centre.

This rewarding role as a leader in the ACT's arts and cultural life will build on a strong foundation of attracting, supporting and developing world class productions, exhibitions and cultural experiences.

Reporting to the ACT Minister for the Arts and a Board, you will lead a dynamic and passionate team of people dedicated to their role in celebrating Canberra as a thriving community that is home to the most active cultural audiences and participants in the country, and as the nation's capital.

The Cultural Facilities Corporation (CFC), as an ACT Government Statutory Authority is responsible for:

the Canberra Theatre Centre – the main performing arts centre for the region and a major venue in the national touring circuit;

the Canberra Museum and Gallery – a major facility that explores the region's visual arts and history and includes the renowned Nolan Collection; and

three Historic Places that reflect different aspects of Canberra's history and contemporary life : Lanyon, Calthorpes' House and Mugga-Mugga.

You will need demonstrated leadership experience in the cultural sector, preferably in a public administration context, with a passion for the role of arts, culture, and heritage in our community.

You will pursue the CFC's strategic direction, lead a resilient and high performing team, manage the organisation's assets, ensure its financial health, and provide high standards of governance.

Remuneration: The position attracts a remuneration package ranging from \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543. In addition, a payment in lieu of an executive vehicle at \$24,500 per annum is available.

Contract: The successful applicant will be engaged as a public servant under a performance-based contract and will be appointed as the Chief Executive Officer under the *Financial Management Act 1996* and the *Cultural Facilities Corporation Act 1997* 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.

For a full position description and details on how to apply please contact Leanne Power, Executive Branch Manager, Office of the Head of Service, leanne.power@act.gov.au, (02) 6207 5990.

All applications should be emailed directly to kathy.leigh@act.gov.au.

More information on the Cultural Facilities Corporation go to: <http://www.culturalfacilities.act.gov.au/>.

For more information on living in Canberra go to www.canberra.com.au.

Contact: Kathy Leigh, Head of Service and Director-General, kathy.leigh@act.gov.au, (02) 6205 0246

Education

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

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

Service Design and Delivery

Student Engagement

Occupational Therapist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 48592, several)

Gazetted: 09 June 2021

Closing Date: 28 June 2021

Details: The individuals in these positions will provide occupational therapy supports within ACT Public Schools, including the provision of information, advice and professional learning to school staff. The position is based in a Network Student Engagement Team (NSET), an interprofessional team of specialist teachers, psychologists, social workers, allied health professionals and allied health assistants. ACT Education Directorate occupational therapists works with schools, building school capacity to benefit students who are experiencing difficulty connecting to school and engaging with education. The individuals will have the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are participating in and accessing learning activities as part of the school curriculum.

Eligibility/Other Requirements:

Mandatory: Tertiary qualification or equivalent in Occupational Therapy.

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA). Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

Eligibility for Membership with the Australian Occupational Therapy Association.

Current driver's licence essential, including access to a private vehicle.

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.

Highly Desirable:

A minimum of at three years' experience as an occupational therapist in paediatric settings.

Notes: There are several temporary positions available starting 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. Selection may be based on application and referee reports only. Full time and part time hours will be considered.

How to Apply: Please submit a response to the Selection Criteria (maximum six pages), current curriculum vitae and contact details for two referees.

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

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

Service Design and Delivery

Student Engagement

Occupational Therapist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 36986, several)

Gazetted: 09 June 2021

Closing Date: 28 June 2021

Details: The individuals in these positions will provide occupational therapy supports within ACT Public Schools, including the provision of information, advice and professional learning to school staff. The position is based in a Network Student Engagement Team (NSET), an interprofessional team of specialist teachers, psychologists, social workers, allied health professionals and allied health assistants. ACT Education Directorate occupational therapists works with schools, building school capacity to benefit students who are experiencing difficulty connecting to school and engaging with education. The individuals, with support and supervision, will have the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are participating in and accessing learning activities as part of the school curriculum.

Eligibility/Other Requirements:

Tertiary qualification or equivalent in Occupational Therapy.

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

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

Eligibility for Membership with the Australian Occupational Therapy Association.

Current driver's licence essential, including access to a private vehicle.

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.

Notes: There are several positions available starting 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. Selection may be based on application and referee reports only. Part-time and full-time hours will be considered.

How to Apply: Please submit response to the Selection Criteria (maximum six pages), current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

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

School Improvement

North Canberra Gungahlin

Margaret Hendry School

Director of First Impressions

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 52197)

Gazetted: 08 June 2021

Closing Date: 22 June 2021

Details: Margaret Hendry School is a fast-growing P-6 school in Gungahlin. We are seeking a friendly, energetic and motivated 'Director of First Impressions' to join our team. The applicant will be responsible for a variety of administrative tasks that support our efficient, flexible and responsive front office. They will contribute to the efficiency of a customer focused team and demonstrate competence in managing and prioritising administrative tasks. Proficient use of Information Technology (IT) software and equipment is required for standard correspondence, data entry, records management, photocopying, first aid and provide support to the school team. The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community. Are you the person that will have a positive impact on our children and community? Then we want to meet you!

This is a full time ASO2 position. The standard working hours for the role are 8:30am-4:21pm, Monday – Friday.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

First Aid Certificate or a willingness to undertake appropriate training.

Desirable:

Knowledge of the ACT Education Directorate school administration system (SAS) or equivalent

Relevant Skills and Abilities:

Communication and interpersonal skills; ability to communicate effectively with staff, children and families

Organisational skills including the ability to set priorities and meet deadlines

Ability to work as part of a team

Ability to work with and relate to children

Administrative skills including keyboard skills; and the ability to operate a variety of computer programs

Ability to use own initiative and work independently when necessary

Ability to apply equity, diversity, workplace health and safety, and participative management principles and practices in the workplace

Notes: This is a temporary position available from 12 July 2021 to 17 December 2021, with possibility of extension and/or permanency.

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: Ann-Marie Pesticcio (02) 6142 2800 Ann-Marie.Pesticcio@ed.act.edu.au

School Improvement and Performance

North and Gungahlin Network

Harrison School

Classroom Teacher - Harrison School

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 25288)

Gazetted: 07 June 2021

Closing Date: 14 June 2021

Details: Harrison School is seeking a highly motivated and innovative Textiles/Food Technology Specialist Teacher to join our teaching staff in the Year 7 -10 sub-school (another subject area is desirable). This position is mainly focused on delivering a highly engaging and dynamic program in the identified Design Technology subjects. The successful applicant will be required to have deep knowledge of the Australian Curriculum and an ability to differentiate the learning to cater for all students.

The applicant will require the ability to:

Build strong relationships with students, staff, parents, and members of the broader school community.

Collaboratively plan with other teachers and demonstrate a high level of understanding of the Australian Curriculum and how to differentiate the learning for individual students with needs.

Effectively use data and evidence to ensure all students continue to improve and meet/ work towards the Achievement Standards.

Willingness to innovate with colleagues through PLCs

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.

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

How to Apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers. For further information regarding the position please contact Kate Cunningham.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Cunningham (02) 6142 2200 kate.cunningham@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 Performance and Improvement

Tuggeranong

Caroline Chisholm School

Building Service and Facilities Manager

Building Service Officer 4 \$87,715 - \$100,388, Canberra (PN: 45921)

Gazetted: 07 June 2021

Closing Date: 14 June 2021

Details: Caroline Chisholm School is seeking a highly motivated, self-managing individual for the position of Building Services and Facilities Manager.

The successful candidate is expected to be proactive, exercise judgement and initiative and work with limited supervision and liaise closely with the Principal and Business Manager. The successful candidate will be required to plan, initiate and coordinate multiple school projects determining priorities, supervise and monitor contractors. Develop, coordinate and implement annual building and grounds maintenance programs across our P-10 dual campus.

coordinate and support the school's sustainability initiatives as required. Possess skills to undertake emergency and other repairs to a trade/industry standard or ensure standard is met when organising and overseeing repairs.

The expected duties will also include maintaining the school buildings, grounds, fixtures, fittings, furniture and equipment in a clean and tidy condition with regards to security, safety and enhancement.

supervise and support staff as required, mentor other Building Service Officer's and manage their Professional Development Plan (PDP) process.

provide relevant training and undertake administrative duties as necessary.

Eligibility/Other Requirements:

An industry recognised qualification in trade skills or equivalent work experience.

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation. Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety

Mandatory Training in other WHS procedures will be required during employment: for example, Working at Heights, Sharps.

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.

This position is required to work during stand down periods between school terms to undertake duties as directed.

This will be subject to negotiation with the principal/business manager prior to commencing in this role.

Desirable: Microsoft Office suite IT skills; Certificate IV in an appropriate field eg Security, Training and Assessment, current First Aid certificate.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description (maximum of four pages) and provide a current curriculum vitae and the names and contact of two referees. A current referee report is required to be submitted with the application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sonia Jamieson (02) 6142 3529 sonia.jamieson@ed.act.edu.au

Business Services

People and Performance

Recruitment

Assistant Director, Staffing and Placements

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 39121)

Gazetted: 07 June 2021

Closing Date: 21 June 2021

Details: The Recruitment Assistant Director, Staffing and Placements will support the Directorate, Senior Director and Director in providing a range of operational recruitment activities in support of the ACT Public Schools and the Education Support Office.

The Recruitment Section sits within People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing, and retaining a skilled and high performing workforce. The Section provides advice and operational support about staff recruitment and deployment, establishment management, resource allocations, recruitment and movement of staff and conditions of service and staff entitlements.

The Assistant Director, Staffing and Placements is one of two Assistant Director positions within the operational stream of the Recruitment Team who will work collaboratively to support the functions of the Team.

The Assistant Director, Staffing and Placements will focus on:

Supporting the annual School Leader, Classroom Teacher, and school administrative employee transfer rounds.
Management of Classroom Teacher and school administrative temporary/casual employment registers/employees.

Day to day operational recruitment activities.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well demonstrate the related signature behaviours.

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

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills and Knowledge 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: Michelle Tranda (02) 6205 7390 Michelle.TRANDA@act.gov.au

School Operations

North and Gungahlin Network

Neville Bonner Primary School

SLB Neville Bonner Primary School

School Leader B \$147,337, Canberra (PN: 30939)

Gazetted: 04 June 2021

Closing Date: 18 June 2021

Details: Neville Bonner Primary is a large Preschool to Year 6 School located in North Gungahlin. Our diverse school population values the many cultures and family backgrounds which form our community. We strive to provide a welcoming, safe and nurturing environment which supports children to excel as learners. We are currently seeking a highly motivated and dynamic School Leader with the skills and knowledge to:

Support the Principal in the management and leadership of the school

Coach and supervise staff and monitor learning progress of all children including but not limited to early years learning

Lead, model and promote exemplary evidence-based teaching/learning practices in an inclusive setting

Work in collaboration with the Preschool Team Leader to ensure quality outcomes for children in a large preschool programme within a regulatory environment

Lead and support the Neville Bonner Primary Respectful Relationships school culture

Share leadership responsibility for the embedding of Aboriginal and Torres Strait Islander perspectives across the curriculum and in daily practice

Work collaboratively with the leadership team, and take leadership role in implementing the Neville Bonner Primary School Strategic Plan

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.

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: Fran Dawning (02) 6142 1201 Fran.Dawning@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 Operations

North and Gungahlin Network

Neville Bonner Primary School

School Leader C Neville Bonner Primary School

School Leader C \$126,542, Canberra (PN: 51094)

Gazetted: 04 June 2021

Closing Date: 11 June 2021

Details: Neville Bonner Primary is a large Preschool to Year 6 School located in North Gungahlin. Our diverse school population values the many cultures and family backgrounds which form our community. We strive to provide a welcoming, safe and nurturing environment which supports children to excel as learners. We are currently seeking a highly motivated and dynamic School Leader with the skills and knowledge to:

Lead early childhood pedagogies across the school

Coach and supervise a large team of preschool educators including early career teachers and assistants

Lead, model and promote exemplary contemporary teaching/learning practices for children with complex and diverse needs in a mainstream setting

Lead, monitor and review Preschool practices in accordance with the NQS

Liaise with families and other stakeholders including Support At Preschool, allied health professionals and the school DECO

Lead and support the Neville Bonner Primary Respectful Relationships framework

Demonstrate leadership commitment to deepening understanding of and appreciation for Aboriginal and Torres Strait Islander histories and cultures across the school

Work collaboratively with the Neville Bonner Primary School Principal and leadership team, taking leadership roles in implementing the school Strategic Plan across the school

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.

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: Fran Dawning (02) 6142 1201 Fran.Dawning@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 Division

People and Performance

Recruitment

Assistant Director Teacher Recruitment

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 46687)

Gazetted: 04 June 2021

Closing Date: 18 June 2021

Details: The Education Directorate is fast paced work environment which changes rapidly. We are looking for a candidate with solid experience in recruitment who is self motivated who can contribute to ongoing improvements in the Teacher Recruitment space.

This role will be hands on and will have opportunity to assist with building Education Directorate's brand across platforms with the ultimate goal of becoming an employer of choice.

Assistant Director (Teacher Recruitment) role will support the Directorate, Senior Director and Director in providing a range of operational recruitment activities in support of the ACT Public Schools and the Education Support Office.

Eligibility/Other Requirements:

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

This position requires a solid understanding of the HR context or relevant qualifications/experience in a similar role are highly desirable.

Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

How to Apply: To apply, please submit a pitch of no more than two pages outlining why you're an ideal candidate for the role in line with the Duties and Capabilities in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Georgiou 6205 2860/0431 026 120 emma.georgiou@act.gov.au

Service Design and Delivery

Student Engagement

Social Worker - Student Engagement Branch

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 43185)

Gazetted: 04 June 2021

Closing Date: 23 June 2021

Details: The Student Engagement Branch works with school staff, students, parent/carers and other stakeholders to improve student engagement to learning and wellbeing outcomes. The branch contributes through the knowledge and skills of multidisciplinary teams, policy implementation support and professional learning/ capacity building. The branch also provides strategic direction to the Education Directorate in areas such as student wellbeing and engagement, inclusion and the creation of safe and supportive school environments.

The Student Engagement Social Workers will work as part of an interprofessional team with a diverse skill set, they will work collaboratively to build capacity within students, schools, and the community. They endeavour to increase engagement and improve student outcomes. The Student Engagement Social Workers work collaboratively and transparently with students, caregivers, school care teams and a range of stakeholders to support student engagement. The Social Workers identify areas of need and implement a range of social work interventions to achieve best outcomes for students.

The Student Engagement Social Workers may be placed with our Network Student Engagement, Occupational Violence and Complex Case Management or Flexible Education teams, depending on operational requirements.

Eligibility/Other Requirements:

Minimum requirements: Tertiary qualifications in social work with eligibility for membership of the Australian Association of Social Workers (AASW). Experience working with families as part of a multi-disciplinary team is highly desirable. A current driver's licence is required with the use of own vehicle for work purposes. These positions do not attract school stand down conditions. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

How to Apply: A written application outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role (maximum 5 pages), a current curriculum vitae and two referees with their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Fogg 0435 658 842 michelle.fogg@ed.act.edu.au

**Executive Support Officer
System Policy and Reform
Strategic Policy
Executive Support Officer**

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 37070)

Gazetted: 03 June 2021

Closing Date: 17 June 2021

Details: The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context. This includes Strategic Delivery of priority initiatives, Strategic Coordination of cross directorate priorities, and Strategic Partnering with other parts of the directorate on joint commitments.

The Executive Support Officer will assist the Executive Branch Manager - Strategic Policy through the provision of high-level administrative support. This includes, but is not limited to, coordinating branch reporting functions, secretariat and logistical support, as well as various administrative support functions. This role may also be required to support the Deputy Director-General - System Policy and Reform on an ad hoc basis.

In accordance with Directorate policies, the Executive Support Officer will provide coordination and quality assurance support to the Executive Branch Manager and Strategic Policy Branch. The officer's main responsibilities will be to:

Coordinate branch reporting and communications, including (but not limited to) collation of cross Branch input into Annual Reports, Minister's Weekly Briefs, and ConnectED updates

Provide Secretariat support for Team Leader and Branch Meetings, including scheduling, agendas, minutes and follow up of action items

Provide logistics support for Branch stakeholder forums and consultations as required, including liaison with Branch leads, venue and catering bookings, and stationary orders

Assisting Branch teams with high level meeting preparations, including (but not limited to) preparation of papers, speaking points, quality assurance, and arrangements briefs for intergovernmental forums, Strategic Board committees, and Cabinet processes.

Support for the Deputy Director General, System Policy and Reform as required. This can include calendar and workflow management, and other ad hoc supports.

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

Notes: This is an expected permanent position and is available from August 1, 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. This position will have options to work from home subject to requirements. The current distribution of work for the majority of branch employees is two days in-office, three days off-site. The primary worksite is located at 220, London Circuit, Canberra.

How to Apply: Please provide a current curriculum vitae, two-page response to the Selection Criteria and the details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Moore (02) 6205 4999 Nicole.Moore@act.gov.au

Service Design and Delivery

Student Engagement

Inclusive Education

Director Inclusion - Capacity Building

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 44212)

Gazetted: 03 June 2021

Closing Date: 17 June 2021

Details: The Director Inclusion – Capacity Building position, under broad direction, is responsible for delivering a range of activities focused on building the capacity of schools and school communities and upskilling teachers and support staff to deliver high quality inclusive education. These activities are fundamental in building the ability of the ACT government school system to better meet the diverse needs of students with a disability and their families.

This work takes a student focused and evidence-based approach to support inclusive education and student engagement in all ACT government schools. The position includes leading a team of people who deliver capacity professional learning and development, developing quality resources, communicating and engaging with a diverse range of people to deliver on the Education Directorate's policy of inclusive education for all students.

Eligibility/Other Requirements:

Highly Desirable:

- Previous experience working in ACT Government schools.
- Relevant tertiary qualifications in Education or Human Services.

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

How to Apply: Please submit a statement of claims against the criteria (maximum four pages), current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Kirk (02) 6205 4830 sarah.kirk@act.gov.au

Service Design and Delivery

Learning Wellbeing Policy and Design

Learning and Teaching Policy and Service Design

Assistant Director, University of Canberra Accelerated Pathways Program Coordinator

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 46540)

Gazetted: 07 June 2021

Closing Date: 14 June 2021

Details: The University of Canberra Accelerated Pathways Program Coordinator will be outposted to the University of Canberra (UC) and work closely with the Executive and key stakeholders regarding all aspects of the UC Accelerated Pathways Program (H Course). They will use their knowledge of senior secondary curriculum, moderation, assessment and certification to take full carriage of the program, including promotion, stakeholder engagement and the pastoral and academic care of students.

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.

Current driver's licence and access to own vehicle is essential.

Relevant tertiary qualifications or experience in Education and previous experience working in ACT Government and in an Education context is highly desirable.

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

How to Apply: Please submit a written response to the selection criteria (maximum three pages), current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Elton (02) 6207 0740 kathryn.elton@act.gov.au

Business Services

Infrastructure and Capital Works

Asset Strategies

Senior Administrative Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 17694)

Gazetted: 03 June 2021

Closing Date: 17 June 2021

Details: The Senior Administrative Officer plays a key role in providing corporate support for the Education Support Office (ESO). The Asset Strategies section manages the operation of the Hedley Beare Centre for Teaching and Learning and other ESO sites, including 220 London Circuit, Civic; Callum Offices, Woden and outposted teams based at schools. The role is a key member of the section and is responsible for maintaining the section budget, as well as processing invoices and claims for payment via the APIAS system.

The role assists with management of internally and externally provided contract services, including the Education Directorate (EDU) vehicle fleet, ACT Property Group, waste management and cleaning contracts.

Eligibility/Other Requirements: An understanding of the ACT Government's financial management and procurement processes would be an advantage.

Notes: This is an expected permanent vacancy available from 1 October 2021. Selection may be based on application and referee reports only.

How to Apply: Applications must address the Selection Criteria and include a curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Vincent (02) 6207 2877 Wayne.Vincent@act.gov.au

Environment, Planning and Sustainable Development

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

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

City Renewal Authority

Communications and Engagement

Engagement

Assistant Director (Community Engagement)

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 52137)

Gazetted: 07 June 2021

Closing Date: 24 June 2021

Details: The City Renewal Authority (Authority) is charged with shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy.

In partnership with the community, the Authority aims to create an active city heart through the delivery of design-led, people-focused urban renewal with a focus on social and environmental sustainability.

The Authority works within the City Renewal Precinct, which spans Dickson, Northbourne Avenue, Haig Park, Braddon, Civic and Acton Waterfront.

The City Renewal Authority is established under the *City Renewal Authority and Suburban Land Agency Act 2017* which came into effect on 1 July 2017.

The Communication and Engagement Team

The Communication and Engagement team promotes the reputation, values, identity and guiding principles of the City Renewal Authority and explains the benefits of its precinct renewal program agenda to the community, key stakeholders and partners. Our small team works closely with Authority staff and consultants, providing strategic oversight and advice on effective communication and engagement initiatives. We also coordinate communication materials to ensure they are consistent with the Authority's broader messaging and align with its values.

Eligibility/Other Requirements:

Formal qualifications, or extensive work experience in communications, community engagement, public relations or journalism is highly desirable.

Completion of, or progress towards, the International Association for Public Participation (IAP2) Certificate in Engagement would be well regarded.

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.

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

How to Apply: Please provide a two page response to the Selection Criteria and include your current curriculum vitae and the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melanie Skinner (02) 6205 1294 Melanie.Skinner@act.gov.au

Corporate Service and Operations

Governance, Compliance and Legal

Governance, Assurance and Performance

Assistant Director, Governance and Performance Reporting

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38031, several)

Gazetted: 07 June 2021

Closing Date: 21 June 2021

Details: Do you enjoy delivering quality governance and enterprise performance outcomes? Are you looking for an exciting opportunity to develop your interest and expertise and be part of an engaged and high functioning team! The Governance, Assurance and Performance team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of systems, solutions and practices that support the Directorate's operational and strategic performance. The team is multi-disciplinary and operates across organisational governance and business continuity; strategic performance and enterprise reporting; and assurance and risk management.

The work will involve facilitating the delivery of program and enterprise performance reporting, annual reporting and a number of governance and performance centric projects. The position reports to a Director (SOGB) within the Governance, Assurance and Performance team.

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, veterans, and those who identify as LGBTIQ+ are encouraged to apply.

Note: These are temporary position's available for a period of six months with the possibility of extension up to 12 months. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. A merit pool of applicants found suitable, but not successful, will be created for filling future vacancies. If you do not wish to be listed in the merit pool please notify the contact officer.

How to Apply: Interested candidates should submit an Expression of Interest (no more than two pages) on why you are a good fit for the role as set out in the Position Description, a copy of your curriculum vitae, details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Phillips 0498229746 ian.phillips@act.gov.au

Suburban Land Agency

Program Solutions

Sustainability and Release Coordination

Senior Project Manager

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 41560)

Gazetted: 03 June 2021

Closing Date: 17 June 2021

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

The Sustainability and Release Coordination Unit sits within the Branch. We are responsible for developing strategic environmental and social sustainability policies, such as the SLA's Sustainability Strategy, and for coordinating the SLA's input and reporting on the Government's Indicative Land Release Program (ILRP).

Our team has a diverse range of responsibilities, covering areas such as innovation, zero emissions suburbs, resilient communities and housing market analysis. We work collaboratively with other teams across the SLA and ACT Government to implement innovative and sustainable land development practices that meet market demand and create thriving and resilient communities.

We are looking for someone who has demonstrated project management experience and who has a strategic approach to implementing current and future solutions. You will succeed in this role if you are an innovative leader that can quickly establish and maintain productive work relationships and manage a small team with diverse skills. You will be resilient and be able to adapt to new situations and changing circumstances whilst maintaining flexibility and a positive attitude.

Eligibility/Other Requirements:

Demonstrated project management and organisational skills.

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. 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: Applications are sought from potential candidates for the position of Senior Project Manager, Sustainability and Release Coordination. Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than 3 A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rob Thorman 0418 260 449 Rob.Thorman@act.gov.au

Environment, Heritage and Water

ACT Parks and Conservation Service

Fire, Forests and Roads

Senior Seasonal Field Officer

General Service Officer Level 7 \$65,087 - \$68,733, Canberra (PN: 09855, several)

Gazetted: 03 June 2021

Closing Date: 24 June 2021

Details: The ACT Parks and Conservation Service (PCS) is a branch of EPSDD with responsibility for planning and ongoing management of our parks, reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community. A core function of the ACT Parks and Conservation Service is the planning, preparation and management of fire in the landscape to incorporate Ngunnawal cultural burning knowledge and aspirations and ecological burning objectives.

The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal bushfire crews perform a critical role in the ACT Government's ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities.

An opportunity exists for fit, motivated and experienced applicants to join our team. As a seasonal Senior Field Officer within the PCS Fire, Forest and Roads team, the successful applicants will lead a team delivering a range of bushfire management activities.

The successful applicants will start in early September 2021 and will undertake an extensive learning and development program prior to commencing full duties as seasonal fire crew members.

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.

Under the ACT Public Sector Infrastructure Services Enterprise Agreement, bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position.

This is a physically demanding role, requiring endurance and lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles. Field Officer applicants must meet the requirements of a medical and must pass the national task-based fitness assessment to the arduous level and annually thereafter.

Notes: This is a temporary position available from early September until 30 June 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 may be based on application and referee reports only.

How to Apply: Applications must address the position Selection Criteria (detailed in the Position Description), with no more than 250 words per criteria. Applications that fail to address the criteria will not be assessed.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Lambert (02) 6205 2796 Chris.Lambert@act.gov.au

Environment, Water and Heritage

ACT Parks and Conservation Service

Fire, Forests and Roads

Seasonal Fire Field Officer

General Service Officer Level 5/6 \$57,359 - \$63,127, Canberra (PN: 09857, several)

Gazetted: 03 June 2021

Closing Date: 24 June 2021

Details: The ACT Parks and Conservation Service (PCS) is a branch of EPSDD with responsibility for planning and ongoing management of our parks, reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community. A core function of the ACT Parks and Conservation Service is the planning, preparation and management of fire in the landscape to incorporate Ngunnawal cultural burning knowledge and aspirations and ecological burning objectives.

The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal bushfire crews perform a critical role in the ACT Government's ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities.

An opportunity exists for fit and motivated applicants to join our team. As a member of the seasonal Fire Crews within the PCS Fire, Forest and Roads team, the successful applicants will assist in the delivery a range of bushfire management activities. Full training to national competencies will be provided to the successful applicants.

The successful applicants will start in early September 2021 and will undertake an extensive learning and development program prior to commencing full duties as seasonal fire crew members.

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.

Under the ACT Public Sector Infrastructure Services Enterprise Agreement, bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position.

This is a physically demanding role, requiring endurance and lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles. Field Officer applicants must meet the requirements of a medical and must pass the national task-based fitness assessment to the arduous level and annually thereafter.

Notes: These are temporary positions available from early September up until 30 June 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. Temporary employment offered may include active and inactive periods in line and compliant with the relevant Enterprise Agreement.

How to Apply: Applications must address the position Selection Criteria (detailed in the Position Description), with no more than 250 words per criteria. Applications that fail to address the criteria will not be assessed.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Lambert (02) 6205 2796 Chris.Lambert@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

Corporate

Governance and Business Improvement

Ministerial and Services Unit

Delegations and Ministerial Support Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 37930)

Gazetted: 09 June 2021

Closing Date: 23 June 2021

Details: The Delegations Officer provides strategic, operational and administrative support to establish and maintain Director-General and ministerial delegations. The Delegations Officer is required to exercise a considerable degree of independence, engage in continual problem solving, complex and sensitive issues

management and consistently exercise sound judgment. The Delegations Officer will undertake Cabinet and ministerial processes, liaising with various senior stakeholders across the ACT Government, whilst maintaining a high level of confidentiality and discretion. The role is required to respond quickly to business needs and adhere to tight timeframes. This position also provides support on an as-needs basis as a JACS Directorate Liaison Officer.

Eligibility/Other Requirements:

An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes would be an advantage.

Legal and project management qualifications are desirable.

An ability to manage sensitive and classified information in accordance with the Protective Security Policy Framework (PSPF).

Note:

This is a temporary position available from 11 September 2021 until 06 December 2021 with the possibility of extension up to six months. Selection may be based on application and referee reports only.

How to Apply:

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

Applications should be sent to the Contact Officer.

Contact Officer: Luke Markham (02) 6207 0579 Luke.Markham@act.gov.au

ACT Emergency Services Agency

Capability, Support and Coordination

ESA Facilities

Director, ESA Facilities

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 52141)

Gazetted: 07 June 2021

Closing Date: 21 June 2021

Details: The Emergency Services Agency (ESA) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, ESA Facilities.

The Director, ESA Facilities will use exceptional communication and interpersonal skills to work collaboratively with the Services to prepare procurement and contract management documentation, including complex advice and reports, contract management plans; general correspondence related to property maintenance and upgrade work are managed in an efficient, timely and cost-effective manner.

You will also ensure your team demonstrates excellence in customer service in all interactions with relevant internal and external stakeholders and provides expert advice and guidance on facility related issues including compliance, repairs, maintenance, and upgrades.

Eligibility/Other Requirements:

- A current White Card and Asbestos Awareness, or the ability to obtain these is highly desirable.
- Qualification/s in facilities, project, property, procurement or contract management is highly desirable.
- A current driver's licence ('C' class) is required.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. Due to operational requirements committed attendance for the first six months will be required. Access to leave during this period may be negotiated, taking into account operational requirements. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree O'Neale (02) 6207 8264 maree.o'neale@act.gov.au

ACT Human Rights Commission

Public Advocate and Children and Young People Commissioner

Public Advocate

Children and Young People Advocate

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 46883)

Gazetted: 04 June 2021

Closing Date: 18 June 2021

Details: The Public Advocate has an exciting permanent opportunity for an enthusiastic dedicated Advocate to work within the Children and Young People's Team in the Office of the Public Advocate. If you are interested in making a difference in the lives of young people who are experiencing adversity and challenges in their lives and who are or, may be experiencing periods in Out of Home Care or challenges with their mental health then this is a position which may interest you.

The position requires you to be able to work both autonomously and with the Senior Advocate in carrying out both individual advocacy and systemic advocacy with an aim of improving the systems which are in place to support children and young people. You will have strong interpersonal skills and an ability to form strong partnership working with statutory agencies, and child welfare agencies, with whom the Public Advocate has a statutory oversight function.

You will have a strong understanding of both child protection and youth justice processes and the analytical skills to review large volumes of documents covering child protection and youth justice court processes, and advice and report to the Senior Advocate in a concise and factual way.

Eligibility/Other Requirements:

Tertiary qualifications in relevant disciplines are highly desirable. It is desirable you have a tertiary qualifications and experience in human services and/or fields relevant to the role (e.g. Social Work, Psychology, Law, Mental Health, etc.)

You have a strong practice framework that reflects your understanding and application of human rights principles and other relevant practice orientations, and enables you to make decisions that facilitate effective and sustainable individual and systemic outcomes.

Driver's license (C class) is desirable.

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

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

How to Apply: To apply for the position, please provide:

contact details for two referees,

a resume/curriculum vitae that outlines your skills and experience, and

a 'pitch' of no more than two (2) pages describing how your knowledge, experience and qualifications meet the capabilities of the role.

The Panel will assess applicants on the latter two of the above application requirements in its decision-making.

Applications should be submitted via the Apply Now button below.

Contact Officer: Edward Reilly 0479 083 238 edreilly60@gmail.com

ACT Corrective Services

Community Operations

Director (Community Operations)

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 44000)

Gazetted: 03 June 2021

Closing Date: 17 June 2021

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the role of Director, Community Operations.

The successful applicant will provide high level operational leadership to Team Leaders and staff to ensure quality case management is provided to offenders in the community. This will be achieved through the provision of quality assurance and by meeting government and organisational objectives.

You will also, provide high-level written and verbal advice regarding Community Corrections to the Assistant Commissioner. You will contribute to the development and delivery of the Community Corrections operational and strategic plans.

Further to this, you will ensure all staff within the function provide a respectful, safe and decent environment for all offenders, staff and other stakeholders. You will also liaise and foster collaborative working relationships and partnerships with internal and external stakeholders.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills and an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements:

Background police checks will be conducted.

Class C driver's licence is essential.

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

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

How to Apply: To apply, applicants are required to submit four items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruno Aloisi (02) 6205 0547 Bruno.Aloisi@act.gov.au

Major Projects Canberra

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

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

City Projects Unit

Senior Project Manager

Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 27155)

Gazetted: 07 June 2021

Closing Date: 21 June 2021

Details: The City Projects Unit (CPU) within Major Projects Canberra has two infrastructure delivery streams. The Unit has full authority for the delivery of a designated project, the Canberra Theatre Centre Expansion and Redevelopment, and delivers a range of urban design, planning and placemaking projects on behalf of the City Renewal Authority (CRA).

The CPU reports to the Project Director for the Canberra Theatre Centre Expansion and Redevelopment and works closely with the City Renewal Authority to create new spaces and places within the city precinct that are of exemplary design quality, excite interest and participation, and stimulate new investment. The CPU provides advice to the CRA in relation to planning, city project coordination and business case approval processes, and delivers design, construction and defects phases of projects. The Senior Project Manager is a significant role within the City Projects Unit, primarily responsible for the delivery of a range of complex and high-risk procurement and project management activities from project inception, or an agreed project delivery stage, through to financial completion, within time, budget, scoping targets and quality aspects.

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

Eligibility/Other Requirements:

Mandatory:

- hold a relevant professional qualification in Engineering, Architecture, or Project Management or accreditation with a professional body recognised within Australia; or
 - hold a relevant building degree; or
 - have significant relevant building or infrastructure knowledge and/or project management experience
- Desirable:**
- Hold a relevant professional qualification in Landscape Architecture or Urban Design.
 - Experience in the delivery of projects using ACT Government contract forms.
 - Strong understanding of urban design and public realm activation principles.

Note: This is a temporary position available immediately for two years 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Gray 0401 674 387 sophie.gray@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Corporate Services

FOI Coordinator / Corporate Support Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 00870)

Gazetted: 03 June 2021

Closing Date: 15 June 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! Project Development and Support will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance. The Division will be responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government. Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support. The FOI coordinator/Corporate Support officer, reports to the Senior Director, Corporate Support and has a strong customer focus. This role is responsible for various administrative activities on behalf of Major Projects Canberra including the management and coordination of Major Project Canberra's Freedom of Information requests and Open Access requirements. This role will have significant contact with directorate officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines.

Orders of merit: 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 method: Selection may be based on application and referee reports only. Inclusivity: The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Contact Officer: Kylie Bailey (02) 6205 4570 Kylie.Bailey@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

Chief Operating Officer

Governance and Ministerial Services

Security and Emergency Management

Governance Security Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 03825)

Gazetted: 09 June 2021

Closing Date: 16 June 2021

Details: The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated people to fill the role of Governance and Security Officer which sits within Security and Emergency Management and is responsible for providing emergency and security management support for Transport Canberra and City Services (TCCS), including developing and reviewing TCCS emergency and security policies, working closely with business units on emergency and security matters and representing TCCS at the ESA's Emergency Coordination Centre when required, and participating in the on-call roster for the emergency and security management team.

Ideally, you will have technical experience in security systems and applications as well as demonstrated experience emergency management and coordination, ability to prepare a range of written material, including briefings, procedures, policies, frameworks and reports of a high quality and demonstrated organisational skills, including the ability to manage, or assist in the management of multiple projects concurrently. Excellent communication skills are essential, including the ability to effectively network and liaise with a diverse range of stakeholders, to build relationships and achieve results.

Eligibility/Other Requirements:

Experience in security and emergency management, or similar, prior experience in Emergency Coordination Centres or Incident Management Teams is highly desirable.

This position is a Designated Security Assessed Position under the ACT Protective Security Framework. It is a requirement of the position that the occupant holds a national security clearance of **NEGATIVE VETTING 1**. The successful applicant will be placed on a temporary contract until successfully obtaining this clearance.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and two page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Phil Gritti (02) 6207 9184 Phil.Gritti@act.gov.au

City Services

Development Coordination

Design Review and Asset Acceptance

Assessment Officer

Infrastructure Officer 2 \$87,822 - \$101,039, Canberra (PN: 27727)

Gazetted: 08 June 2021

Closing Date: 22 June 2021

Details: The position is responsible for assisting the technical review and approval of planning and design submissions, acceptance, and commissioning of constructed assets to be handed over to Roads ACT and/or City Presentation for ongoing maintenance.

The position assists in ensuring all civil infrastructure assets that are designed, constructed, and handed over to Transport Canberra and City Services (TCCS), meet relevant design standards, specifications, and codes so that they are safe, fit for purpose. In consultation with subject matter experts provide coordinated technical responses on behalf of the asset owner/s as well as confirm acceptance of assets once constructed.

Eligibility/Other Requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience

Driver's licence, C-Class, is essential.

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

How to Apply: Applications should include:

A supporting statement of two-three pages outlining experience and/or ability and addressing the requirements outlined in the attached Position Description 'What you require'.

Contact details of at least two referees.

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lingam Jatheendran (02) 6207 6592 lingam.jatheendran@act.gov.au

City Services

Development Coordination

Governance and Customer Portal

Operational Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 27169)

Gazetted: 07 June 2021

Closing Date: 21 June 2021

Details: The Operational Coordinator, Governance and Customer Portal is responsible for receiving, recording and circulating planning and design submissions to relevant Transport Canberra City Services (TCCS) business units for review, assessment and acceptance within required timeframes. The Operational Coordinator is responsible for addressing industry queries regarding the submission and approval processes and for triaging and redirecting technical queries to the relevant teams within the Branch.

This position assists in:

Monitoring submissions and compiling performance reports on the handling of submissions by the Directorate, including reporting against accountability indicators.

The development and maintenance of TCCS Reference Documents.

Preparing and maintaining operational processes and procedures for the Branch.

Eligibility/Other Requirements:

Competent in the use of Microsoft Office Suite and document management systems such as Objective and Project Wise.

Relevant experience to competently perform the duties of this position.

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:

Applications should include:

A supporting statement of up to two pages outlining experience and/or ability and addressing the requirements outlined in the attached Position Description - 'What you Require'.

Contact details of at least two referees.

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Finnigan (02) 6207 7013 Rebecca.Finnigan@act.gov.au

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

City Services

City Presentation

Urban Treescapes

Team Leader

General Service Officer Level 7 \$65,087 - \$68,733, Canberra (PN: 18119, several)

Gazetted: 07 June 2021

Closing Date: 24 June 2021

Details: Urban Treescapes is responsible for the management and maintenance of more than 770,000 trees on parklands and streets throughout ACT, and there are currently multiple vacancies across our five depots for inspiring team leaders who are hands-on and can lead with confidence within a team environment.

As a Depot Team Leader within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for carrying out site specific risk assessments and ensuring that crews work safely, allocation of plant and equipment for jobs,

record keeping, and reporting and carrying out tree assessments as required. Effective employee engagement skills are a key factor of this role to ensure positive culture and adherence to work health and safety standards. Please see the attached Position Description for more information about the role.

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

Eligibility/Other Requirements: A high degree of expertise in arboriculture is essential.

Notes: There are several positions available. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply:

Applications should include:

A statement of no more than four pages addressing the 'What you require' and 'Compliance Requirements/Qualifications' sections in the Position Description.

A current curriculum vitae (resume).

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lachlan Taylor (02) 6207 7852 Lachlan.Taylor@act.gov.au

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

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Project Manager

Infrastructure Officer 2 \$87,822 - \$101,039, Canberra (PN: 19995)

Gazetted: 04 June 2021

Closing Date: 18 June 2021

Details: The Project Manager is responsible for assisting with the planning, design scope, procurement and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role reports to a senior project manager within the section and is supported by a multi-disciplinary team of project managers responsible for the delivery of the capital works program.

Eligibility/Other Requirements:

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Demonstrated understanding of project management principles and practice;

Demonstrated moderate level of experience in the development and management of works programs of small to medium scale projects; and

Demonstrated conceptual, research and analytical skills to provide advice on small to medium scale projects and programs.

Behavioural Capabilities: Interpersonal skills, especially in the areas of oral and written communications, negotiations, liaison, facilitation and representation skills; and

A demonstrated commitment to providing high quality customer service with proven successful results and outcomes.

Professional / Technical Skills and Knowledge

Relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Relevant building degree; or

Significant level of building or Infrastructure knowledge and/or project management experience.

Notes: This is a temporary position available for 2 years.

How to Apply: Applicants should address the numbered Selection Criteria and limit responses to 250-300 words (max) per criteria also attach a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Priscilla Momi (02) 6207 0154 Priscilla.Gonsalves@act.gov.au

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Project Manager

Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 19285)

Gazetted: 04 June 2021

Closing Date: 25 June 2021

Details: The Project Manager is responsible for the planning, design scope, procurement and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community. It is desirable to have experience in Sportsground infrastructure.

Eligibility/Other Requirements:

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Demonstrated experience and a high level understanding of project management;

Demonstrated experience in managing a team of professionals in a project management environment, with proven success in mentoring of junior officers;

Demonstrated experience in the development and management of works programs of medium to large scale projects in a highly effective and organised manner;

High level of conceptual, research and analytical skills to provide advice on medium to large scale projects and programs.

Professional / Technical Skills and Knowledge

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Behavioural Capabilities

Highly developed interpersonal skills, especially in the areas of oral and written communications, negotiations, liaison, facilitation and representation skills;

A demonstrated understanding of the importance of providing high quality customer service with proven successful results and outcomes.

Notes: This is a temporary position available for 2 years. Selection may be based on application and referee reports only. If interviews are required, they may be conducted via Video or Teleconference.

How to Apply: Applicants should address the numbered selection criteria and limit responses to 250-300 words (max) per criteria also attach a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Priscilla Momi (02) 6207 0154 Priscilla.Gonsalves@act.gov.au

City Places and Infrastructure

City Presentation

Place Management

General Service Officer

General Service Officer Level 3/4 \$51,742 - \$56,505, Canberra (PN: 13198, several)

Gazetted: 03 June 2021

Closing Date: 17 June 2021

Details: The General Services Positions Grade 3/4 within Place Management work as part of a team undertaking maintenance of urban open space areas including mowing, cleaning toilets and shopping centres, litter collection, garden beds maintenance and weed control services. This role is hands on and operationally focused.

Eligibility/Other Requirements:

Workplace Health and Safety Induction (White Card) or willingness to obtain.

Asbestos awareness card or a willingness to obtain.

Safe handling of sharps and infectious waste statement of attainment or willingness to obtain.

Implement Traffic Control Plans qualification or a willingness to obtain.
Driver's licence C Class is essential, Medium Rigid (MR) is preferred.
Permanent resident of Australia.

Notes: Please note there are a set of questions to answer related to the Selection Criteria. Please read these carefully and address them using the line limits for each question. 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: The online application form requires a written response and a curriculum vitae to be provided as a minimum. Please note there are a set of questions to answer related to the Selection Criteria. Please read these carefully and address them using the line limits for each question. We will require the names and contacts of two referees including a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Forster 0438 357 443 Andrew.Forster@act.gov.au

City Services

Roads ACT

Road Maintenance / Program Delivery

Works Coordinator

General Service Officer Level 8 \$70,534 - \$74,533, Canberra (PN: 03137)

Gazetted: 03 June 2021

Closing Date: 21 June 2021

Details We are looking for a person who is motivated, works collaboratively with the team and has a strong focus on quality. This role is responsible for coordinating planning and delivering a range of infrastructure maintenance, with accountability for administration, productivity and efficiency, quality standards and WHS and environmental requirements.

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

Eligibility/Other Requirements:

Associate diploma in a relevant technical field and/or technical experience desirable.

Asbestos Awareness ticket.

Relevant Industry Induction Certificate.

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

How to Apply: Please provide a response to the Selection Criteria ('What You Require' in the Position Description) - no more than one A4 page per criteria; a current curriculum vitae and contact details for two referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maryam Moradi (02) 6207 5739 maryam.moradi@act.gov.au

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

City Services

Birrigai Outdoor School

Chef

General Service Officer Level 5/6 \$57,359 - \$63,127, Canberra (PN: 38171)

Gazetted: 03 June 2021

Closing Date: 22 June 2021

Details: Are you interested in working in a beautiful rural setting alongside a great team of dedicated and high energy professionals?

Birrigai Outdoor School offers a range of cultural and environmental education programs to ACT, regional, and national students ranging in age from preschool to Year 12. We provide day programs and overnight camps with activities themed around the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes and team building programs. Birrigai also provides services to a range of community and corporate groups and offers onsite accommodation for up to 200 people with facilities for self-catering, or fully catered menu options.

Birrigai is seeking to permanently appoint an experienced, dedicated and responsible Chef to work closely with the Catering Team Leader to deliver food services at Birrigai Outdoor School. If you are a skilled, organised and enthusiastic catering professional with a passion for delivering a high quality food service experience, you could be the person we are looking for.

Birrigai is located two kilometres from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley. There is no public transport to Birrigai therefore a driver's licence and a reliable vehicle are essential for this role. Please note a travel allowance is paid to staff working at Birrigai.

Eligibility/Other Requirements: Certificate III Commercial Cookery.

Notes: 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: Applications are to include a cover letter and curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Galafassi (02) 6207 8044 Kirsten.Galafassi@act.gov.au

Transport Canberra and Business Services

Bus Operations

Fleet

COVID Cleaners

EGSO4.2 - Workshop Staff \$70,747, Canberra (PN: C10940, several)

Gazetted: 03 June 2021

Closing Date: 10 June 2021

Details: Transport Canberra is seeking enthusiastic COVID cleaners to join our team. Transport Canberra has upcoming vacancies for casual positions at both North and South Depots and is establishing a pool of suitable applicants to COVID Clean.

Transport Canberra will provide in-house training. Working to rotating rostered shifts, from early morning to the afternoon, the successful applicants will be required to perform duties associated with the daily cleaning and disinfecting duties on the full range of fleet vehicles owned and operated by Transport Canberra.

To be successful in this position you will:

- Have a 'hands on' approach and be self-motivated and work effectively in a physical environment
- Sound knowledge of cleaning services, including handling of dangerous goods and hazardous substances
- Ability to set priorities, organise workloads, and the ability to follow workshop practices and procedures
- Have previous experience in an industrial environment.

The ACT Public Service is committed to building a culturally diverse workforce and 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 eligible for temporary employment you must be in Australia on a visa with work rights or be an Australian citizen or permanent resident. Work rostered shifts, from early morning to afternoons. Successful applicants will be subject to undertake a range of pre-employment assessment activities to determine their suitability to the position.

Note: There are several casual position's available, and the full-time salary noted above will be paid pro-rata.

Selection may be based on application and referee reports only.

How to Apply: Please attach your curriculum vitae and provide a one-page written statement demonstrating your Skills and Behaviour and Professional/Technical Skills and Knowledge in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Mascord (02) 6205 8278 paul.mascord@act.gov.au

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

APPOINTMENTS

Canberra Health Services

Health Service Officer Level 4 \$54,896 - \$56,997

Maribel Alfaro, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Andrea Aquino, Section 68(1), 10 June 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Tina Calisto, Section 68(1), 10 June 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Tsering Chodon, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Esther Chua, Section 68(1), 10 June 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Jade Collin, Section 68(1), 9 June 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Carla Fielder, Section 68(1), 1 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Laura George, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Hannah Graham, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Mikaela Hakim, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Taylah Haynes, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Alexander Hughan, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Kristine Indino, Section 68(1), 27 May 2021

Health Service Officer Level 5 \$57,809 - \$60,679

Shanton Jacob, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Michelle Keaveney, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Emily Laate, Section 68(1), 10 June 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Lidija Milanovic, Section 68(1), 9 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

John Morales, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Rachel O'Brien, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Poonam Pokhrel, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Pabrina Pokhrel Dhakal, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Sophie Poole, Section 68(1), 10 June 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Emily Reefman, Section 68(1), 7 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Lucinda Reumer, Section 68(1), 10 June 2021

Technical Officer Level 2 \$65,087 - \$74,533

Kerrie Rogers, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Stella Stephen, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Shali Thomas, Section 68(1), 10 June 2021

Health Professional Level 2 \$67,892 - \$93,203

Heather van der Plaat, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Grace Varghese Daniel, Section 68(1), 10 June 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Megan Wilkinson, Section 68(1), 2 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Maddison Williams, Section 68(1), 10 June 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Melissa Young, Section 68(1), 10 June 2021

Canberra Institute of Technology

Teacher Level 1 \$77,492 - \$103,397

Kelly Christensen, Section 68(1), 7 June 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$73,248 - \$79,310

Ainslea Baumer, Section 68(1), 1 June 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Madison Kennedy-Daley, Section 68(1), 8 June 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Haozhe Lu, Section 68(1), 7 June 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Skylar Parker, Section 68(1), 1 June 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Natalie Picker, Section 68(1), 8 June 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Michael Woodman, Section 68(1), 7 June 2021

Education

Administrative Services Officer Class 6 \$87,715 - \$100,388

Hano Erasmus, Section 68(1), 1 June 2021

Cleaning Services Officer 2 \$51,742 - \$53,670

Keshap Moktan, Section 68(1), 6 June 2021

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$87,715 - \$100,388

Katherine Nairn, Section 68(1), 10 June 2021

Justice and Community Safety

Senior Officer Grade B \$130,018 - \$146,368

Claire Buxton, Section 68(1), 10 June 2021

Senior Officer Grade B \$130,018 - \$146,368

Lincoln Fowler, Section 68(1), 1 June 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Kristen Gawronski, Section 68(1), 3 June 2021

Senior Officer Grade B \$130,018 - \$146,368

Caroline McGregor, Section 68(1), 7 June 2021

Information Technology Officer Class 2 \$87,715 - \$100,388

Uswatta Perera, Section 68(1), 1 June 2021

Transport Canberra and City Services

Administrative Services Officer Class 2 \$58,230 - \$64,299

Lauren Angove, Section 68(1), 7 June 2021

Administrative Services Officer Class 2 \$58,230 - \$64,299

Ellen Bentley, Section 68(1), 14 June 2021

Infrastructure Officer 1 \$72,803 - \$86,020

Francisco Cortes, Section 68(1), 24 May 2021

Worksafe ACT

Regulatory Inspector 6 \$87,715 - \$100,388

Craig Dillon, Section 68(1), 7 June 2021

TRANSFERS

ACT Health

Joanne Bradley

From: Senior Officer Grace C \$110,397 - \$118,832

Education

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

ACT Health, Canberra (PN. 22564) (Gazetted 6 April 2021)

Canberra Health Services

Krystal McCann

From: Administrative Services Officer Class 2/3 \$65,976 - \$71,004

Canberra Health Services

To: Administrative Services Officer Class 3 \$65,976 - \$71,004

Canberra Health Services, Canberra (PN. 50786) (Gazetted 7 April 2021)

Majella Ryan

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. 34009) (Gazetted 12 November 2020)

Chief Minister, Treasury and Economic Development

Adam Ebsworth

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

ACT Health

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 26181) (Gazetted 25 January 2021)

Transport Canberra and City Services

Chief Operating Officer Group

Finance

Assets and Capital Works

Lauren Whiley

From: Senior Officer Grade B \$130,018- \$146,368

Education

To: Senior Officer Grade B \$130,018-\$146,368

Transport Canberra and City Services, Canberra (PN: 21241) (Gazetted 08/04/2021)

PROMOTIONS

Canberra Health Services

Marissa Bakker

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 38273) (Gazetted 6 April 2021)

Adheena Dominic

From: Administrative Services Officer Class 2 \$58,230 - \$64,299

Canberra Health Services

To: Administrative Services Officer Class 3 \$65,976 - \$71,004

Canberra Health Services, Canberra (PN. 48704) (Gazetted 28 April 2021)

Sonam Gyeltshen

From: Health Service Officer Level 3 \$53,168 - \$54,896 (Retention Point CHS Only \$54,989)

Canberra Health Services

To: Health Service Officer Level 4 \$54,896 - \$56,997

Canberra Health Services, Canberra (PN. 22962) (Gazetted 15 April 2021)

Alison Hill

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. 22547) (Gazetted 3 May 2021)

Ryshelle Kilby

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. 52144) (Gazetted 14 January 2021)

Canberra Health Services

Brandimir Montiel

From: Health Professional Level 1 \$63,671 - \$83,418

Canberra Health Services

To: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services, Canberra (PN. 51571) (Gazetted 23 April 2021)

Stacey Mutuota

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 33951) (Gazetted 14 April 2020)

Canberra Health Services

Holly Tyler

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. 19597) (Gazetted 10 September 2020)

Chief Minister, Treasury and Economic Development

Access Canberra

Fair Trading and Regulatory Strategy

Compliance

Talia Backhouse

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. 42494) (Gazetted 11 November 2020)

Communications and Engagement

CMTEDD Communications and Engagement

Content

Jacqueline Bunt

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 19773) (Gazetted 27 April 2021)

Economic Budget and Industrial Relations

Workplace Safety and Industrial Relations

Injury Management

Savanna Fox

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 00420) (Gazetted 8 July 2020)

Economic Development

Sport and Recreation

Nathan Greig

From: Infrastructure Officer 4 \$131,141 - \$148,993

Major Projects Canberra

To: †Infrastructure Manager/Specialist 2 \$180,234

Chief Minister, Treasury and Economic Development, Canberra (PN. 51005) (Gazetted 30 March 2021)

Access Canberra

Customer Coordination

Service Centres

Bria Lustrì

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. 35203) (Gazetted 25 March 2021)

Community Services

Housing ACT

Infrastructure and Contracts

Capital and Strategy

Bach Nguyen

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. 11230) (Gazetted 22 April 2021)

Director of Public Prosecutions

Legal

Michael Gemmell

From: Prosecutor Associate \$73,248 - \$75,492

Director of Public Prosecutions

To: †Prosecutor Grade 1 - 2 \$79,547 - \$124,348

Director of Public Prosecutions, Canberra (PN. 35785) (Gazetted 9 February 2021)

Legal

Emma Roff

From: Prosecutor Associate \$73,248 - \$75,492

Director of Public Prosecutions

To: †Prosecutor Grade 1 - 2 \$79,547 - \$124,348

Director of Public Prosecutions, Canberra (PN. 04201) (Gazetted 9 February 2021)

Justice and Community Safety

Emergency Services

ACT Ambulance Services

Ariel Ayers

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. 48220) (Gazetted)

Direct promotion. This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021.

Emergency Services

ACT Ambulance Services

Makarla Bell

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. 48647) (Gazetted 1 January 2000)

Direct promotion. This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021.

ACT Corrective Services

Community Corrections and Release Planning

Community Operations

Ian Butt

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Justice and Community Safety

To: †Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 43724) (Gazetted 1 January 2020)

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.

Emergency Services

ACT Ambulance Services

Jack Dear

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. 48648) (Gazetted 1 January 2000)

Direct promotion. This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021.

Corporate

Governance and Business Improvement

Angelique Delahaye

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Justice and Community Safety

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 39801) (Gazetted 25 March 2021)

Emergency Services

ACT Ambulance Service

Patrick Hourigan

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. 48219) (Gazetted 1 January 2000)

Direct promotion. This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021.

Emergency Services

ACT Ambulance Service

Joshua Surgenor

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. 48649) (Gazetted)

Direct promotion. This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021.

Emergency Services

ACT Ambulance Service

Lachlan Whitbread

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. 48646) (Gazetted)

Direct promotion. This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021.

Transport Canberra and City Services

Chief Operating Officer Group

Chief Information Office

Nathan Urban

From: Senior Officer Grade B \$130,018 - \$146,368

Transport Canberra and City Services

To: †Senior Officer Grade A \$151,002

Transport Canberra and City Services, Canberra (PN. 00488) (Gazetted 30 March 2021)