



ACT Government Gazette
Gazetted Notices for the week beginning 24 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>

Digital Health Record

Project Officer

Administrative Services Officer Class 5/6 \$82,506 - \$101,743, Canberra (PN: 49435, several)

Gazetted: 30 June 2021

Closing Date: 19 July 2021

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team will comprise of approximately 135 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for multiple Project Officers to support one or more Workstream Managers to lead and manage a large, diverse team. The Project Officer will be the first point of contact for their designated workstream/s for incoming enquiries and will assist various members of the team to maintain schedules, budgets, reporting, documentation and task tracking, training and support for implementation, record keeping, system configuration and testing (where appropriate) and secretariat support for governance committees across the Program.

There is no doubt this project will be demanding 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. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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

Eligibility/Other Requirements: All ACT employees are required to undergo employment screening. However, if you are selected for this position you will be required to gain and maintain a Baseline or Negative Vetting Level 1 National Security Clearance. If screening is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

Notes: There are two temporary positions available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. These positions will be filled at either the Administrative Services Officer Class 5 or 6 level dependant on the skills and experience of the successful applicants.

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

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. More details can be found in the Position Descriptions.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jen Sloane (02) 5124 6438 Jen.Sloane@act.gov.au

Health Systems Policy and Research

Public Health Protection and Regulation

Communicable Disease Control

Manager Infection Control

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 23873)

Gazetted: 30 June 2021

Closing Date: 16 July 2021

Details: ACT Health Communicable Disease Control section are looking for an experienced health professional to lead the Infection Control team. This is a temporary vacancy with the possibility of permanency. The Communicable Disease Control section is comprised of Infection Control, Disease Surveillance and Immunisation units and provides surveillance, management and reporting of notifiable conditions within the ACT under the *ACT Public Health Act 1997*.

This position is responsible for providing expert advice to support the prevention and control of communicable diseases in the community. Working as part of a multidisciplinary team, the Manager Infection Control is responsible for leading and coordinating the Infection Control team as well as being a senior member of the Communicable Disease Control Unit.

The position provides guidance, conducts duties, and coordinates the team with the monitoring and compliance of premises in accordance with relevant codes of practice and public health legislation. This position collaborates with a range of government and non-government stakeholders to ensure infection control requirements are appropriately considered and factored into response arrangements.

The Manager Infection Control and their team will assist with the investigation of and response to other infectious disease outbreaks in the ACT.

Eligibility/Other Requirements:

- Undergo a pre-employment National Police Check.
- Current drivers' licence.
- Tertiary qualifications in a health discipline.
- 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.

Note: This is a temporary position available from 1 August 2021 up until 5 January 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a written response of no more than three pages to the professional/technical skills and knowledge along with a current curriculum vitae and the names of two professional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kingsbury (02) 5124 9255 alison.kingsbury@act.gov.au

Digital Solutions Division

Divisional Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 23004)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities? The Digital Solutions Division within the ACT Health Directorate is recruiting a Divisional Support Officer to provide administrative support to the division including provision of secretariat support to a portfolio of governance committees.

You will be highly organised with strong administration and minute taking skills, attention to detail, adaptability, and flexibility to accommodate change, and highly developed interpersonal and communication skills.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system.

The Digital Solutions Division is responsible for:

- the implementation and support of the Digital Health Strategy,
- management of technology services and projects,
- the development and implementation of a performance reporting framework,
- statutory and intergovernmental reporting requirements,
- management of the relationship and services delivery by technology vendors including Shared Services ICT,
- development, implementation and maintenance of technology policies and procedures, and
- information management and information security.

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

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) security clearance. To be eligible for an NV1 security clearance, you must be an Australian Citizen. If you were not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashleigh Savage (02) 5124 9133 ashleigh.savage@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Director Mental Health and Wellbeing

Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 50794)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

Details: ACT Health is seeking an exceptional individual to contribute to the operational response to COVID-19, specifically in providing mental health and wellbeing supports for people in quarantine, the community and the COVID-19 Response Team. If you are the right person for this position, you will have experience in service and/or community development and the ability to lead the implementation of frameworks and policies in the areas of mental health and wellbeing. You will also be able to build, maintain and strengthen relationships and partnerships to help manage COVID-19 in the ACT.

This is a fast-paced role, every day will bring new and unexpected challenges and changing priorities. It would suit someone who is comfortable with ambiguity and change. 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 highly encouraged to apply.

Eligibility/Other Requirements: This position may be required to work after hours, weekends and on-call. A class-C driver's licence is required. The successful application will need to undergo a pre-employment National Police Check and hold the mandatory qualifications for either a psychologist or a mental health social worker:

- For Psychology: General Registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)
- For Social Work: Degree in Social Work; Accreditation as a Mental Health Social Worker with the Australian Association of Social Workers (AASW).
- 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.

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

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement addressing the Selection Criteria, curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeffrey Butler (02) 5124 6277 jeffrey.butler@act.gov.au

End User Device Lead

Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52353)

Gazetted: 24 June 2021

Closing Date: 13 July 2021

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT Public Health system. The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record. The Digital Health Record Program team comprises of approximately 120 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for an End User Device Lead within the Technical team. In this role you will be responsible for inventory, gap analysis, procurement, deployment and testing of all end user devices required to successfully implement the Epic Electronic Medical Record (EMR) solution.

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.

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

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

Notes: This is a temporary position available ASAP until 27/01/2023.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristina Carroll (02) 5124 9334 ACTHealthCIO@act.gov.au

Policy, Partnerships, and Programs

Mental Health Policy

Aboriginal and Torres Strait Islander Partnerships Team

Policy Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 29531)

Gazetted: 25 June 2021

Closing Date: 9 July 2021

Details: The ACT Health Directorate has a short-term vacancy for a Policy Officer within the Aboriginal and Torres Strait Islander Partnerships Team.

Are you interested in Aboriginal and Torres Strait Islander Affairs including health matters? If so, this is a great opportunity for you to be a part of a team that works in a government setting, but also has strong stakeholder relationships with the community sector.

This position provides an opportunity for you provide strategic policy advice to support Aboriginal and Torres Strait Islander health, strategic thinking to design, develop, implement, and evaluate policy and planning initiatives, and programs, in a dynamic environment.

A strong focus of the position is the coordination of intergovernmental committees, government business, correspondence, and secretariat work, which may relate to local, national, or international Aboriginal and Torres Strait Islander health matters. In addition to this, the position provides high-level organisational administrative support to the team to prioritise workloads in a dynamic environment and under tight deadlines.

The position reports to the Director, Aboriginal and Torres Strait Islander Health Partnerships Team.

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

Notes: This is a temporary position available immediately up until 31 December 2021 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.

How to Apply: Interested candidates should submit a two-page response to the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marilynne Read (02) 5124 9748 marilynne.read@act.gov.au

Health Systems, Policy and Research Group

Administrative Assistant

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 52327)

Gazetted: 24 June 2021

Closing Date: 8 July 2021

Details: The Office of the Chief Nursing and Midwifery Officer is looking for an enthusiastic, motivated and skilled person to join our dedicated team. We work in a fast-paced environment, but we do like to enjoy ourselves at the same time. The Office is located in Bowes Street, Woden although we are mostly working from home. The successful candidate's principal focus will be to provide administrative support to the Nursing and Midwifery Advisors and the Senior Director of the Office, as well as the nursing and midwifery research centre, Synergy. Duties will include anything from drafting briefs, organising events, processing scholarship and award applications to database management.

Eligibility/Other Requirements:

- Previous experience providing high level administrative assistance in an office environment.
- Knowledge and understanding of computer applications and database management.
- Successful candidates will be required to undergo a pre-employment National police check.

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 apply by submitting a written response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities, no more than two pages long, and a curriculum vitae. Candidates who are shortlisted will be required to submit two written referee reports prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Stewart (02) 5124 8237 sarah.m.stewart@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Division: Resourcing

Position Title: Nursing and Midwifery Resource Manager

Classification Registered Nurse Level 3 Grade 2 \$122,360, Canberra (600664)

Gazette Date: 28 June 2021

Closing Date: 11 July 2021

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

Reference Number: 15922

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

Contact Officer: Leanne Done Leanne.Done@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Pharmacy

Position Title: Senior Clinical Pharmacist – Level 3

Classification: Pharmacist – Level 3 \$106,307 - \$112,028, Canberra (LP6708)

Gazette Date: 28 June 2021

Closing Date: 25 July 2021

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

Reference Number: 16019

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

Contact Officer: Emily Diprose (02) 6201 6269 emily.diprose@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Pharmacy

Position Title: Clinical Pharmacist – Level 2

Classification: Pharmacist – Level 2 \$81,618 - \$98,639, Canberra (LP7140)

Gazette Date: 28 June 2021

Closing Date: 25 July 2021

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

Reference Number: 16020

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

Contact Officer: Emily Diprose (02) 6201 6269 emily.diprose@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Medical Imaging

Position Title: Deputy Director, Medical Imaging (CT/X-ray)

Classification: Medical Imaging 4 \$123,074 - \$132,479, Canberra (LP7020)

Gazette Date: 30 June 2021

Closing Date: 06 July 2021

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

Reference Number: 16065

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

Contact Officer: Kristine Lindner kristine.lindner@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Human Resources

Position Title: Human Resources Business Partner

Classification: Senior Officer Grade C \$111,887 - \$120,436, Canberra (LP6852)

Gazette Date: 25 June 2021

Closing Date: 08 July 2021

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

Reference Number: 16066

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

Contact Officer: Anne-Marie Cassell (02) 6201 6395 anne-marie.cassell@calvary-act.com.au

Calvary Public Hospital Bruce

Division: Social Work and Psychology

Position Title: Senior Social Worker

Classification: Health Professional Level 3 \$97,177 - \$102,397, Canberra (LP7255)

Gazette Date: 30 June 2021

Closing Date: 20 July 2021

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

Reference Number: 16076

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

Contact Officer: Karen Dell (02) 6201 6320 karen.dell@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

Clinical Services

Division of Medicine

Winter Bed Strategy

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 40747)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Clinical Nurse Consultant Registered Nurse Level 3.2 position will be responsible for the operational management and leadership of the Winter Ward 8B. The successful applicant will be able to manage efficiently, lead quality improvement, participate in research and coordinate the delivery of care to patients who are admitted to the Winter Ward 8B.

The position is full time working Monday to Friday within business hours, commencing in August – November for six months provides clinical support, education and care coordination for patients. The position is responsible for the operational management and leadership of a multidisciplinary team.

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Eligibility/Other Requirements:

Holds or is working towards a post graduate qualification relevant to nursing/management and a minimum of five years' experience working professionally in Medical and or Surgical Nursing is preferred.

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

Hold a current driver's licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available from August – November for a period of six months. The position is full time Monday to Friday business hours.

Contact Officer: Clare Gallagher (02) 5124 5161 clare.gallagher@act.gov.au

Quality, Safety Innovation and Improvement

Performance Standards and Monitoring

Senior Director, Performance Standards and Monitoring

Registered Nurse Level 5.5 \$166,958, Canberra (PN: 51797)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

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

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Position Requirements/Qualifications:

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

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 POSITION IS MULTI-CLASSIFIED. For Administration classification please see 01W4I; for Allied Health please see 01W4M.

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

Quality, Safety Innovation and Improvement

Performance Standards and Monitoring

Senior Director, Performance Standards and Monitoring

Senior Officer Grade A \$153,041, Canberra (PN: 51797)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

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

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POSITION OVERVIEW

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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 particularly 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

Position Requirements/Qualifications:

Relevant tertiary qualifications 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.

Notes: THIS POSITION IS MULTI-CLASSIFIED. for Nursing please see 01WBF; for Allied Health please see 01W4M.

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

Clinical Services

Women, Youth and Children Services

Community Health Programs

Clinical Nurse Manager

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 33499)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

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 multidisciplinary context if not by a multi-disciplinary team.

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT.

Under broad direction, this position will provide professional leadership, through clinical expertise, and operational management for a Maternal and Child Health (MACH) team. The successful candidate will draw on knowledge and experience working as a Child and Family Health or MACH Nurse, as well as experience as an operational manager.

About You

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

Behavioural Capabilities

Strong organisational skills, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.

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

A strong commitment to organisation values and vision.

Resilience and adaptability in a dynamic health environment.

Position Requirements/Qualifications:

Relevant post graduate qualifications in Child and Family nursing and a minimum of two years' experience working professionally in Maternal and Child Health is required. Additional tertiary qualifications and experience in midwifery, paediatrics or leadership and management are desirable but not essential.

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 for up to three months with possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Louise Murphy (02) 5124 1701 louise.murphy@act.gov.au

Nursing and Midwifery and Patient Support Services

E-Rostering

E-Rostering Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 17367)

Gazetted: 28 June 2021

Closing Date: 12 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/> The Division of Nursing and Midwifery and Patient Support Services plays a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS.

The Division includes Nursing Support Services (including the E-Rostering Unit, the Nursing and Midwifery Resource Office, Tissue Viability Unit, Infection Prevention and Control Unit); and Patient Support Services (including Ward's persons, Hospital Assistants, Ward Clerks, the Central Equipment and Courier Service). In addition, the Division provides high quality strategic leadership and direction to the nursing and midwifery and patient support services workforce.

Canberra Health Services is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location.

Canberra Health Services is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location.

The E-Rostering System Administration Management Support Unit has responsibility for the centralisation of rostering support services across Canberra Health Services and within the Division of Nursing and Midwifery and Patient Support Services. The team provides system administration technical and rostering management related support and training services to over 5,500 Canberra Health Services staff currently managed by the Unit. The Unit also works closely with Shared Services ICT and the vendor to manage system upgrades and break/fix solutions as well as conducting system testing and training and help desk support.

Expressions of interest are sought for suitable applicants to fill a temporary position of Administration Support within Health E-Rostering for an immediate start till 31 December 2021 with a possibility of an extension or permanency

Applicants will be required to work as part of the E-Rostering Support and Management Team based at CHS. The E-Rostering Unit is responsible for the daily management of the rostering system. The Unit also provides administrative support, help desk services, roster training and employee support for the roster system with particular emphasis on data integrity, interface maintenance and the backend system set up.

ABOUT YOU

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Behavioural Capabilities

The successful applicant will be required to have sound organisation skills, attention to detail, ability to learn and maintain organisation specific software packages, build, and maintain professional relationships, problem solve, and contribute to change management across the Division.

Position Requirements/Qualifications:

Working knowledge and experience with the use of Microsoft word, Excel spreadsheets and ability to use Excel formula to calculate and generate reports at intermediate level.

Previous experience using an electronic rostering system is preferable.

An understanding of best practice rostering processes would be an advantage.

Have an understanding 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: Chin Wong (02) 5124 2419 Chin.K.Wong@act.gov.au

Finance Business Intelligence

Health Information Services

Scanning Officer

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 20751)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

Working under general direction, as part of a small team, the Scanning Officer is responsible for processing clinical documentation into the on-line scanned clinical record solution (Clinical Patient Folder or CPF). This entails performing a number of tasks including preparing documents for scanning, uploading or scanning the documents into the system, Verification to confirm that the documents are imported into the correct record and processing any incoming mail. The Scanning Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised.

ABOUT YOU

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Behavioural Capabilities

Ability to work within a team environment as well as independently with minimal supervision.

Adaptability and flexibility to accommodate change.

Highly motivated with strong organisational skills and attention to detail.

Position Requirements/Qualifications:

Relevant experience working in a hospital clinical records department, medical practice or similar health environment is preferred.

The successful applicant will need to be available for day and evening work including 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.

Please note 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. This position will be filled at either the ASO2 or ASO3 level depending on skills and experience.

Contact Officer: Drisilla Theodosiou (02) 5124 5081 DrisillaTheodosiou@act.gov.au

Woman, Youth and Children

Maternity

Assistant in Nursing (Maternity and Gynaecology Department)

Assistant in Nursing \$52,301 - \$54,070, Canberra (PN: 38100, several)

Gazetted: 28 June 2021

Closing Date: 9 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

These temporary six-month positions are for morning shifts, seven days per week. Assistants in Nursing (AIN's) will work alongside Registered Midwives and Nurses in the different areas within the Maternity Department including Antenatal/Gynaecology Ward, Postnatal Ward and Birthing Suite in the Centenary Hospital for Women and Children.

The AIN works under the direction of the Registered Midwife or Nurse to provide personal care, support and assistance to gynaecology women, antenatal women, labour women or postnatal women and babies. Duties will include: to assist with showering and personal care of women, assisting with newborn care, including demonstration of baby baths to parents, assisting women confined to bed to care for their baby, bed making and responding to call bells.

ABOUT YOU

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Behavioural Capabilities

Strong communication skills

Ability to establish and maintain good interpersonal relationships

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

Position Requirements/Qualifications:

Mandatory:

Certificate III in Health Services Assistance or recognised equivalent or;

Working towards undergraduate studies (Diploma in Nursing, Bachelor of Nursing, Bachelor of Midwifery or recognised equivalent) and have completed a clinical placement.

The successful applicant will need to be available for morning shifts seven days a week.

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.

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

Notes: There are several part-time temporary positions available for six months with the possibility of extension.

The hours for the positions are for negotiation.

Contact Officer: Helen Perkins (02) 5124 7535 Helen.Perkins@act.gov.au

Canberra Health Services

People and Culture

Recruitment Services

Assistant Recruitment Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 23307)

Gazetted: 29 June 2021

Closing Date: 15 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.

Do you have good attention to detail and enjoy working as part of a team in a fast paced environment?

Are you able to communicate effectively and have a great customer focus?

If yes, CHS Recruitment Services have the position for you.

We are looking to receive applications for an Administrative Service Officer (ASO3) for a six month period with a possibility of extension.

To apply please provide your curriculum vitae and response to the Selection Criteria in no more than three pages.

POSITION OVERVIEW

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

Under broad direction, you will play a key role in providing day to day recruitment support and advice to managers and staff across Canberra Health Services on all matters relating to recruitment and establishments.

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 Management and staff needs.

Position Requirements/Qualifications:

Desirable:

Knowledge or experience with an e-recruitment system.

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 for a period of six months with the possibility of extension.

Contact Officer: Heidi Gregson (02) 5124 9625 heidi.gregson@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Medical Physics and Radiation Engineering

Medical Physics Specialist

Medical Physics Specialist \$109,599 - \$152,224, Canberra (PN: 24889)

Gazetted: 30 June 2021

Closing Date: 19 July 2021

Our Vision: Creating exceptional health care together.

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Position Overview

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The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together. The team is responsible for safety and quality in the use of medical radiation. They contribute technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation.

The successful candidate will contribute to the delivery of state-of-the-art radiotherapy for our cancer patients.

Equipment includes four Varian linear accelerators with capabilities for Volumetric Modulated Arc Therapy (VMAT), stereotactic radiotherapy, and motion mitigation techniques. We use the Aria oncology information system which is cloud hosted. Other treatment services include superficial x-ray therapy and brachytherapy.

In 2021/22 we will commission a new treatment planning system for multiple metastasis stereotactic radiosurgery (Eclipse HyperArc) along with an Edge linear accelerator. We are also starting work on deformable registration and knowledge-based planning. It is expected that the successful applicant will play a key role in providing medical physics commissioning work for the abovementioned items as well as working as a valued team member carrying out the job duties stated below.

Our team participates in Trans-Tasman Radiation Oncology Cooperative Group (TROG) trials, and the department is accredited to train diagnostic radiology and radiation oncology medical physics registrars. Our team members have active collaborations with University of Sydney, University of New South Wales and the Australian National University. We are also actively participating in machine learning and artificial intelligence projects related to radiotherapy with the OZCAT (Australian Computer Aided Theranostics) group.

The Medical Physics and Radiation Engineering team are seeking to fill a Radiation Oncology Medical Physics Specialist position. In 2021/22 we will commission treatment techniques for metastatic stereotactic radiosurgery (Eclipse HyperArc) along with an Edge linear accelerator. Future work will include deformable registration and knowledge-based planning. It is expected that the successful applicant will play a key role in providing medical physics commissioning work for the abovementioned items as well being an integral team member carrying out the job duties in the Position Description.

Those applicants who will be registered in the next 6-9 months on the ACPSEM register of Qualified Medical Physics Specialist for Radiation Oncology Medical Physics are encouraged to apply and will be considered.

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:

An inquisitive mind and aptitude for problem solving,

Comfortable to work both in teams and individually,

An interest in gathering and interpreting/analysing data and communicating insights gained.

Position Requirements/Qualifications:

Mandatory

Registration or demonstrated eligibility for registration on the register of Qualified Medical Physics Specialists in Radiation Oncology Medical Physics administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).

Hold a higher degree (M. Sc. or higher) majoring in physics from an accredited university.

Experience working as a medical physicist, including as a registrar, in a clinical environment.

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.

Desirable

Hold a PhD in Medical Physics.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Those applicants who will be registered in the next 6-9 months on the ACPSEM register of Qualified Medical Physics Specialist for Radiation Oncology Medical Physics are encouraged to apply and will be considered.

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

Contact Officer: Benjamin Cooper (02) 5124 5300 ben.cooper@act.gov.au

Medicine

Nursing

Respiratory Outpatient Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 46744)

Gazetted: 29 June 2021

Closing Date: 16 July 2021

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The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. An exciting opportunity exists for an enthusiastic and suitable qualified Registered Nurse within the Department of Respiratory and Sleep Medicine (DRSM). Our service delivery operates from the Canberra Hospital and Health Services campus and provides.

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Behavioural Capabilities

Strong organisational skills and a high degree of drive

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

Strong communication skills to work effectively with multiple services to provide a coordinated approach to patient care.

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 five years' experience working professionally in nursing 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.

Please note 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.
- Desirable to hold a current driver's licence.

Notes

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

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

Contact Officer: Kim Bailey (02) 5124 2702 Kim.Bailey@act.gov.au

Medicine

Nursing

Respiratory Outpatient Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 44775)

Gazetted: 29 June 2021

Closing Date: 16 July 2021

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

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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 Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. An exciting opportunity exists for an enthusiastic and suitable qualified Registered Nurse within the Department of Respiratory and Sleep Medicine (DRSM). Our service delivery operates from the Canberra Hospital and Health Services campus and provides.

An exciting opportunity exists for an enthusiastic and suitable qualified Registered Nurse within the Department of Respiratory and Sleep Medicine (DRSM). Our service delivery operates from the Canberra Hospital and Health Services campus and provides nursing services to both inpatient and outpatients for Tuberculosis (TB) case management, TB employment screening, smoking cessation, asthma education, Cystic Fibrosis and supporting the Medical Officers (MO) clinics. The primary role of this position is supporting TB services and providing TB screening, as well as providing nursing support to other respiratory and sleep medicine services. There will be a supportive orientation period with ongoing training and development.

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 five years' experience working professionally in nursing 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.

Please note 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.
- Desirable to hold a current driver's licence.

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

Contact Officer: Kim Bailey (02) 5124 2702 Kim.bailey@act.gov.au

Clinical Service

Medicine

Emergency

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 40494, several)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

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POSITION OVERVIEW

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Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. 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.

High level leadership skills.

High level communication skills and the ability to critically think.

Position Requirements/Qualifications:

Mandatory:

Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

(a) A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field,

Or

(b) A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

The successful applicant will need to be available for a 24-hour roster including weekends and night duty.

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 is a temporary position available for 11 months.

Contact Officer: Jennifer Rochow 0478 302 219 jennifer.rochow@act.gov.au

Quality, Safety, Innovation, and Improvement

Consumer Handouts Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 43235)

Gazetted: 29 June 2021

Closing Date: 13 July 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 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

The Patient Experience Team promotes a patient centred care culture with work functions including patient experience surveys, consumer handouts processes and consumer feedback.

Under limited direction, you will coordinate the Consumer Handout approval process. This position will require reporting to the Director, Patient Experience.

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Behavioural Capabilities

Excellent verbal and written communication skills and ability to collaborate with staff and consumers

Strong organisational skills

Knowledge in the area of health literacy.

Eligibility/Other Requirements:

Highly Desirable:

Recent experience in a clinical or operational environment within the healthcare sector including managing consumer feedback.

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:

Previous experience in a similar role and experience in using SharePoint

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

Undergo a pre-employment National Police Check.

Notes

This is a temporary part-time position for six months with possibility of extension. This is a part-time position available at 22 hours per week and the full-time salary will be paid pro-rata.

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

Contact Officer: Bailey De Paiva (02) 5124 6265 Bailey.DePaiva@act.gov.au

Administration Support Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: Cas 3)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

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

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Position Overview

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The casual Administration Support Officer will be deployed to provide a range of administration support services within CHS when a short term vacancy arises within a Division.

About You

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Behavioural Capabilities

A high level of customer service skills and a good knowledge of computer applications.

Strong organisational skills with a high degree of drive.

Flexibility.

Effective communication and interpersonal capabilities.

Position Requirements/Qualifications:

Previous experience in an administration/office management position or certificate in Business Administration.

The ACT Patient Administration System (ACTPAS) is a computerised Patient Management System that contains demographic information on all patients and clients registered at any Health facility; as such previous experience working in a hospital clinical record department, medical practice or similar health environment is desirable.

Previous experience in working effectively in a team environment.

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 recruitment round is to create a casual pool of Administration Support Officer's to be deployed to provide a range of administrative support services within CHS.

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

Contact Officer: Heidi Gregson (02) 5124 9625 heidi.gregson@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Nursing

Clinical Nurse Consultant

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

Gazetted: 24 June 2021

Closing Date: 12 July 2021

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Position Overview

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

maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. It is expected that the CNC will promote, incorporate and maintain the National Safety and Quality Health Standards at a ward level.

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

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 with a high degree of drive.

Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs.

A strong focus on person centred, exceptional care and a commitment to quality outcomes.

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

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

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

Hold Intermediate Life Support Certification.

Hold a current driver's licence.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period for 11 months with the possibility of extension.

Contact Officer: Maria Harman 0461 634 639 maria.harman@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Clinical Manager

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 17612, several)

Gazetted: 30 June 2021

Closing Date: 13 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/> 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, facilitate group work 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

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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.

Position Requirements/Qualifications:

Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 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 have registration 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: There is one temporary full-time position and one temporary part-time position at (22:00) hours per week and the full-time salary noted above will be pro-rata. Both positions are available 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 written application and referee reports only

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

Contact Officer: Charmaine Nicoll (02) 5124 3133 charmaine.nicoll@act.gov.au

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Senior Director, Performance Standards and Monitoring

Health Professional Level 6 \$153,041, Canberra (PN: 51797)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

Position Requirements/Qualifications:

Relevant tertiary qualifications 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.

Note: THIS POSITION IS MULTI-CLASSIFIED. For Administration classification please see 01W41; for Nursing please see 01WBF.

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

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

Community Care Program

Rehabilitation, Aged and Community Services

Community Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 47218)

Gazetted: 30 June 2021

Closing Date: 14 July 2021

Community Care Program is seeking applications from suitably qualified and experienced Registered Nurses to create a Register to fill temporary vacancies over the next 11.5 months with the possibility of extension and/or permanency. The Community Care Program provides a comprehensive orientation training program to support new staff members.

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

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

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

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT.

About You

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Behavioural Capabilities

Demonstrate initiative and enthusiasm within the workplace.

Well-developed communication and interpersonal skills.

The ability to work autonomously and as part of a multi-disciplinary team.

Highly organised and well-developed time management skills.

Position Requirements/Qualifications:

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

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

Tertiary qualifications (or equivalent) in Nursing.

Current driver's licence.

Experience as a registered nurse in the community setting (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:

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 up to 11.5 months with the possibility of extension and/or permanency.

Contact Officer: Carmel Brayne (02) 5124 1484 carmel.brayne@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Director of Allied Health Services

Health Professional Level 6 \$153,041, Canberra (PN: 36846)

Gazetted: 30 June 2021

Closing Date: 14 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

An exciting opportunity exists for a talented, experienced Allied Health leader to become part of a strong leadership team, implementing a new structure to support stronger integration of care across the Mental Health, Justice Health and Alcohol and Drug services in the ACT. This role has recently been reconfigured to incorporate a

mix of operational and professional responsibilities. Reporting to the Executive Director of the division, the role is a key member of the senior leadership team. The role would suit a passionate allied health professional with a strong collaborative leadership style who works best within a multidisciplinary team environment.

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

The Director of Allied Health works collaboratively with the divisional leadership team to ensure quality, seamless care to consumers. The Director of Allied Health role is operationally responsible for specialist allied health services including the Mental Health Day Program, Mental Health Therapies Program, Inpatient allied health services and neuropsychology services. They are also the professional lead for Allied Health staff across the division including those working in other parts of the service. In addition the role manages a number of small engagement teams including the Aboriginal Liaison team, Consumer and Carer Consultants and Peer Workers. 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 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 an Allied Health discipline are essential.

Be registered under the Working for Vulnerable People Act.

This position may be required to participate in an on-call roster.

Desirable:

Postgraduate qualifications in a management field are highly desirable.

Current Driver's license.

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.

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

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

Nutrition Department

Dietitian

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 24724)

Gazetted: 30 June 2021

Closing Date: 14 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit.

Outpatients requiring specialist care from the ACT and regional NSW.

- Operation of centralised Special Diet Service
- Operation of Infant Feeding Service
- Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities
- Food Service governance activities in partnership with the Canberra Hospital Food Service Department.

Under supervision of the Senior Dietitian, you will provide clinical dietetic services across the Canberra Health Service and contribute to service improvement and quality improvement/quality assurance activities of the department.

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Flexible and adaptive approach to work

Strong interpersonal skills and confidence with communicating across a range of stakeholders.

Eligibility/Other Requirements

Mandatory:

- Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.
- Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.
- Hold a current Driver's Licence.

Other:

The successful applicant will need to be available for occasional 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.

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

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. This role is required to participate in an after-hours roster, including potential for weekend and public holiday work. This role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

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

Contact Officer: Andrew Slattery (02) 5124 2544 Andrew.Slattery@act.gov.au

Perfusionist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 46840)

Gazetted: 30 June 2021

Closing Date: 19 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

The Cardiac Surgery Department at Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. The Cardiac Surgery faculty currently consists of 2 Consultants, 3 Registrars and 2 other Perfusionists, as well as 1 full time Receptionist.

Under general direction of the Chief Perfusionist, the Perfusionist role is responsible for the provision of life support for patients undergoing elective and/or emergency cardiac surgery at Canberra Hospital and the National Capital Private Hospital.

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Eligibility/Other Requirements

Relevant tertiary qualifications including:

Bachelor of Science

Certificate of Cardiovascular Perfusion as administered by the Australasian Board of Cardiovascular Perfusion (ABCP).

Certified as a Perfusionist with Australian New Zealand College of Perfusionist. (ANZCP).

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

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 Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes

The Perfusionist role is required to participate in the Perfusion Close Call Roster, aiding to ensure that perfusion services are available 24 hours a day, 7 days a week.

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

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

Women, Youth and Children

Community

Administrative Services Officer

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 44704)

Gazetted: 29 June 2021

Closing Date: 6 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

Women's Health Service

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health Service.

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

Adaptability to accommodate change and new ideas.

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

Eligibility/Other Requirements

- Ability to type with speed and efficiency.
- Experience in Microsoft applications; in particular Excel, Word and Outlook.
- Hold a current driver's license.
- Have an understanding of how the National 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:

- Undergo a pre-employment National Police Check.

Notes

This is a temporary position available for three months.

This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively lead the counselling service.

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

Contact Officer: Danielle Treloggen (02) 5124 2776 danielle.treloggen@act.gov.au

Clinical Services

Mental Health, Justice health, Alcohol and Drug Services

Justice Health

Custodial Health Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17964)

Gazetted: 30 June 2021

Closing Date: 14 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and 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 peoples home. These services include:

Rehabilitation and Specialty Mental Health Services.

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services.

Dhulwa Mental Health Unit.

The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth

Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and 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 encouraged to apply.

Behavioural Capabilities

Non Judgemental.

Reliable.

Kind.

Position Requirements/Qualifications: Relevant be registered (or be eligible for registration) as a Registered Nurse within the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of three years' experience working professionally in Primary Health is preferred.

Highly Desirable

Post graduate qualifications (or working towards) in relevant field. Current Driver's licence.

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

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

Prior to commencement successful candidates will be required to:

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.

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

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Amanda Chase (02) 5124 2523 amanda.chase@act.gov.au

Canberra Health Services

Project / Business Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: CAS 4)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The role of the casual Project / Business Support Officer is to provide support to relevant Divisions within CHS who require short term support for project and business management functions.

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

Developed interpersonal and communication skills and the ability to establish and maintaining productive and collaborative internal and external working relationships.

Developed organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of five year' experience working professionally in project management is preferred.

The ACT Patient Administration System (ACTPAS) is a computerised Patient Management System that contains demographic information on all patients and clients registered at any Health facility; as such previous experience working in a hospital clinical record department, medical practice or similar health environment 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 recruitment round is to create a casual pool of Administration Support Officer's to be deployed across CHS to provide a range of administrative support services.

Contact Officer: Heidi Gregson (02) 5124 9625 heidi.gregson@act.gov.au

Medicine

Ambulatory

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22147)

Gazetted: 28 June 2021

Closing Date: 15 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The CNC position is responsible for the operational management and clinical leadership of the Cardiac and Heart Function Rehabilitation programs, the Heart Function Service, Cardiology Outpatient Nursing and the Arrhythmia Nurse Service. These services provide inpatient and outpatient services to patients with cardiovascular disease and arrhythmias, Heart Failure and Cardiothoracic patients.

The main responsibility of the CNC is to support the registered nurses in the services to provide high quality care, advanced nursing assessment skills, education, support and counselling to individuals and patient groups at risk of or affected by Cardiovascular Disease. The services work closely with multidisciplinary teams utilising their skills, to deliver a holistic model of care. Education in these services promote optimal self-management principles using and supported by evidence based practices. The services are delivered in the inpatient, pre-operative and outpatient settings, and in the early stages after discharge. The activities required of this role at this level are predominately clinical in nature, however excellent management and leadership skills to these services is paramount.

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

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.

Effective communication skills and the ability to liaise with stakeholder across a variety of levels.

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

Demonstrate initiative and a strong work ethic, participating in continuous quality improvement activities.

Position Requirements/Qualifications:

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

Tertiary qualifications in relevant field

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Contact Officer: Brett Jones (02) 5124 5161 Brett.Jones@act.gov.au

Medical Services

Pathology

Specimen Reception

Specimen Entry Officer

Technical Officer Level 1 \$60,942 - \$63,894, Canberra (PN: 17149, several)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> ACT Pathology is a division of CHS with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and despatch of patient samples and clinical trial samples, receipt and despatch of referred test results and distribution of pathology results via telephone enquiries.

Under direction, from Supervisors, Specimen Entry Operators play a key role in maintaining processes and procedures and are predominantly responsible for the registration of specimens into the laboratory information system (LIS), distribution of specimens to the required laboratory areas and answering phone queries regarding pathology samples or results. The role will require participation in a 24 hour/7-day rotating roster.

About You

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

Behavioural Capabilities

Strong organisational skills.

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

Ability to communicate effectively and work collaboratively in a team.

Qualifications:

Relevant Degree/Diploma or equivalent qualification, or relevant experience and training which enables the officer to competently perform the duties appropriate to the office.

Position Requirements

The successful applicant will need to participate in a 24 hour/7-day roster.

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

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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.

Supply minimum of two referees willing to be contacted.

Supply certified copy of qualifications

Undergo a pre-employment National Police Check.

Note: There are multiple positions available. These are permanent, temporary with the possibility of permanency, and casual.

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

Contact Officer: Chris Burton (02) 5124 3992 chris.burton@act.gov.au

Clinical Services

Medicine

Medical

Booking and Scheduling Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 48131)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

Under general direction this position provides administrative support to the Diabetes and Endocrinology outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, billing of services rendered and patient record management whilst providing a high level of customer service as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

This position will report to the Office Manager of the Diabetes and Endocrinology Service.

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 to apply.

Behavioural Capabilities

Efficient

Team Player

Reliable

Position Requirements/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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Canberra Health Services

Rehabilitation, Aged and Community Services

Executive Assistant to the Executive Director of Rehabilitation, Aged and Community Services

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 17633)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Walk-In Centres, Village Creek Centre in Kambah, and University of Canberra Public Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values Reliable, Progressive, Respectful and Kind.

There are six Community Health Centres as part of Canberra Health Services. These health centres are located at Belconnen, Gungahlin, Dickson, City, Phillip, and Tuggeranong. Four of these health centres have Walk-In Centres co located with them. Weston Creek Health Centre and Walk-In Centre is also a COVID testing facility.

The Executive Assistant is responsible for providing high level administrative support to the Executive Director, Rehabilitation, Aged and Community Services (RACS). The position supports the Executive Director on day-to-day matters and is part of the Executive support team with the Executive Officer, RACS. The position is based at University of Canberra Hospital but may be required to support the Executive Director, RACS at other Canberra Health Services locations.

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

Good organisational skills with a high degree of initiative.

Good communication and interpersonal skills.

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.

Position Requirements/Qualifications:

Relevant experience working in an administrative capacity and/or working towards or holds a certificate in management or customer service or another relevant field 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.

Desirable:

Previous experience working in the health sector.

Proficiency in the use of TRIM

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for four weeks with the possibility of extension and/or permanency.

Successful applicant may be awarded on application only.

Contact Officer: Victoria Schmahl (02) 5124 0223 victoria.schmahl@act.gov.au

Nursing and Midwifery and Patient Support Services

Nursing Administration

E-Rostering

E-Rostering Admin Support Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 23286)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

The Division of Nursing and Midwifery and Patient Support Services plays a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS.

The Division includes Nursing Support Services (including the E-Rostering Unit, the Nursing and Midwifery Resource Office, Tissue Viability Unit, Infection Prevention and Control Unit, occupational Medicine Unit); and Patient Support Services (including Ward's persons, Hospital Assistants, Ward Clerks, Central Equipment and Courier Service). In addition, the Division provides high quality strategic leadership and direction to the nursing and midwifery and patient support services workforce.

Canberra Health Services is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location.

The E-Rostering System Administration Management Support Unit has responsibility for the centralisation of rostering system support services across Canberra Health Services and within the Division of Nursing and Midwifery and Patient Support Services. The team provides system administration technical and rostering management related support and training services to over 5,500 Canberra Health Services staff currently managed by the Unit. The Unit also works closely with Shared Services ICT and the vendor to manage system upgrades and break/fix solutions as well as conducting system testing and training and help desk support.

Expressions of interest are sought for suitable applicants to fill a Admin Service Officer 5 temporary position of Administration Support within Health E-Rostering for an immediate start till 31 October 2021 with a possibility of an extension.

Applicants will be required to work as part of the E-Rostering Support and Management Team based at CHS. The E-Rostering Unit is responsible for the daily management of the rostering system. The Unit also provides administrative support, help desk services, roster training and employee support for the roster system with particular emphasis on data integrity, interface maintenance and the backend system set up.

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

The successful applicant will be required to have sound organisation skills, attention to detail, ability to learn and maintain organisation specific software packages, build, and maintain professional relationships, problem solve, and contribute to change management across the Division.

Position Requirements/Qualifications:

Working knowledge and experience with the use of Microsoft word, Excel spreadsheets and ability to use Excel formula to calculate and generate reports at intermediate level.

Previous experience using an electronic rostering system is preferable.

An understanding of best practice rostering processes would be an advantage.

Have an understanding 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:

Undergo a pre-employment National Police check.

Note: This is a temporary position available immediately for a period until 31 October 2021 with the possibility of extension. Selection may be based on application and referee reports only.

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

Contact Officer: Chin Wong (02) 5124 2419 chin.wong@act.gov.au

Nursing Administration

Graduate Nurse Holding Pool

Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 50832)

Gazetted: 24 June 2021

Closing Date: 11 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/> In accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement, this is an opportunity for permanent Registered Nurses (RN) Level 1 to apply for personal reclassification to RN Level 2, based on their experience, skill and ability. This opportunity applies only to the applicant's current area of specialty.

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 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 Nurse qualifications and a minimum of five years' post graduate nursing 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 RN 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

Medicine

Gastroenterology and Hepatology

Administration Officer

Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: 44006)

Gazetted: 30 June 2021

Closing Date: 14 July 2021

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

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>
The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

Inpatient care of patients with gastroenterological and diseases;

Consulting service;

Endoscopic procedures;

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

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

This position provides administrative support to Division of Medicine Gastroenterology and Hepatology Unit (GEHU) outpatient department. Under general direction of the Office Manager and Administration Manager you will be responsible for providing support to the operations of the outpatient clinic, booking and scheduling of patient appointments, and providing a high level of customer service to the GEHU Department.

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

Professional

Dedicated

Organised

Position Requirements/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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Jade Ngata (02) 5124 2063 jade.ngata@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 and Academic Services

Student Services

Student Services JobTrainer Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 16456)

Gazetted: 30 June 2021

Closing Date: 7 July 2021

Details: CIT Student Services is seeking a highly motivated self-starter with excellent organisational skills to coordinate admissions and enrolments into JobTrainer eligible CIT courses. JobTrainer is a jointly funded initiative of the Commonwealth, state and territory governments.

To be successful in this role you must be able to work cooperatively with others as well as individually with minimal supervision. You will need to possess strong organisational skills and be able to successfully monitor workflows and meet deadlines.

You will also need to have well-developed communication skills including the ability to liaise and negotiate effectively with a broad range of stakeholders.

Notes: This is a temporary position available immediately until the 24 December 2021 with the possibility of an additional 12-month extension. Selection may be based on application and referee reports only.

How to Apply: Applicants will provide a two-page pitch (response) outlining relevant skills, experience and how they relate to the duties of the position. Your application should include contact details of a referee and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@cit.edu.au

Education and Training Services

Student Services/Information and Recognition

Client Service Officer

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 55052, several)

Gazetted: 30 June 2021

Closing Date: 7 July 2021

Details: The Information and Recognition team within Canberra Institute of Technology (CIT) Student Services is seeking enthusiastic and adaptable team players who love providing high-quality customer service for our team. The successful applicant/s will provide great customer service for our students, prospective students, and members of the public in relation to studying at CIT. We are looking for people who can communicate in an effective and personal manner. Tasks may involve answering calls, responding to Live Chat and email enquiries, reviewing, and monitoring Skills Recognition applications and entering Skills Recognition grades. 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: Applicants should have well developed telephone and written communication skills, including excellent spoken and written English. This position does not involve direct supervision of personnel.

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

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge, and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, curriculum vitae, and the contact details of at least two referees. The written application should specifically address the Selection Criteria within the Position Description and indicate your capacity to perform the duties and responsibilities of the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@cit.edu.au

Education and Training Services

CIT Construction

Construction Trades Technical Officer

Technical Officer Level 2 \$65,966 - \$75,539, Canberra (PN: 52347)

Gazetted: 25 June 2021

Closing Date: 9 July 2021

Details: CIT is seeking a full-time Technical Officer Level 2 to perform educational support, administrative and purchasing duties within the Construction trades teaching area. The position requires the ability to work with teaching staff to order and move, store and prepare materials, maintain and arrange servicing for a variety of plant and equipment, maintain Work Health and Safety (WHS) complaint facilities, develop instructions for safe plant and equipment use, maintain records for accounting and stock management, as prescribed in the position statement. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTQ+ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations / Licencing:

- Current Drivers.
- Forklift Licence.

Desirable:

- Certificate III in Fitting and Machining Trade, or equivalent.
- Experience in an educational or industrial institution.

Note: This is a temporary position available for 12 months with the possibility of extension up to five years.

How to Apply: Please submit no more than two pages addressing the Selection Criteria along with two referee reports and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Abel (02) 6205 3820 karen.abel@cit.edu.au

Early Childhood Education and Care Teacher

Teacher Level 1 \$78,538 - \$104,793, Canberra (PN: 51301)

Gazetted: 24 June 2021

Closing Date: 8 July 2021

Details: The CIT Children's Education and Care department is seeking an exceptional individual to fill the position of Teacher Level 1 in the department. The individual will have experience and knowledge of contemporary Vocational Education and Training (VET) and assessment strategies, digital literacy, and compliance requirements. An in-depth knowledge of the Early Childhood sector is essential for this position. The successful applicant will have experience in working collaboratively and effectively within a team and have the ability to develop high quality innovative teaching and assessment resources. A demonstrated interest in adult education and evidence of the ability to teach and assess a range of Children's Education and Care programs delivered face to face, online and in the workplace is required. 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:

Mandatory Qualifications:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019-2021, sub-Clause 40. A Teacher Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent). Where the full qualification is not held the successful applicant must hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Assessor Skill Set) and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

Desirable: A minimum of five years' experience in the Early Childhood Education and Care sector.

A Bachelor of Early Childhood.

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

Applications should be submitted via the Apply Now button below.

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

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

**Minister and Executive Coordination Team
Administration Officer**

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 32737)

Gazetted: 30 June 2021

Closing Date: 14 July 2021

Details: The Minister and Executive Coordination Team (MECT) within Economic Development are seeking an efficient and organised individual to carry out a range of administration and coordination functions across Economic Development, including within the Finance and Business Services area. MECT is the primary liaison point for all coordination activities across Economic Development and is responsible for the management and coordination of information and advice for the Directorate Executive and all Ministers served by Economic Development. The successful candidate will require strong attention to detail and communication skills, and the ability to work effectively in a fast-paced environment. 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 for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position is 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 provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Hanns (02) 6207 4534 Susan.Hanns@act.gov.au

**Whole of Government Communication
Digital Communication Officer**

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52431)

Gazetted: 30 June 2021

Closing Date: 7 July 2021

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Communication and Engagement Division is looking for an enthusiastic and driven Digital Communication Officer to join a small but busy team responsible for managing the delivery of the directorate's online channels. The successful candidate will use an audience-first approach to identify and solve problems and provide solutions for our stakeholders in the digital space. We're looking for a team player, someone who will use initiative to identify risks and contribute positively to our team culture. The ability to be adaptable to changing circumstances and experience managing multiple priorities in a fast moving environment will be highly regarded. 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: Please read these requirements in the position description attached.

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

How to Apply: Please provide a copy of your curriculum vitae and a two page pitch addressing your skills and experience against the capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bernadette Brennan (02) 6207 6901 Bernadette.Brennan@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.

**Policy and Cabinet
Deputy Chief Executive
Corporate Support**

Corporate Manager

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52464)

Gazetted: 29 June 2021

Closing Date: 6 July 2021

Details: Chief Minister, Treasury and Economic Development Directorates (CMTEDD's) Policy and Cabinet Division is seeking a Corporate Manager.

The Corporate Support team works collaboratively across the Policy and Cabinet and Communication and Engagement division. The team provides administrative support and is responsible for the operational and financial management across the two divisions.

The Corporate Manager provides strategic, operational and administrative support to senior executives and their branches and is also responsible for the overarching business and financial management across the two divisions. 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:

Relevant tertiary education qualifications in finance is desirable.

Notes: This is a temporary position available immediately until 1 June 2022. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position 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 access to on-site working. Staff are currently working from home due to the COVID-19 restrictions, please discuss any concerns you may have with the Contact Officer. Selection may be based on application and referee reports, interviews may not necessarily be held.

How to Apply: Please submit a one-page cover letter that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role.

Applicants must submit a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Engele (02) 6205 0235 Sam.Engele@act.gov.au

Shared Services

Partnership Services

Service Centre/HR and Finance Service Desk

Senior Customer Service Agent

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 05406)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

Details: Are you looking for that next step in your customer service career?

Here at the Shared Services HR and Finance Service Desk we provide 1st level support for all ACT Government staff on general human resource and finance related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required.

As a Senior Customer Service Agent, you are primarily responsible for monitoring call, chat, and email volumes and providing operational support to staff. When volumes rise, the Senior Customer Service Agent will support by taking calls and working with the leadership team on any further actions to reduce wait times.

Where practicable, you will support the leadership team in inducting new staff, facilitating ongoing development for existing staff and actively promoting a culture of continuous improvement

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

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.

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

How to Apply: Applications should be submitted directly to the contact officer. Ensure you attach your responses to the Application Questions, the Application Cover sheet as well as a curriculum vitae with contact details for at least two referees.

Applications should be sent to the Contact Officer.

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

Commercial Services and Infrastructure Group

Shared Services

Payroll Services

Payroll Team Supervisor

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 09363, several)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

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

As a Payroll Team Supervisor, you will lead a large team and be responsible for providing quality Support to your Payroll Management as well as your team members and colleges within Payroll Services. Your primary tasks will be to:

Effectively manage and lead a team to administer payroll services and in delivering first class customer service to achieve business outcomes

Resolve complex payroll matters and the ability to identify areas that require escalation to senior management.

This includes a demonstrated ability to respond to customer enquiries in a clear a concise manner.

Maintain a high level of verbal and written interaction with customers in a professional, helpful manner to enhance the customer's experience.

Proactively monitor and manage productivity, and quality assurance processes of the team's output.

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

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.

If this sounds like you, please follow the instructions on how to apply for the role. We look forward to hearing from you.

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

Notes: This is a temporary position available for up to 12 months with the possibility of permanency.

How to Apply: Please submit a two-page pitch summarising your suitability for the role, ensuring you take into consideration the position information and key capabilities (minimum font 11). Please also submit a curriculum vitae (2-3 pages preferred).

Please review the applicant guide found within the attached 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: Malcolm Mullavey (02) 6205 1677 Malcolm.Mullavey@act.gov.au

Communications and Engagement

Communications Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 34321)

Gazetted: 25 June 2021

Closing Date: 14 July 2021

Details: Are you an enthusiastic and motivated communication professional who has a passion for media?

Are you a people person, have a desire to provide timely and accurate information, and the ability to deliver multiple priorities simultaneously?

In this position you will be responsible for delivering relevant information to the community across a range of priority government and non-government channels, including the media.

Collaborating within and across teams to develop and distribute high quality content, this role will ensure the right information is provided to the right audience, at the right time, by:

Bringing an audience-first lens to the work, informed by research, insights, and evaluation.

Collaborating with stakeholders in partnership with a strong client service ethic.

Working in a fast-paced environment, while being flexible and open to change.

Being supported by whole-of-government guidelines, policies, and procedures, and guided by an annual whole-of-government communications and engagement plan.

The position joins a team responsible for all proactive and reactive media for the directorate and will work closely with the Assistant Director and Director, Communications and Engagement to promote government priorities.

The position will also work in a collaborative manner with various areas across to develop content that may include talking points, media releases, presentations, digital and social media copy, or similar.

What will you do?

Assist in the development and implementation of Ministerial and directorate media and events forecasts.

Assist the Assistant Director in formulating reactive media enquiries and push a proactive media approach when needed.

Collaborate with stakeholders, subject matter experts and multidisciplinary teams within other directorates and Ministerial offices to source, design, edit and approve content for media materials, media briefings, social and digital content.

Collaborate with stakeholders, subject matter experts and multidisciplinary teams to prepare and design the communication approach and tactics.

Assist the wider team with the coordination, implementation and evaluation of communications activities as required.

Provide communications and support at the Public Information Coordination Centre (PICC) in times of a Territory emergency.

Provide administrative support as required.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

Expertise and professional experience in marketing, communications and media.

Comprehensive knowledge of contemporary communications and media practices and an understanding of the importance of applying an audience-first lens that is informed by research, insights and evaluation.

Knowledge of and exposure to a complex government environment or the ability to swiftly acquire knowledge of the operating environment of government; and an understanding of the sensitivities involved.

Behavioural Capabilities

Sound organisational skills, including the ability to effectively manage multiple tasks, and determine team and own priorities.

Well-developed, persuasive and negotiation skills, utilising exceptional written and verbal communication ability to engage effectively with various stakeholders and audiences.

Ability to establish and maintain effective business partnerships, including with internal and external stakeholders, through collaboration, engagement, responsiveness and influence.

Ability to appropriately handle sensitive material with confidentiality, showing sound judgement and integrity

Adaptability to changing circumstances and successfully managing multiple priorities and demands, in a dynamic, complex and diverse environment.

Resilience and the ability to work productively in a high-pressure environment.

Compliance Requirements/Qualifications

Relevant tertiary education qualifications or a minimum of three years' experience working in communication, journalism, media and/or public relations is desirable.

A current driver's license is desirable.

The ability to work flexibly with some out of hours work is required.

Notes: 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 access to on-site working. Staff are currently splitting the working week between working from home and the office, please discuss any concerns you may have with the Contact Officer.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following: In a two-page pitch, please address the following criteria:

Experience in working with media and responding to media enquiries.

Experience working across an environment with multiple stakeholders and competing deadlines.

A proven track record of supporting the implementation of communications plans from conception through to completion within set deadlines, including managing associated issues, establishing priorities, evaluating project outcomes while establishing collaborative working relationships.

Well-developed verbal and written communication skills ensuring content is purpose fit and tailored to key audiences, and that effectively liaises with all stakeholders.

Ability to appropriately handle sensitive material with confidentiality, showing sound judgement and integrity.

Understanding of ACTPS public sector values covering ethical standards and a demonstrated self-awareness, professionalism and proven commitment to Respect, Equity and Diversity in the workplace and health and safety principles and practices.

Applicants must also submit a current resume including details of work history (roles, timing, responsibilities, and achievements), qualifications and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacquie Bunt (02) 6207 2205 Jacquie.Bunt@act.gov.au

Shared Services

Systems Officer (Test Team)

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 08309)

Gazetted: 25 June 2021

Closing Date: 9 July 2021

Details: As a Systems Officer within the Human Resources (HR) Systems Test Team, you will support the Assistant Director, Test Team in managing Human Resources Management System (HRMS) test environment, test processes and procedures, ensuring all HRMS system functionalities and interfaces are fully tested before deployment to the production environment.

This includes assisting the design and implementation of best practice payroll systems processes and the development of procedures to support these processes.

This position works closely with other team members in the HR Systems, Payroll, Data Reporting, Recruitment, Business Improvement and Shared Service Information and Communication Technology (ICT).

This position reports directly to the Assistant Director, Test Team, HR Systems.

Eligibility/Other Requirements:

Qualifications in a HR related discipline is desirable though not essential.

An understanding of either software systems such as SAP SuccessFactors, would be advantageous.

Educational and professional qualifications checks may be undertaken prior to employment.

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

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

Applications should be submitted via the Apply Now button below.

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

Technology Services

Assistant Director (Cyber Strategy and Governance)

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 38992)

Gazetted: 25 June 2021

Closing Date: 9 July 2021

Details: Digital Data and Technology Solutions (DDTS) Security has multiple opportunities for permanent and temporary positions of Assistant Director, Cyber Strategy and Governance (SOGC), reporting to the Director, Cyber Strategy and Governance. Successful applicants who are offered temporary positions may later be renewed or

offered permanency. As part of DDTS Security you will be responsible for performing threat and risk assessments of business systems, clouds services and strategic Information and Communication Technology (ICT) platforms and providing strategic and tactical security advice to clients across the ACT Government. The role requires strong written and verbal communication skills, integrity and confidentiality, strong time management and organisational skills, ability to work under changing circumstances and a focus on business outcomes. You will work in a diverse, inclusive and supportive team of professionals who are strongly committed to modelling ACT Public Service values and behaviours. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Current and former ADF members are also encouraged to apply.

Eligibility/Other Requirements: A tertiary degree with an ICT Major, and/or professional certification in Cyber Security, Risk Management, Auditing or Governance, would be highly regarded.

Candidates must have a pre-employment National Police check and must possess or have the ability to obtain an NV1 security clearance.

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

How to Apply: Please attach the following to your application:

1. Your curriculum vitae.
2. Names and contact details of two professional referees.
3. A written application or pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caley Callahan (02) 6207 1145 Caley.Callahan@act.gov.au

Integrated Facilities Management

Senior Property Upgrades Officer

Infrastructure Officer 2 \$89,008 - \$102,403, Canberra (PN: 18973, several)

Gazetted: 25 June 2021

Closing Date: 9 July 2021

Details: ACT Property Group is seeking an enthusiastic and experienced property upgrades manager who can manage multiple projects and deliver timely results. This position manages an allocated set of property upgrade projects on ACT Government properties. Using technical skill and experience in maintenance and upgrade of properties the person in this role delivers projects from inception to the completion of the defects period, assisting clients to ensure the ACT Government receives high quality, technically proficient services in a timely manner. People in these roles will generally have a building trades or building management background and are able to provide technical advice when required. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

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

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

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

A current driver's licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

Notes: There are several positions available. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. 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: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grant Cusack (02) 6213 0747 Grant.Cusack@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.

Workforce Capability and Governance

Strategy and Transformation Office

Assistant Director, Projects and Governance

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52409)

Gazetted: 25 June 2021

Closing Date: 9 July 2021

Details: Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you read between the lines and anticipate next moves? Can you provide clear directions and support to get your team across the finish line in a hard-fought game of Capture the Flag? The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building long-term strategic planning. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to complex business challenges and opportunities. The STO creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems. The occupant of the position needs to be a multi-disciplinary strategic thinker who has foresight and the ability to take a big-picture, long-term view of the ACTPS. The role requires the ability to make decisions, often with incomplete information, and to determine appropriate strategic responses to complex business challenges and opportunities. Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills as well as a highly developed collaborative nature. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a temporary role where no day is the same and you're given the opportunity to sample this role, then this is 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.

Eligibility/Other Requirements:

- Experience in policy is highly desirable.
- A law degree or other relevant tertiary qualifications and/or experience in appropriate field is highly desirable.

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

How to Apply: To apply, submit a two-page pitch outlining how your Skills, Knowledge and Behaviour make you the best fit for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Roy (02) 6207 4724 caitlin.roy@act.gov.au

Corporate

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 56046)

Gazetted: 24 June 2021

Closing Date: 8 July 2021

Details: The People and Capability Branch within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a dynamic and high-performing Assistant Director. As an Assistant Director in the Workplace Relations Team you will contribute to the delivery of strategic industrial and employee relations related services across CMTEDD, providing a high level of consistent, accurate and timely advice. The successful applicant will have a high level understanding of, and experience in, legislative and industrial frameworks within a public sector context. This role will involve building relationships and liaising with various stakeholders and representing CMTEDD in a range of industrial and employee relations forums. High level communication, liaison and negotiation skills are essential for this role as you will work to achieve successful outcomes across a range of workplace issues. You will also contribute to and lead work to identify workplace trends and undertaken research 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.

Eligibility/Other Requirements:

- Tertiary studies or extensive relevant experience in a human resource related discipline is highly desirable.

Note: This is a temporary position available immediately for five months with possibility extension and/or permanency. 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, unless required as part of a reasonable adjustment.

How to Apply: Please provide a two-page pitch outlining your experience and/or abilities against the requirements and duties outlined in the Position Description and your curriculum vitae with contact details for at least two referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maggie Drejer-White (02) 6207 4897 maggie.drejer-white@act.gov.au

Procurement, Property and Venues

National Arboretum Canberra and Stromlo Forest Park

Casual Visitor Services Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: C09530, several)

Gazetted: 24 June 2021

Closing Date: 13 July 2021

Details:

If you enjoy speaking to people and delivering fantastic customer service, this job is for you.

If you enjoy working as part of a team in a dynamic work environment, this job is for you.

If you enjoy delivering engaging tours, workshops and programs, this job is for you!

The National Arboretum Canberra are looking for enthusiastic and motivated individuals to join their casual Visitor Services Officer team. The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, education and recreation. The National Arboretum welcomes its diverse visitors to regular events, programs and guided tours. The primary focus of the Visitor Services team is providing high quality and pro-active customer service to all visitors while working at Village Centre Information Desk and delivering interpretive experiences to visitors of all ages. The successful applicants will have experience working in a busy and dynamic environment, capably managing competing demands and public emergency situations. 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:

Current driver's licence, with ability to obtain a public bus licence.

Current First Aid Certificate

Ability to undertake manual handling as required

Availability for weekday, after hours, public holiday and weekend work

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.

Notes: There are several casual positions available for up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide

A one-page pitch demonstrating your skills in relation to the Selection Criteria in the Position Description,

A current curriculum vitae

Contact details of least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cally Earnshaw (02) 6207 9347 Cally.Earnshaw@act.gov.au

Revenue Management

Operations

Customer Service Supervisor

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 11146, several)

Gazetted: 24 June 2021

Closing Date: 8 July 2021

Details: The ACT Revenue Office is seeking an enthusiastic and experienced individual for the role of Customer Service Supervisor in our Operations Team. If you are highly motivated, have excellent customer service skills and enjoy working as part of a team - then please apply.

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 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 apply with 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: Bernada McDonald (02) 6205 1601 bernada.mcdonald@act.gov.au

Community Services

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

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

Corporate Services

Internal Audit and Risk Management

Senior Auditor and Risk Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 36544)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

Details: The Internal Audit and Risk Management Team supports the Directorate's senior executives, managers, and staff in management of risks, financial accountability, compliance with legislation and policy/procedures, fraud and corruption prevention and better practice governance. It is responsible for developing, coordinating, implementing/facilitating, and monitoring the Directorate's:

Internal audit strategic program and annual audit program;

Risk Management Framework;

Business Continuity Framework; and

Fraud and Corruption Prevention Framework.

The Internal Audit and Risk Management Unit also:

provides secretariat and consultancy services to the Directorate's Audit and Risk Management Committee; and the Senior Executive Responsible for Business Integrity and Risk (SERBIR).

The Internal Audit and Risk Management Unit is seeking for a Senior Auditor and Risk Coordinator who will work in a small team to conduct audits, including compliance, performance, financial, reviews and pulse audits. In addition, the officer will assist the unit to facilitate the implementation of Risk Management, Fraud and Corruption Prevention and Business Continuity Frameworks across the Directorate. The officer will also assist the team to provide secretariat support to the Audit and Risk Management Committee and execute administrative tasks that are critical to the successful function of the unit. Initiative, teamwork, sound judgement, organisational skills and attention to details are essential and expected to perform this 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:

Desirable, but not essential, qualifications and experience:

Related tertiary and/or professional qualifications such as CPA/CA (or study towards) would be beneficial.

How to Apply: Interested candidates are requested to provide a written statement of no more than two pages addressing the selection criteria in the Position Description along with your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mayooraan Sinnathurai (02) 6205 0147 Mayooraan.Sinnathurai@act.gov.au

Housing ACT

Policy and Business Transformation

Business Solutions

Senior Director, Solution Delivery

Senior Officer Grade A \$153,041, Canberra (PN: 33454)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

Details: The Policy and Business Transformation Branch has a vacancy in exciting leadership role in the Solution Delivery team. This team is focussed on the delivery of high quality, effective, client centred solutions for Housing ACT systems and workers. We are a dedicated, fun, hard-working team committed to supporting Housing ACT workers to deliver business objectives and help drive positive change in the community through effective, timely and progressive policy, process, and technology solutions. Working with us, you will ensure the right solution is delivered to the right audience, at the right time.

You will:

- Be familiar and comfortable with systems and technology.
- Bring a client focused lens to your work, informed by data, insights, and evaluation.
- Work in partnership with stakeholders and bring a strong client service ethic.
- Enjoy working in a fast-paced environment, be flexible and open to change.
- Be supported by a dynamic team and guided by an annual whole of government communications and engagement plan.

How to Apply: If you are interested in joining this high performing team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, along with your curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Nielsen (02) 6205 2571 shane.nielsen@act.gov.au

People Management Branch

Facilities Operations Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 07959)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

Details: The People Management Branch are seeking an experienced, highly motivated and dedicated person to join our Facilities and Fleet team. The Facilities and Fleet team is a multi-disciplinary team that provides support, high-level policy and legislative advice to the Directorate's diverse business units. As the Facilities Operations Manager you will ensure that the Directorate applies and interprets relevant legislation, whole of government

policies, strategies and guidelines. You will also oversee the Directorate's asset management facility operations by developing and maintaining relationships with both internal and external stakeholders.

The ideal candidate will have previous experience in administering the facilities function within a commercial property setting. You will be highly organised and be able to demonstrate strong relationships management skills. The successful candidate will model behaviours consistent with the ACT Governments Respect, Equity and Diversity Framework. Lead safe work practices that are in accordance with the Directorate's Work Health and Safety System.

The Community Services 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 and those who identify as LBGTIQ are encouraged to apply.

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

How to Apply: Applicants are required to submit written response, of no more than 1500 words, addressing the Skills, Knowledge and Behavioural Capabilities, having regard for the job requirements and a current curriculum vitae with the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Bink (02) 6205 3878 Paul.Bink@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Facilities Officer - Bimberi Youth Justice Centre

General Service Officer Level 8 \$71,486 - \$75,539, Canberra (PN: 19003)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

Details: Bimberi Residential Services is seeking an experienced committed, and innovative individual to temporarily fill the Facilities Officer role for six months (with possibility of permanency). You will work as part of a small team responsible for undertaking on the job activities related to the maintenance and servicing of the Bimberi Youth Justice Centre's facilities, stores, equipment, vehicle fleet and grounds. This role also assists in the coordination of external contractors and liaises with internal clients and participates in minor building projects and improvements.

The occupant of this position may be required to be available to work at both Bimberi Youth Justice Centre and Bimberi Community Residential Services properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House).

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 properties 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.

Eligibility/Other Requirements:

Desirable qualifications and experience:

An industry recognised qualification in trade skills or equivalent work experience.

Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment.

Essential requirements:

Possession of a current driver's licence

Senior First Aid Certificate

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 registrations refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

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

supporting statement addressing each of the criteria should be limited to 400 words per criteria: and a current curriculum vitae should also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Campbell (02) 6207 3582 Stuart.Campbell@act.gov.au

Children, Youth and Families

Business Support

Complaints and Client Services Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 35100)

Gazetted: 25 June 2021

Closing Date: 14 July 2021

Details: The role is responsible for the coordination, administration and development of responses, and resolution of complaints, in alignment with the Community Services Directorate's policy and commitment to resolution focused, conciliatory management of complaints. The role will prepare reports and policy papers, undertake project work, provide secretariat support, and conduct research and analysis as required. Essential requirements include a good knowledge of child protection legislation and policy in the ACT, and the ability to analyse systemic issues and provide advice to the Executive. The position will also support the strengthening of relationships between Children, Youth and Families and key stakeholders.

Eligibility/Other requirements

Essential qualifications and experience:

A sound knowledge and understanding of the social and economic issues affecting children, young people, and their families.

Proficiency with Microsoft Office products and database systems.

Desirable qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Education or an allied health position (speech therapist, occupational therapist).

Experience and/or qualifications in complaint handling, conciliation processes and/or government investigations.

Working With Vulnerable People (Background Checking) ACT 2011 may be required.

Demonstrated experience and understanding of the ACT child and youth protection system.

Notes: A Merit Pool may be established from this selection process and maybe used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please 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: Johanne Beirne (02) 6207 6713 Johanne.Beirne@act.gov.au

Housing ACT

Client Services

Tenant Experience

Youth Housing Manager

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 35734)

Gazetted: 25 June 2021

Closing Date: 9 July 2021

Details: We are seeking a highly motivated person to fill the role of Youth Housing Manager in the Tenant Experience Section of Housing ACT. The Housing Young People Program supports high needs young clients through application for public housing, allocation, maintaining a tenancy and transition to mainstream tenancy management.

The role of the Youth Housing Manager is to assist young people to access public housing and provide a more responsive and supportive housing service. Applicants for this position will need to demonstrate an understanding of issues facing young people and that they have relevant experience in working with young people.

We are looking for someone who is committed to innovation and flexible service responses and has a problem solving attitude, to assist young people to achieve better housing and social outcomes.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander

people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Essential qualifications and experience:

- Experience in using a range of IT business and office applications.
- Current driver's licence.

Highly desirable, but not essential, qualifications and experience:

- Qualifications and/or extensive experiencing working with young people with complex service needs.
- Working knowledge and understanding of issues facing young people in social housing.
- Experience in using a range of IT business and office applications.
- 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

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

How to Apply: Please submit your written response to the Selection Criteria in the attached position description of no more than 350 words per criterion, your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Boyle (02) 6207 8078 rachael.boyle@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.

Housing ACT

Client Services

Tenant Experience

Housing Manager

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 24723, several)

Gazetted: 25 June 2021

Closing Date: 9 July 2021

Details: The Tenant Experience Section of Housing ACT is seeking enthusiastic and highly motivated people for the role of Housing Managers. As a Housing Manager you will be responsible for managing a portfolio of public housing tenancies and providing advice and support to assist clients to maintain their tenancy.

These are frontline positions working directly with clients and the community to sustain tenancies and foster safe and inclusive neighbourhoods. The successful applicants will have a demonstrated ability to provide high quality customer service to a diverse range of clients, have effective communication, interpersonal and problem-solving skills, be self-motivated and highly organised.

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

Eligibility/Other Requirements:

- Current driver's licence is essential.
- 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

Note: These are temporary positions available for six months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your written response to the Selection Criteria in the attached Position Description of no more than 350 words per criterion, your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashleigh Northwood (02) 6205 5373 ashleigh.northwood@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.

Inclusion and Participation

Social and Community Inclusion

National Multicultural Festival

Festival Producer

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52357)

Gazetted: 24 June 2021

Closing Date: 13 July 2021

Details: This is a unique opportunity for a suitably experienced Festival Producer to work with the NMF Project Team to produce, a highly collaborative community led 25th Anniversary celebration event in 2022. In this position, you will build on the valuable work already commenced by the project team to deliver an outstanding, memorable, and impactful festival to commemorate this milestone. The role will require exceptional event expertise, relationship building skills and appreciation of cultural sensitivities, community expectations and a good understanding of outdoor/cultural events production. This is an opportunity to reimagine a very established and much-loved community led Festival within a fast-paced and COVID – 19 sensitive environments. Collaborating and sharing success is a big deal for the NMF team. If you feel the same way and want to bring your skills and experience to the much-loved National Multicultural Festival in Canberra, then we'd love to hear from you. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Relevant Professional industry experience in event/festival management, relevant tertiary qualifications or experience in community engagement is highly desirable.

Current Passenger Vehicle Driver's License.

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.

Notes: This is a temporary position available immediately for 10 months with the possibility of extension. 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: Provide a pitch of no more than 800 words. Please also provide your curriculum vitae and the contact details of two referees. Applications should address the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Azra Khan (02) 6205 0522 Azra.Khan@act.gov.au

Cultural Facilities Corporation

Historic Places

Curator, Exhibitions and Research

Curatorial, Collections and Education Officer Class 1 \$71,963 - \$87,331, Canberra (PN: 9023)

Gazetted: 30 June 2021

Closing Date: 16 July 2021

Details: ACT Historic Places is seeking a talented museum professional to lead the development, research and delivery of engaging and high-quality exhibitions and provide content for programs and publications across ACT Historic Places sites and museum collections, in a range of subject areas including (but not limited to) social history, First Nations peoples and cultures, architectural and design history, environment, visual art and music. The successful applicant will have demonstrated knowledge of Australian history and contemporary curatorial techniques and practice; and demonstrated experience working with collection items, historic places and historical material; and in the research, planning, development and delivery of high-quality innovative exhibitions. The applicant will have high level interpersonal, oral and written communication skills; ability to work independently and as part of a team; and strong administrative skills.

Eligibility/Other Requirements: Qualifications in Australian History or Museum and Curatorial Studies or equivalent industry experience are essential; and a sound understanding of the principles of historic and cultural site interpretation and Aboriginal and Torres Strait Islander history and cultural heritage is highly desirable.

Note: This position is temporary part-time at 29:24 hours per week and the full-time salary noted above will be pro-rata. The position is available immediately for 12 months with the possibility of permanency.

How to Apply: Submit a two-page written application, addressing the Selection Criteria, together with a curriculum vitae (Applications that do not directly address the Selection Criteria will not be considered.)

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Cunningham (02) 6207 4853 jodie.cunningham@act.gov.au

Education

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

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

Office for Schools

Belconnen Network

Belconnen High School

Laboratory Assistant

School Assistant 3 \$56,858 - \$61,194, Canberra (PN: 00834)

Gazetted: 30 June 2021

Closing Date: 7 July 2021

Details: The Laboratory Assistant will receive direction from teaching staff in the preparation of classroom activities and in the implementation of science education Program are completed to a high standard of level of accuracy. The occupant is expected to be proactive, exercise judgement and initiative and work with limited supervision. This role will require the candidate to have a strong background in all aspects of the duties below. Knowledge in handling chemicals and preparing standardised solutions.

Knowledge of Hazardous Goods Act in regard to the storage and handling of chemicals.

Knowledge of Occupational Health and Safety (OHS) and risk management guidelines.

Knowledge of legislation/policy in regard to the care and use of animals in schools.

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.

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

Selection may be based on application and referee reports only.

How to Apply: Please submit a maximum two page 'pitch' that demonstrates how your experiences will enable you to succeed in this role, along with a curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree Hardwicke (02) 6142 1693 maree.hardwicke@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

North Canberra and Gungahlin

Gold Creek School

Director of Student Advancement and Faculty Advisor

School Leader C \$126,542, Canberra (PN: 06933)

Gazetted: 30 June 2021

Closing Date: 14 July 2021

Details: Gold Creek School is seeking a School Leader C to join our P-10 school in the Gungahlin area. Our school supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum. We are committed to developing student agency, differentiation, collaborative learning, and ongoing assessment practices. The successful applicant will have the skills in leading teaching and learning to meet the individual needs of students and developing a culture of

collaboration and trust within the Organisation. Considerable investment is afforded to our staff to support professional development opportunities. This fosters our focus on staff wellbeing as a priority at Gold Creek School and promotes our inclusive community ethos. The Director of Student Advancement and Faculty Advisor Language and Literature will support the Associate Principal in achieving the strategic priorities and key improvements strategies as identified in the schools Strategic and Annual Action plans. They will be a member of the senior site leadership team and will have overarching responsibility for driving student advancement, including DECO and flexible education in addition to leading the Language and Literature team.

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: Interested applicants should provide a curriculum vitae, statement of claims based on the capabilities outlined in the Position Description and contact information of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janine Waters (02) 6142 1300 janine.waters@ed.act.edu.au

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

School Improvements

North Canberra/Gungahlin

Margaret Hendry School

Building Services Office

Building Service Officer 3 \$71,486 - \$75,539, Canberra (PN: 48143)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

Details: In accordance with Directorate policies and in consultation with the supervisor, the position requires initiative and independent judgement. The position may include coordinating, mentoring and supervising other BSOs and may be a cluster position with specific responsibilities. Key Responsibilities include maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; completing emergency and other repairs to trade/industry standard OR ensuring this standard when organising and overseeing emergency repairs.

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.

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement.

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate.

Notes: This is a temporary position available for a period from 12 July 2021 up to 17 December 2021 with the possibility of 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

Administration Coordinator

School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 34757)

Gazetted: 28 June 2021

Closing Date: 5 July 2021

Details: Southern Cross Early Childhood School (ECS) is a (Primary to Year 2) P – 2 school located in Scullin. At Southern Cross ECS we view children as being capable and competent learners. We believe in creating a close partnership with families and the community so we can work in collaboration to support the capabilities of all children.

Southern Cross ECS is seeking a highly motivated, experienced Administration Coordinator.

The successful applicant will provide a high level of administrative support across the school. This role will be responsible for managing the Library, Front Office, Enrolments, First Aid/(Health Access at School) HAAS, Information Technology (IT)/Digital Platform support and maintenance as well as some administrative support for Executive staff.

In this position the applicant will need the ability to develop, implement and maintain processes that contribute to the efficient and effective management of the school. The successful applicant will also support the Business Manager in day-to-day activities, undertake secretariat duties in our front office, prepare and publish public communications, assist in the management of school events, and support the whole-school administrative function.

The successful applicant will possess excellent communication skills, have experience in working within a team of executive staff, and a proven ability to work within a busy work environment that has competing demands.

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.

Current HAAS qualification or a willingness to undertake appropriate training.

Current First Aid Certificate or a willingness to undertake appropriate training.

Highly Desirable:

Experience working in a school environment.

Working knowledge of school administrative software (Sentral) and Microsoft Office packages.

Graphic Design qualification.

Certificate III in Children Services.

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria together with curriculum vitae and two referee reports via the Apply Now button.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Muffet (02) 6142 0020 Emma.Muffet@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

Strategic Finance and Procurement

Business Improvement and Support

Director

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50156)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

Details: The Director, Business Improvement and Support, will lead business improvement outcomes, ensuring work is coordinated and integrated, working towards enhanced support and quality of service for the business functions within schools. The role has a strategic improvement focus in ensuring corporate systems and processes and internal governance operating across schools delivers improved business outcomes.

The role will be part of a small team identifying, developing and delivering business improvement support for schools and initiatives that drive reform across the system. You will work across all areas of the Directorate, and build strong partnerships with schools to provide intentional and targeted support within individual school settings, along with driving transformational change.

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

Notes: This is a temporary position available immediately until 30 June 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a two page pitch outlining your experience, skills and knowledge that you can bring to the role, using the selection criteria as a guide, along with your Curriculum Vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerrie Atkins (02) 6207 9112 Kerrie.Atkins@act.gov.au

School Performance and Improvement

North Gungahlin Network

Harrison School

Classroom Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 12259)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

Details: Harrison School is seeking a highly motivated and innovative Science specialist teacher for 6 months with possibility of extension to join our teaching staff in the Year 7 -10 sub school. This position is mainly focused on delivering a highly engaging and dynamic program in the Sciences.

The successful applicant will be required to have deep knowledge of the Australian Curriculum and an ability to differentiate student 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 show progress toward the Science Achievement Standards.

Willingness to innovate and engage with colleagues through Professional Learning Communities and the STEM Learning Areas.

For more information, please contact the Contact Officer

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.

Notes: This is a temporary position available for a period up to six months with the possibility of extension. Selection may be based on application and referee reports only.

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.

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 Network

Calwell High School

SLC Engagement and Wellbeing

School Leader C \$126,542, Canberra (PN: 32804)

Gazetted: 24 June 2021

Closing Date: 8 July 2021

Details: Calwell High School is seeking an experienced, dynamic and flexible teacher with strong strategic and organisational leadership in the area of engagement and wellbeing. The successful applicant will develop strong professional relationships, work collaboratively with all members of the school community to ensure that student

learning and wellbeing remains the core business of our practice and policy and work in partnership with a wide range of people to maximise student outcomes in a complex environment.

The successful applicants' key responsibilities will be to:

Work collaboratively with all members of the school community to ensure that student learning and wellbeing remains the core business of our practice and policy

Lead a team of staff to meet student learning and wellbeing needs that will support successful engagement in learning.

Be a highly visible leader with responsibility to lead staff to drive improvement in data driven, evidence-based practice that builds high expectations for all students.

Engage parents, stakeholders and the broader school community by developing, valuing and enriching positive relationships and connections.

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.

Extensive experience and success teaching students needing support in a High School environment is desirable.

How to Apply: Please provide a written response outlining your ability to meet the responsibilities of the job along with a curriculum vitae. Please limit your response to a maximum of five pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Altenburg 0439 042 857 megan.altenburg@ed.act.edu.au

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

School Improvement

Belconnen Network

Southern Cross Early Childhood School

Community Coordinator (Early Childhood School)

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 34542)

Gazetted: 25 June 2021

Closing Date: 9 July 2021

Details: Southern Cross Early Childhood School is situated in Scullin in the Belconnen region of the ACT. The school caters for children from birth to eight years, and offers integrating services including education and care, Preschool to Year 2 education and a range of community programs. Children learn through rich and authentic learning experiences that include a play-based approach, highly individualised instruction and exploration in the engaging outdoor learning environment.

Southern Cross Early Childhood School is seeking a collaborative and creative leader to join the leadership team and school community. The successful applicant will demonstrate an understanding of and commitment to strong relationships across the community to support families and children in their early years of education. The successful applicant will hold strong interpersonal skills to partner with all stakeholders in our community.

Your Duties and Responsibilities

Provide analytical and strategic advice and support to the birth to eight Leadership Team, Southern Cross Early Childhood School.

Provide leadership and high-level professional support to all members of the school community, including information and advice in relation to the current/available community development opportunities, health and family support programs.

Develop and maintain school and community partnerships and ways for parents and families to contribute to their children's education.

Devise strategies to increase parent engagement in their child's education.

Foster relationships across government and the community sector for the provision and coordination of services.

Work collaboratively with external agencies to provide support to children and their families through an integrated service delivery model.

Undertake administrative and organisation duties as specified by the Principal. This may include teaching groups of children across the school (see highly desirable).

Further

Note: there is no requirement to address the Professional and Technical Skills, and Knowledge listed below.

Professional and Technical Skills, and Knowledge

Demonstrated knowledge of and the ability to interpret ACTPS Employment/Industrial Frameworks and Human Resource Management policies/procedures as they relate to the ACTPS and the management and coordination of multiple projects.

Effective interpersonal, teamwork and leadership/supervision skills.

Demonstrated ability to provide a high level of customer service in a complex business environment, often under the pressure of competing deadlines including: negotiation, liaison and collaboration with a range of clients and capacity to foster productive working relationships.

Proven verbal and written communication skills including the ability to prepare briefs, strategic updates, letters, emails, reporting and other branch documentation in a timely way with a high degree of accuracy.

Demonstrated high level organisational skills including the ability to effectively prioritise and use your initiative to take a project management approach to research, projects and deliverables.

Behavioural Capabilities

6. Ability to handle personal or sensitive information appropriately, maintaining proper confidentiality at all times.

7. Demonstrated ability to deliver on commitments, building trust with stakeholders and colleagues especially under the pressure of multiple priorities and deadlines.

8. Demonstrated professionalism and a commitment to continuous improvement in line with the ACT Government Values of Respect, Integrity, Collaboration and Innovation.

9. Demonstrated understanding and commitment to the implementation of the principles of Respect, Equity and Diversity (RED), ACTPS values and principles, participative work practices, work health and safety, staff development and training.

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.

Highly Desirable

Experience working in a school.

Current TQI registration.

Teaching qualifications for Early Childhood (preschool – year 2).

Experience in community services.

Notes: This is a temporary part-time position available from 16 August 2021 for a period of six months with the possibility of extension and/or permanency. This position is part-time at (29:00) hours per week and the full-time salary noted above will be pro-rata. Please note the position may be filled from application and referee reports only.

How to Apply: Please include a supporting statement of no more than four pages outlining experience and/or ability in the above areas and a current curriculum vitae. Please ensure you list the names of two suitable referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Booker (02) 6142 0020 kelly.booker@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.

Kingsford Smith School

Secondary Physical Education Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 17984)

Gazetted: 25 June 2021

Closing Date: 16 July 2021

Details: Kingsford Smith School is seeking a permanent Physical Education (PE) teacher to deliver health and PE to a diverse student cohort in a middle and high school setting. This position requires an enthusiastic, innovative teacher who is passionate about working with students with support needs in a main stream setting.

The successful teacher will:

Possess a Tertiary Physical Education degree.

Demonstrate the ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Have a proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures, roles and responsibilities.

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.

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: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Greeney (02) 6142 3402 Kate.Greeney@ed.act.edu.au

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

Service Design and Delivery

Learning Wellbeing Policy Service and Design

Aboriginal and Torres Strait Islander Education

Director, Cultural Integrity Professional Practice

School Leader B \$147,337, Canberra (PN: 42865)

Gazetted: 25 June 2021

Closing Date: 16 July 2021

Details: The Director, Cultural Integrity Professional Practice (the Director) leads and manages a small team responsible for the design and delivery of professional learning and curriculum projects to ensure Canberra public schools are supported to build Cultural Integrity.

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.

Notes: 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. Office based conditions apply to this position.

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: Patrick Chapman (02) 6205 0156 Patrick.Chapman@act.gov.au

Service Design and Delivery

Universal School Support

Assistant Director Excursions and Physical Activities

School Leader C \$126,542, Canberra (PN: 17453)

Gazetted: 25 June 2021

Closing Date: 21 July 2021

Details: The Universal School Support team are looking for an exceptional school leader to take carriage of work around Excursions and Physical Activities in ACT Schools. This position is responsible for maintaining up-to-date knowledge and engagement of Outdoor Adventure Activity industry developments and their implications on Directorate practice as well as providing expert support for schools in the planning and delivery of excursions and physical activities.

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.

Highly Desirable

VET experience and involvement

Cert IV Outdoor Leadership

Cert IV TAE

Wide range of recognised industry experience and active involvement in peak industry bodies (Outdoor Adventure Activities based and Health and Physical Education based).

Aware of excursion and physical activities needs of different sectors – primary, secondary, and college.

Notes: 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: If you are interested in this position please send your curriculum vitae (two pages) and statement of claims (no longer than five pages) addressing the five leadership capabilities located in the Position Description. For more information about this opportunity, please contact the contact officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person for this position. Your curriculum vitae should also include the details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Borton (02) 6205 1099 jason.borton@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.

Service Design and Delivery

Learning Wellbeing Policy and Service Design

Aboriginal and Torres Strait Islander Education

Director Cultural Integrity School Support

School Leader B \$147,337, Canberra (PN: 32409)

Gazetted: 25 June 2021

Closing Date: 21 July 2021

Details: The Director, Cultural Integrity School Support (the Director) is responsible for providing leadership and support to the Assistant Director, Staff Support and the school-based team of Islander Education Officers (IEOs) and Cultural Integrity Coordinators (CICs) to ensure ACT public schools are supported to build Cultural Integrity.

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.

Notes:

This is an Aboriginal and/or Torres Strait Islander Identified Position.

Office based conditions apply to this position.

Selection may be based on application and referee reports only.

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

This position is based in Canberra. Reimbursement of relocation expenses will be paid, as set out in the current workplace agreement.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Chapman (02) 6205 0156 patrick.chapman@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.

School Improvement

ACT Public Schools

Margaret Hendry School

Finance and Administration Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 41535)

Gazetted: 24 June 2021

Closing Date: 1 July 2021

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community.

Margaret Hendry School is a fast-growing P-6 school in Gungahlin and are seeking a friendly, energetic and motivated Finance and Administration Officer to join their team.

The Finance and Administration Officer will play a critical role in supporting the efficient and effective operation of a customer focused team in meeting the school's financial and operational requirements and will work closely with the Business Manager, Principal, and other key staff to deliver high quality finance and administrative services and meet educational objectives.

Responsibilities include a range of financial and general administrative services for the school to support teaching staff, parents/carers, and students, including but not limited to:

Developing advice and maintaining financial data for the school using computerised systems including the Xero financial package.

Coordinating finance and budget processes.

Recording and reconciling invoices and payments.

Managing expenditure, analysing and reporting on financial information.

Assist in the preparation of receipting and managing the purchase ordering processes.

Eligibility/Other Requirements:

Prior to commencing in 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.

Notes: This is a temporary position available immediately for three 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.

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 two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ann-Marie Pesticcio (02) 6142 2804 ann-marie.pesticcio@ed.act.edu.au

School Performance and Improvement Division

Malkara Specialist School

Classroom Teacher- Special Education

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 10441)

Gazetted: 24 June 2021

Closing Date: 8 July 2021

Details: Malkara Specialist School is seeking a dynamic full time Classroom Teacher to work with a senior class.

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: This is a temporary position available from 12 July 2021 up until 26 January 2022. Selection may be based on application and referee reports only.

How to Apply: Applicants need to submit an Expression of Interest comprising of a current curriculum vitae, supporting statement (up to two pages) and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Allison Chapman (02) 6142 0266 allison.chapman@ed.act.edu.au

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

Environment, Planning and Sustainable Development

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

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

Commercial Services and Operations

Governance, Compliance and Legal

Performance and Assurance

Assistant Director Assurance

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 38032)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

Details: The Governance, Assurance and Performance team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of systems and solutions that support the Directorate's operational and strategic performance.

The team is multi-disciplinary and operates across organisational and information governance, business resilience, strategic performance, enterprise reporting and assurance and risk management. We are seeking to fill a position in our Performance and Assurance team at the SOGC Assistant Director level.

We are looking for an experienced assurance and compliance coordinator who is also a logical and analytic thinker with attention to detail. The position will be responsible for managing the Directorate's assurance reviews and internal compliance and audit program and coordinating Audit and Risk Committee meetings. If you have relevant experience to take on this role or believe your experience in managing similar work will translate well into the position then please see the position description for more detail, we want to hear from you!

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: This is a temporary position available for up to 12 months with a possibility of permanency, dependant on work and operational requirements. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: The online application form requires a written response to the Selection Criteria (maximum three pages) and a curriculum vitae to be provided as a minimum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Phillips (02) 6205 1225 ian.phillips@act.gov.au

Development and Implementation

Implementation Coordination

Project Director

Infrastructure Manager/Specialist 3 \$194,844, Canberra (PN: 16822)

Gazetted: 29 June 2021

Closing Date: 6 July 2021

Details: The Development and Implementation Division is a delivery arm of the Environment, Planning and Sustainable Development Directorate (EPSDD).

Development and Implementation is responsible for the delivery of complex urban renewal projects involving multiple policy outcomes. The team facilitates the delivery of projects once policy direction and Government priorities have been established. This includes planning for new urban renewal precincts, input into land release strategy, completion of site assessments and due diligence, development of cross government urban renewal initiatives, delivery of demonstration housing and the facilitation of Direct Sales and strategic acquisitions to achieve policy outcomes on behalf of Government.

This position will report to the Executive Branch Manager, Urban Renewal. It is expected that under broad direction the occupant will:

Manage, supervise and lead a high performing, multi-disciplinary team to effectively and efficiently deliver the key urban renewal objectives of Government

Deliver, manage, and be accountable for, complex urban renewal projects from conception through to completion, incorporating all aspects of the land development process

Facilitate strategic acquisitions and property sales in collaboration with the Suburban Land Agency and other parts of government to achieve urban renewal outcomes.

Undertake high level analysis of all aspects of urban renewal and land development projects, to inform high level policy advice and facilitate opportunities for innovation and improvement

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 applicant must:

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.

Notes: This is a temporary position available immediately until 30 September 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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: Lea Durie (02) 6205 0477 Lea.Durie@act.gov.au

Corporate Support and Operations

Governance, Compliance and Legal

Legal Policy and Integrity

Director, Legal Policy and Integrity

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 39173)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

Details: Do you have experience in legal policy and legislative reform? Do you have an interest in the natural and built environments and making a positive and meaningful contribution to the conservation and sustainable development of the Territory?

Then we want to hear from you!

The Legal Policy and Integrity team is responsible for the provision of legal policy support and development of legislation for the Environment, Planning and Sustainable Development Directorate. These functions are diverse, and include drafting and reviewing legal instruments, development of legislation, procurement of legal advice from the ACT Government Solicitor and integrity support to the Senior Executive Responsible for Business Integrity Risk.

We are currently seeking to fill the permanent position of Senior Officer Grade B Director. The successful applicant will play a key role as a member of the Directorate's corporate support team as it supports the operations of the Directorate's divisions.

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, and those who identify as LGBTIQ, and veterans and people from a culturally and linguistically diverse background are strongly encouraged to apply.

Eligibility/Other Requirements:

Qualifications in Law from an Australian tertiary institution, or a comparable overseas qualification, and experience in providing legal policy support, are highly desirable.

Notes: This position is based in a new workplace designed for activity-based working (ABW) at the ACT Government's Dickson Office Block @480 Northbourne Avenue. Under ABW arrangements, officers do not have a designated workstation/desk. Current COVID-19 restrictions and policies provide for the ability to work from both home and in the office, although the restrictions and policies are subject to change. 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 curriculum vitae, contact details of two referees, and a pitch (of no more than two pages) addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Roach (02) 6207 7803 Adam.Roach@act.gov.au

Workplace Relations, Safety and Wellbeing

Senior Advisor (Workplace Relations, Safety and Wellbeing)

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 41926)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

Details: Are you a seasoned Human Resource Practitioner looking for an exciting opportunity to make a difference? The People and Capability Branch within Environment, Planning and Sustainable Development Directorate (EPSDD) are seeking applications from flexible, agile and pragmatic HR practitioners who have a passion for embedding strategies and practices that enhance integrity, respect, wellbeing and sound administrative decision making.

The Senior Advisor, Workplace Relations, Safety and Wellbeing is a critical role, within the team providing practical support, contemporary advice and guidance on a range of workplace relations and wellbeing matters in accordance with the relevant employment frameworks.

This position plays a key role in supporting the delivery of case management activities, both in employee relations and health and wellbeing, to effectively support our people to deliver the Directorate's key government outcomes. To be successful in this role, you will have experience in workplace relations and/or health and wellbeing and be driven to support positive workplace outcomes. Exceptional communication and influencing skills, and an ability to implement employment framework measures, for EPSDD. Flexibility and the ability to adapt to changing demands and priorities and effective communication skills are a key enabler in the performance of this role.

We pride ourselves on continuous learning and are seeking a team member who is energised and can positively influence team and individual outcomes.

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

Eligibility/Other Requirements: Relevant tertiary qualifications or extensive experience as a Human Practitioner is highly desirable.

Notes: This position is currently required to work remotely and operates within a 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 and should include a supporting statement of no more than three pages addressing the Selection Criteria and a current curriculum vitae. If you require additional information about this role, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

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

Vertebrate Pest Officer (Wild dog trapper)

General Service Officer Level 7 \$65,966 - \$69,661, Canberra (PN: 11033)

Gazetted: 24 June 2021

Closing Date: 8 July 2021

Details: Biosecurity and Rural Services is a team that provides technical expertise and coordinates programs across government on biosecurity, rural land management and livestock production, vertebrate pests, invasive plants and kangaroo population management. It also supports the development of community, industry and research partnerships. The Biosecurity and Rural Services team has an exciting opportunity for an enthusiastic, self-motivated person to join our team based at Stromlo depot. You will assist with implementing sustainable pest animal control programs across ACT parks, reserves and rural lands, predominately focussed on implementing the wild dog control program. The position involves independent work in remote areas and requires a close working relationship with both internal and external stakeholders such as PCS, rural lessees, neighbouring NSW private landholders and government agencies.

This is a permanent position and works 10 days on: 4 days off roster. The role involves the use of firearms and vertebrate pesticides.

This is not a fire designated position.

Eligibility/Other Requirements:

Essential:

Current ACT (or other state) firearms licence.

Possess a class C or equivalent manual drivers' licence.

Desirable

AQF3 and AQF4 accreditation (prepare and apply chemicals; transport, handle and store chemicals; minimise risks in the use of chemicals; plan and implement a chemical use program).

Current First Aid Certificate.

4WD operations Certificate.

Be prepared to work after hours on an "as needs basis" at various sites, sometimes for extended periods including on weekends, public holidays and evenings.

Be prepared to wear a uniform.

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

How to Apply: Please address each criteria numbered under 'What You Require'. No more than half a page per criteria. Copies of all relevant qualifications and licences also need to be attached with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Warren Schofield (02) 6207 8480 Warren.Schofield@act.gov.au

Environment, Heritage and Water

Conservation Research

Project Officer

Professional Officer Class 1 \$62,767 - \$87,032, Canberra (PN: C10528, several)

Gazetted: 24 June 2021

Closing Date: 13 July 2021

Details: Successful applicants for the position of Project Officer within the Conservation Research branch will work within and across teams specialising in applied ecological research and monitoring related to the adaptive management of terrestrial and aquatic biodiversity within the ACT. This includes research and monitoring aimed at mitigating threatening processes related to urban development, climate change, inappropriate fire regimes, and habitat fragmentation and degradation, and working alongside diverse stakeholder groups to provide an evidence-base for best-practice species and ecosystem conservation programs. Depending on specific project demands, successful applicants will undertake a mix of field and office-based work, which may include urban or remote field work programs, analysis, interpretation and communication of field data, written material or spatial information, working in partnership with stakeholder groups, and/or general administrative duties and logistical support to the broader team.

Eligibility/Other Requirements: Tertiary qualification (or equivalent) in a field of environmental management or biological science is required. Experience in fauna surveys and plant identification (terrestrial or aquatic) is desirable.

Current driver's license and ability to drive a manual vehicle (4WD) is essential.

Willingness and ability to work with computers for long periods of time.

Willingness and ability to work in remote locations, on boats, out of hours and in adverse weather conditions, and the ability to work independently in the field if required.

Notes: There are several casual positions available. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Individual positions will be filled from this merit pool depending on specific project skills required. Selection may be based on application and referee reports only.

How to Apply: Applications should address the Selection Criteria (no more than 350 words per criterion), and include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Snape (02) 6205 0001 Melissa.Snape@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

**Executive Branch Manager, Governance and Business Improvement
Temporary Vacancy (ASAP to 30 July 2021, with the possibility of extension)**

Justice and Community Safety Directorate

Corporate

Position: E587

(Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 24 June 2021

The Justice and Community Safety Directorate is seeking an experienced, innovative and motivated senior executive to fill the position of Executive Branch Manager, Governance and Business Improvement as soon as possible to 30 July 2021, with a possible extension.

The Executive Branch Manager, Governance and Business Improvement reports to the Chief Operating Officer and provides executive leadership and direction to a team delivering directorate-wide services

The Governance and Business Improvement Branch incorporates a broad range of services including ministerial services, governance, audit and risk, security, records management, freedom of information, coordination and reporting. The Director provides effective leadership and development of the Branch to continually improve performance and develop a strong customer service culture.

The successful applicant will demonstrate a strong record in implementing key projects at an executive level and skills in strategic planning, building and maintaining key relationships, mitigating risk, managing resources efficiently and effective leadership.

The position works closely with Ministerial Offices, the JACS Executive, business unit heads and colleagues across the ACT Government.

As a leader the Executive Branch Manager will drive the design and delivery of significant business improvement initiatives to create and support an agile environment.

To apply: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to Danielle Krajina via email, danielle.krajina@act.gov.au by 9am on Monday 28 June 2021.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. Candidates must be available to start immediately and should discuss the possible duration of the vacancy with the contact person.

Remuneration: The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: All enquiries regarding this position should be directed to Danielle Krajina A/g Chief Operating Officer (02) 6207 4813 or via email to danielle.krajina@act.gov.au

ACT Emergency Services Agency

Finance

Capital Works

Project Manager, Capital Works

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 40488)

Gazetted: 30 June 2021

Closing Date: 19 July 2021

Details: ACT Emergency Services Agency (ESA) is looking for a Project Manager who is comfortable with change and has a track record of providing a high level of customer service. This position provides significant support in the delivery and implementation of ESA's key objectives.

The ESA is about improving community safety for Canberrans whilst the city expands and the population grows. Governance and Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT.

The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory.

The Agency has four operational services;

ACT Ambulance Service (including SouthCare Aeromedical Rescue Service);

ACT Fire and Rescue;

ACT Rural Fire Service; and

ACT State Emergency Service

Expressions of Interest are sought for the position of Project Manager, Capital Works. A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required. The successful applicant will report directly to the Senior Director, Capital Works.

Eligibility/Other Requirements:

A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required.

This position may require a pre-employment medical

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.

Notes: This is a temporary position available for a 3 year fixed term. 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. Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the position description.

How to Apply: If you're interested in the role, please submit a two-page pitch with your curriculum vitae and contact details of at least two referees. The two-page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Bremers 0405 929 042 David.Bremers@act.gov.au

ACT Corrective Services

Custodial Operations

AMC Executive Support

Health Centre Coordinator

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 45739)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

Details: ACT Corrective Services (ACTCS) is seeking applications from motivated and organised people to work in the Health Centre of the Alexander Maconochie Centre (AMC), as the Health Centre Coordinator (ASO4). In partnership with ACT Health, the AMC Health Centre provides on-site medical assessment and treatment for detainees.

In this role you will undertake professional administrative support services in the organisation and coordination of detainees attending the centre for medical appointments. You will work in a busy and dynamic team environment and have a strong focus on collaboration.

In addition, the successful candidate will demonstrate an attention to detail, the ability to liaise with both internal and external stakeholders, manage appointment bookings and undertake other administrative responsibilities as required.

To be successful, you will have the ability to think and act in a busy environment, possess excellent communication skills and a demonstrated ability to manage personal work priorities.

Eligibility/Other Requirements:

The successful candidate may be required to undergo a National Criminal Record Check

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

This position does require a pre-employment medical.

Notes: This is a temporary position available for a period up to 12 months. This position will have face to face interaction with detainees.

How to Apply: Applicants are required to submit two items:

A one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements;

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager);

Please ensure you submit both items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqui Raby (02) 6207 5215 jacqui.raby@act.gov.au

ACT Corrective Services

Stores Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 36290)

Gazetted: 29 June 2021

Closing Date: 16 July 2021

Details: ACT Corrective Services (ACTCS) is seeking applications from enthusiastic, motivated and conscientious individuals to fill the position of Stores Officer (ASO3) within the Facilities Management Unit, at the Alexander Maconochie Centre.

The successful applicant will be responsible for delivering a range of warehouse, courier, and retail tasks for all stakeholders in accordance with agreed timeframes, policies and procedures whilst contributing to, and maintaining awareness of safety and security in all daily activities.

In addition, you will also be required to supervise detainees who are undertaking warehouse, logistics and retail employment programs, offering guidance through training, coaching and mentoring.

Further to this, you will undertake frequent manual handling tasks and may be required to undertake parts of the duties outside normal business hours. You may also be required to provide backfill support to the Facilities Management Unit and will undertake and complete ACTCS induction and other training when required.

To be successful you will have exceptional communication and interpersonal skills to build rapport with a diverse range of stakeholders. You will also be able to perform administrative tasks as required, including using computer applications to maintain records, complete reports, manage stock, complete orders, and contribute to detainee case management in accordance with the requirements of policies, procedures.

Eligibility/Other Requirements:

Background/Security clearance checks will be conducted.

This position requires a pre-employment medical.

Unrestricted Drivers licence class C 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.

Current forklift license is highly desirable.

Experience working within a custodial or secure environment is highly desirable.

A high degree of physical fitness is highly desirable, as the role requires frequent manual handling and lifting.

Trade qualifications in one or more of the following sectors is highly desirable:

Warehousing Operations

Retail

Transport and Logistics

Notes: This is a temporary position available immediately until 7 January 2022 with possibility of permanency.

How to Apply: Applicants are required to submit three items: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Batten (02) 6207 6770 Craig.Batten@act.gov.au

ACT Human Rights Commission

Public Advocate and Children and Young People Commissioner

Public Advocate

Deputy Public Advocate

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52489)

Gazetted: 28 June 2021

Closing Date: 15 July 2021

Details: The Public Advocate and Children and Young People Commissioner (PACYPC) is seeking a highly motivated and well organised person with demonstrated high-level legal policy and legal representation skills, and leadership

abilities to lead and manage the public advocacy section for up to six months (with the possibility of extension/permanency).

The PACYPC has legislative responsibility for protecting and promoting the rights and interests of people in the ACT who are experiencing vulnerability. Some of these functions are specific to children and young people, and others encompass people with complex disability needs, including those with mental health conditions and/or forensic patients.

The Deputy Public Advocate is responsible for leading advocacy and oversight responsibilities, which includes individual and systemic advocacy, monitoring and oversight of service systems, systemic reform processes and systemic review projects. The successful applicant will have strategic responsibility for re-positioning and re-scoping the role of the Deputy Public Advocate with a specific focus on the provision of legal policy advice and representation (as required) on behalf of the PACYPC business unit.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than a two-page pitch addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description and a current curriculum vitae, including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Griffiths-Cook (02) 6205 2222 jodie.griffiths-cook@act.gov.au

Corporate Services

Communications and Engagement

Assistant Director, Communications, Engagement and Media

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 40274)

Gazetted: 28 June 2021

Closing Date: 12 July 2021

Details: Are you a gun communicator who thrives in a fast paced, dynamic workspace? Do you love the challenge of doing effective issues management within a complex environment? The Justice and Community Safety Directorate is looking for an experienced and enthusiastic communicator to join our Communications and Engagement branch.

Our Directorate strives to maintain a fair, safe and peaceful community in the ACT where people's rights and interests are respected and protected. Our Communications and Engagement branch covers a wide variety of subjects from the law to corrections, consumer affairs, human rights, emergency preparedness and response. This Assistant Director role will primarily work on the Community Safety portfolio with a strong focus on Corrective Services programs.

On a typical day you will be responding to media enquiries, writing media releases and talking points, organising media events, developing communications plans, providing strategic communications and engagement advice and liaising directly with senior executives and Minister's offices. If you're passionate about what you do, and you want to make a difference to the ACT community, we encourage you to submit your application.

Eligibility/Other Requirements: Demonstrated experience in or a strong interest in community safety and/or corrective services communications will be highly regarded.

Note: This is a temporary position available from 12 July 2021 up until 30 June 2022. Selection may be based on application and referee reports only.

How to Apply: Demonstrate your Experience, Skills and Behaviours in carrying out the duties outlined above by providing:

- a one-to-two-page Expression of Interest addressing the Professional/Technical skills and Knowledge, and Behavioural Capabilities having regard for the job requirements
- your curriculum vitae.
- the name and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Darren Cutrupi (02) 6207 8667 darren.cutrupi@act.gov.au

Public Trustee and Guardian

Finance

Senior Investments Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 18650)

Gazetted: 25 June 2021

Closing Date: 4 July 2021

Details: The Public Trustee and Guardian (PTG) is an independent statutory authority office that provides trustee, guardianship, financial management and estate administration services to the ACT community. We have a vacancy available for a motivated and well organised person to fill the role of Senior Investments Officer in the Finance Unit. The Finance Unit provides Corporate Finance, Investment/Funds Management, Taxation and Property service to PTG and its clients.

The Senior Investments Officer is responsible for the administration of investments and funds management in relation to PTG's Common Funds. In this role, the successful applicant will administer client funds including investments, risk profiling, funds management, reviews and charitable fund administration, and provide secretariat services for quarterly PTG Investment Board meetings, including prepare reports on the performance of funds, cash flows and related research.

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

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.

Completion or partial completion of relevant studies or experience and/or financial markets/financial planning course, accounting or other industry recognised qualification at diploma level or above is highly desirable.

Notes: This is a temporary position available immediately up to November 2021 with the possibility of extension to April 2022 and/or permanency. An order of merit may be established from this selection process which may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two (2)-pages addressing the Professional/ Technical Skills and Knowledge and the Behavioural Capabilities, which can be found in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alicia Beauchamp (02) 620 79800 alicia.beauchamp@act.gov.au

ACT Civil and Administrative Tribunal

Senior Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 10460)

Gazetted: 25 June 2021

Closing Date: 9 July 2021

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of Senior Support Officer. The successful applicant will be people focused, flexible and resilient, with well-developed administration skills, excellent attention to detail, and the ability to work effectively individually and in a team. The Senior Support Officer works in a demanding role, working in a registry team to deliver service to internal and external ACAT users. The officer will perform a diverse range of ACAT registry work, including the processing of tribunal applications, general administration and the provision excellent customer service to ACAT users.

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

How to Apply: Applicants should provide a curriculum vitae and a personal pitch (the pitch is to be a maximum of two pages) which explains why you are the best person for the job and specifically outlines how you meet the Professional / Technical Skills and Knowledge and Behavioural Capabilities outlined in the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brenton Hutchison (02) 6207 1438 Brenton.Hutchison@act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law Branch

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 38393)

Gazetted: 25 June 2021

Closing Date: 13 July 2021

Details: The Liquor, Racing and Gaming Policy (LRG) team within the Civil and Regulatory Law Branch are seeking applications for a Senior Director. LRG is responsible for providing policy advice and developing initiatives and legislation in relation to the regulation of liquor, racing and gaming in the ACT. This includes supporting the Government's regulatory and harm reduction initiatives. There are currently a number of major projects being progressed by the team arising out of the 10th Parliamentary and Governing Agreement.

The Senior Director will provide strategic leadership for the Liquor, Racing and Gaming Policy team including managing resources, work planning for the team and developing team capacity to ensure timely delivery of outcomes in relation to a range of policy projects. This involves collaboration with Access Canberra as the regulator and managing partnerships with industry.

The Senior Director will represent the Directorate at stakeholder meetings and on inter-directorate and inter-governmental projects. It is an opportunity to make a substantial contribution to the Canberra community.

Eligibility/Other Requirements:

- Experience in policy is highly desirable.
- A law degree or other relevant tertiary qualifications and/or experience in appropriate field is highly desirable.

Note: This position is temporary for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: Interested applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the Professional and Behavioural Capabilities, 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: Zoe Hutchinson (02) 6207 6192 zoe.hutchinson@act.gov.au

ACT Courts and Tribunal

Registry Operations Branch

Criminal Section

Assistant Director Criminal

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 09783)

Gazetted: 25 June 2021

Closing Date: 9 July 2021

Details: A rare opportunity has arisen to lead the Criminal Section of the Supreme and Magistrates Courts Registry. As the Assistant Director Criminal, you will lead the Criminal Section and its people to provide support, administrative and court services to judicial officers and court users. You will also oversee workflows, marshal resources, and showcase your excellent judgment as you advise on complex policy issues related to managing, processing and listing of criminal work through the Courts.

Our workplace: The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting – literally – thousands of other files which we handled in the background.

Our work: The work you will perform is interesting and engaging. It's like solving puzzles. Here's one for you: how do you work out which matter – out of some 100 daily matters listed – goes where and when, and for how long and to which court, before which judge or magistrate and in which room, all while you're making sure the file with all its paperwork gets to the right spot...? Put simply, there is never a dull moment in the Registry Operations team!

Our people: Our people are our superpower. As a team, we are a diverse group of individuals, but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely-knit bunch who have each other's backs. And good administration and governance run in our veins.

About you: You will use your highly developed leadership skills to manage direct reports and actively develop talent. An important part of your role is taking your people on a journey with you as you develop organisational capability and strategic nous across the teams. By applying your sharp strategic thinking and communication skills, you will champion change, lead continuous improvement, and actively manage an array of stakeholders.

It [perhaps] goes without saying that at this level, you will work under broad direction and with a high degree of autonomy. In that context, you must be a self-starter who takes initiative, is a solutions architect and a connector of people and ideas. It is a busy role so you must thrive in meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

Notes: This is a temporary position available for up to 12 months with the possibility of permanency. Candidates may be selected from application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview. A merit pool may be established from this selection process and it may be used to fill other similar vacancies.

How to Apply: If all this sounds like you, we'd love to hear from you. Please submit a one-page pitch, your up-to-date curriculum vitae (maximum three pages) and details of your two referees (one of which must be your current supervisor/manager). In your one-page pitch, please outline why you are interested in this role, what you would bring to it, and how you and your experiences to date demonstrate the skills, knowledge and capabilities required for the role as outlined in the Position Description. There is no need to address each capability separately.

Applications should be submitted via the Apply Now Button below.

Contact Officer: Igor Radonjic (02) 6207 8885 Igor.Radonjic@courts.act.gov.au

ACT Courts and Tribunal

Registry Operations Branch

Criminal Section

Senior Team Leader Criminal

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 43643, several)

Gazetted: 24 June 2021

Closing Date: 8 July 2021

Details: A rare opportunity has arisen to join the Criminal Section of the Supreme and Magistrates Courts Registry. As the Senior Team Leader, you will lead a sub-unit within the Criminal Section of the Registry and manage the team to provide support, administrative and court services to judicial officers and court users. You will assist to oversee workflows, manage issues and showcase your highly developed judgment as you advise on policy issues related to managing, processing and listing of criminal work through the Courts. We have two vacancies at this level.

Our Workplace: The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting – literally – thousands of other files which we handled in the background.

Our Work: The work you will perform is interesting and engaging. It's like solving puzzles. Here's one for you: how do you work out which matter – out of some 100 daily matters listed – goes where and when, and for how long and to which court, before which judge or magistrate and in which room, all while you're making sure the file with all its paperwork gets to the right spot...? Put simply, there is never a dull moment in the Registry Operations team!

Our People: Our people are our superpower. As a team, we are a diverse group of individuals, but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely-knit bunch who have each other's backs. And good administration and governance run in our veins.

Eligibility/Other Requirements: Together with the Assistant Director Criminal, you will use your strong leadership skills to manage direct reports and develop talent. An important part of your role is taking your people on a journey with you as you assist to develop organisational capability and strategic thinking across the team. By applying your strategic thinking and communication skills, you will assist to champion change and continuous improvement, and manage stakeholders.

At this level, you will work under limited direction and with relative autonomy. It [perhaps] goes without saying that you must be a self-starter who takes initiative and demonstrates leadership in everything you do. You will be solutions focused and have strong technical skills to back up your decision making. It is a busy role so you must thrive in meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

Notes: These are temporary positions available for up to 12 months with the possibility of permanency. Candidates may be selected from application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview. A Merit Pool may be established from this selection process and it may be used to fill other similar vacancies.

How to Apply: If all this sounds like you, we would love to hear from you!

Please submit a **one-page pitch**, your **up-to-date curriculum vitae** (maximum 3 pages) and **details of your two referees** (one of which must be your current supervisor/manager).

In your one-page pitch, please outline why you are interested in this role, what you would bring to it, and how you and your experiences to date demonstrate the skills, knowledge and capabilities required for the role as outlined in the Position Description. While there is no need to address each capability separately, it is imperative that your

pitch is tailored to the requirements of this role. You must show clearly how your skills and experience would translate and enable to you performing this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Igor Radonjic (02) 6207 8885 Igor.Radonjic@courts.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

Project Management Office

Administration Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52436)

Gazetted: 30 June 2021

Closing Date: 14 July 2021

Details: Are you our new Administration Officer?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Project Development and Support group provides leadership and contributes strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division is responsible for business case development and planning of major projects, project management support, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

The Project Management Office (PMO) Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team, Workplace Health and Safety Active Certification Team and the Project Management and Reporting System (PMARS) Team. The position is within the Project Controls Team and the PMARS Team.

The Project Controls Team are responsible for providing project management leadership and delivering review, verification and validation of project controls functions to the Designated Projects and the Infrastructure Delivery Partner Group. The Project Controls Team is led by the Project Controls Lead.

The Work Health and Safety (WHS) team within Major Projects Canberra is responsible for the ACT Government's Work Health and Safety Active Certification Policy. The WHS Team is led by the Superintendent of Works. The ACT Work Health and Safety Active Certification Policy is a part of the ACT Government's overall work health and safety response to the Getting Home Safely report published in November 2012. The Active Certification Policy attempts to prevent fatal, permanent and serious debilitating injuries within the construction industry; and improve work health and safety practices on sites where ACT Government construction projects are being delivered. The Active Certification Policy commenced on 1 July 2013.

The PMARS Team is responsible for the administration and support of the PMARS system. The PMARS Team is led by the Director, PMARS. It provides helpdesk support to whole of Government for the use of the PMARS system, troubleshooting for users and system issues, and managing the vendor contract.

The Administration Officer will report to the Project Controls Lead. The Administration Officer will also work closely with the Superintendent of Works and the PMARS Director. The Administration Officer will support the PMARS and WHS Teams with the management of their supplier contracts.

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

Eligibility/Other Requirements:

Qualifications and/or experience in Construction/Infrastructure Projects, Business Administration and/or Work Health and Safety will be an advantage.

Understanding of Contracting, Procurement and Legal Concepts, with formal qualifications in these fields or similar to these fields of expertise would be highly regarded.

Experience in contract and/or project management is desirable.

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

How to Apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clinton Harvey (02) 6207 0257 Clinton.Harvey@act.gov.au

CIT Campus-Woden Project

Executive Assistant Project Support Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52432)

Gazetted: 29 June 2021

Closing Date: 13 July 2021

Details: Are you our new Executive Assistant Project Support Officer? Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The ACT Government is investing in a purpose-built CIT campus and a new public transport interchange for Woden, stimulating the local economy and supporting the urban renewal of Canberra's southern hub. CIT Campus – Woden will see a significant educational, community and transport facilities built in a central, well-connected part of Woden.

The CIT Campus - Woden Project Team is responsible for the planning and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The project will also include development of a new transport interchange for buses and light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and in Easty Street.

The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed "Smart Campus" with innovative environmentally sustainable design and digital learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community. The project will also include a new building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid. The CIT Campus – Woden Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

This position is responsible for providing high level executive support to the Executive Group Manager CIT Campus-Woden project as well as providing operational and administrative support to the CIT Campus-Woden Project team.

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: Sound understanding of document management systems such as TRIM, Objective, Aconex and demonstrated competence with a range of computer applications, particularly the Microsoft Office suite is highly desirable.

Note: This is a temporary position available immediately up until December 2023 with the possibility of extension. 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: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Niall (02) 6207 2927 sarah.niall@act.gov.au

Project Development and Support

Project Management Office

Project Management and Reporting System

Support Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 37746)

Gazetted: 29 June 2021

Closing Date: 13 July 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 group provides leadership and contributes strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division is responsible for business case development and planning of major projects, project management support, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

The Project Management Office Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team, Workplace Health and Safety Active Certification Team and the Project Management and Reporting System (PMARS) Team. The position is within the PMARS Team.

The PMARS Team is responsible for the administration and support of the PMARS system. It provides helpdesk support to whole of Government for the use of the PMARS system, troubleshooting of user and system issues, and assisting in the management of the vendor contract.

In this role you would be required to undertake financial and project reporting including monthly and annual financial management, budgeting and reporting cycle.

You will also assist with the operations of PMARS including system testing, administration, training and troubleshooting.

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

Eligibility/Other Requirements:

Highly Desirable

5+ years experience in the use of Oracle Financial Management Information System in particular Oracle, SAP.

5+ years experience in finance and systems operations servicing capital works delivery.

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

How to Apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clinton Harvey (02) 6207 0257 clinton.harvey@act.gov.au

Infrastructure Delivery Partners

Executive Branch Manager, Social Project Management

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E553)

Gazetted: 24 June 2021

Closing Date: 8 July 2021

Details: Major Projects Canberra was established to lead the procurement and delivery of the ACT Government's infrastructure program. Its vision is to deliver the infrastructure for our community which helps make Canberra one of the world's most liveable cities.

Major Projects Canberra has two main components:

Procuring and delivering infrastructure projects designated by the ACT Government as 'major projects'; and Delivering other significant whole-of-government infrastructure projects in partnership with other Directorates.

Led by the Chief Projects Officer, Major Projects Canberra reports to the Head of Service and is accountable directly to the Treasurer and the relevant project Ministers.

Other functions of Major Projects Canberra include contractor pre-qualification and IRE Certification, project management and reporting, superintendency of works and Work Health and Safety (WHS) Active Certification.

The Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction, and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new

University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year.

As the Executive Branch Manager, Social Project Management you will be responsible for ensuring the efficient and effective procurement and delivery of health infrastructure and other social infrastructure, as well as managing the reporting aspect of ACT Government capital works programs, on behalf of and in partnership with the ACT Health Directorate and other Directorates.

Remuneration: The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

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

How to Apply: If you are interested in this exciting role, please provide no more than three pages addressing the Executive Capabilities and the job specific criteria and a current curriculum vitae with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Piani (02) 6207 8944 adrian.piani@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Built Form and Divestment

Built Form

Senior Development Manager

Infrastructure Officer 5 \$158,994, Canberra (PN: 55958, several)

Gazetted: 30 June 2021

Closing Date: 14 July 2021

Details: Applications are sought from potential candidates for two Senior Development Manager positions within the Built Form Programs team. With a focus on project inception, feasibility and development, these two positions are responsible for multiple projects within the Suburban Land Agency (the Agency).

The Built Form Programs team is committed to strong leadership in project governance, transparency and probity. You will bring to this position demonstrated experience applying a risk management approach to ensure appropriate project governance is established and maintain, and that project performance is reported against targets.

Taking the lead in project inception and feasibility, you will effectively negotiate and communicate at a senior level, and use strategic thinking and innovation to assess options and recommend future solutions. You will be an engaging and motivating leader to manage a multi-disciplinary team that achieves results.

Eligibility/Other requirements:

The successful occupant will be required to:

hold a relevant professional qualification or accreditation with a professional body (Engineering, Architecture, Project Management) recognised within Australia, or

hold a relevant building degree, or

have significant building or Infrastructure knowledge and/or project management experience.

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

How to Apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than 2 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: Nicholas Holt (02) 6207 9646 Nicholas.Holt@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

Transport Canberra and Business Services

Territory and Business Services

Yarralumla Nursery

Senior Director Yarralumla Nursery

Senior Officer Grade A \$153,041, Canberra (PN: 13666)

Gazetted: 30 June 2021

Closing Date: 26 July 2021

Details: As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

The ideal candidate will be able to demonstrate a sound understanding of cost management principles in relation to the efficient operation of the nursery.

Yarralumla Nursery commenced in 1914 and is listed on the ACT Heritage Register. It is the largest wholesale nursery in the southern tablelands and sells high-quality, competitively priced plants to the landscape, wholesale, and retail industries; Landcare Groups and local, state and Commonwealth governments. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

The Nursery employs a diverse workforce and provides opportunities for work experience, volunteers and graduated return to work officers.

Eligibility/Other Requirements:

Relevant qualifications in Horticulture or equivalent experience in the nursery industry is preferred

Business/Financial Management, Qualifications or Equivalent is preferred

Driver's licence Class C

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 curriculum vitae with the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Kelly (02) 6205 4460 shane.kelly@act.gov.au

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

Transport Canberra and Business Services

Transport Canberra

Customer Service

Customer Service Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 52375)

Gazetted: 30 June 2021

Closing Date: 7 July 2021

Details: Transport Canberra is responsible for the planning, delivery and operation of Canberra's integrated public transportation network – buses, light rail and active travel. Transport Canberra is responsible for the delivery of public bus services to the ACT community, focused on providing high-quality customer service, safe bus operations and sustainable transport outcomes.

We are seeking applications from highly motivated and committed people to fill the role of Customer Service Officer within the Transport Canberra Customer Service team. This is a fantastic opportunity for a professional customer service officer looking to work in a small, dedicated team with a community focus. The Customer Service team provides high quality service and advice to users of Canberra's public transport network. The team sits within Transport Canberra which is a dynamic and fast changing work environment. The Customer Service team is small and supportive, innovative and outcome focused. The role is varied and involves contact with customers over the phone and digitally.

This role also provides variety, providing administrative support for Transport Canberra with managing ticketing stock, issuing park and ride permits and working with stakeholder groups internally and externally. Transport Canberra is dynamic and fast changing and therefore, the successful applicant needs to demonstrate the ability to work flexibly, be innovative and outcome focused.

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

Eligibility/Other Requirements: This is a contact centre environment and the required working hours are 9:00am to 5:00pm Monday to Friday. Knowledge of electronic applications such as: Citrix, Customer Relationship Management systems and Transport Canberra databases is highly desirable.

Notes: This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please review the attached Position Description and submit your current curriculum vitae along with a two-page pitch, detailing your skills and experience against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christie Stewart (02) 6207 2216 Christie.Stewart@act.gov.au

City Services

ACT NoWaste

Strategic Coordination and Planning

Assistant Director, Solution Design and Delivery

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 38476)

Gazetted: 25 June 2021

Closing Date: 16 July 2021

Details: The Assistant Director, Solution Design and Delivery is part of a high-performing team delivering new, innovative and sustainable recycling and waste management solutions for the ACT community in accordance with Government priorities and strategic objectives. This includes managing the delivery of complex and multi-faceted projects involving both outsourced and inhouse delivery of core services and infrastructure in accordance with ACT Government and Directorate governance frameworks. As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles. 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.

Notes: An order of merit may be established from the selection process and may be used to fill future identified vacancies of the next 12 months. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangement, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: In no more than four pages, along with a current curriculum vitae, please tell us why you are suited to this role by addressing the criteria that is listed in the 'What you require' section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Diana Bannerman 0434 765 441 Diana.Bannerman@act.gov.au

WorkSafe ACT

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

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

Corporate

Corporate and HR

HR advisor

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 48954)

Gazetted: 25 June 2021

Closing Date: 2 July 2021

Details: The Corporate Services and HR Team is responsible for providing strategic and operational human resource and corporate administration services to WorkSafe ACT. The HR Advisor has primary responsibility for the development, implementation and administration of people management policies, practices, workforce planning, recruitment and attraction, talent maximisation and retention, workforce metrics and analysis, learning and development and workplace cultural reform specific to WorkSafe ACT.

Eligibility/Other requirements:

a minimum of three years experience in a HR generalist area, and relevant qualifications would be highly desirable.

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

How to Apply: Applications should include a two page pitch addressing the criteria under 'Ideal Candidate' and 'Essential Requirements'; a current curriculum vitae; and one written referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Craig 0434 563 568 Andrew.Craig@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 6 \$88,899 - \$101,743

Neville Perkins, Section 68(1), 22 June 2021

Canberra Health Services

Registered Nurse Level 1 \$67,984 - \$90,814

Catherine Brown, Section 68(1), 1 July 2021

Assistant in Nursing \$52,301 - \$54,070

Reina Caballo, Section 68(1), 1 July 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Jillian Doyle-Butil, Section 68(1), 30 June 2021

Health Professional Level 4 \$111,887 - \$120,436

James Pearce, Section 68(1), 1 July 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Kourtney Russell, Section 68(1), 1 July 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Monika Saini, Section 68(1), 28 June 2021

Technical Officer Level 1 \$60,942 - \$63,894

Heather Sedgmen, Section 68(1), 28 June 2021

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$131,773 - \$148,344

Shauna Kelly, Section 68(1), 30 June 2021

Administrative Services Officer Class 5 \$82,506 - \$87,331

Barbara Tan, Section 68(1), 28 June 2021

Community Services

Child and Youth Protection Professional Level 1 \$70,677 - \$88,586

Alistair Bevan, Section 68(1), 1 July 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Sang-Soon Chu, Section 68(1), 25 June 2021

Child and Youth Protection Professional Level 1 \$70,677 - \$88,586

Sarah Hugill, Section 68(1), 1 July 2021

Child and Youth Protection Professional Level 1 \$70,677 - \$88,586

Angela Kelly, Section 68(1), 1 July 2021

Child and Youth Protection Professional Level 1 \$70,677 - \$88,586

Preetha Paliakkara, Section 68(1), 1 July 2021

Education

School Assistant 2 \$50,184 - \$55,413

Elizabeth Armati, Section 68(1), 25 June 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Emma Mahon, Section 68(1), 30 June 2021

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$88,899 - \$101,743

Evan Turner, Section 68(1), 21 June 2021

Justice and Community Safety

Correctional Officer Class 1 \$67,595 - \$80,606

Michelle Baker, Section 68(1), 28 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Jonathan Barron, Section 68(1), 28 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Matthew Blower, Section 68(1), 28 June 2021

Ambulance Support Officer 1 \$61,197 - \$65,034

Esther Breiner, Section 68(1), 21 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Elliot Brown, Section 68(1), 28 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Jacob Desfosses, Section 68(1), 28 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Sally Gersekowski, Section 68(1), 28 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Felicity Hassett, Section 68(1), 28 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Shaun Hayter, Section 68(1), 28 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Samuel Hocking, Section 68(1), 28 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Brittany Holman, Section 68(1), 28 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Eleanor Isdale, Section 68(1), 28 June 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Saba Khan, Section 68(1), 30 June 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Leena Kulkarni, Section 68(1), 30 June 2021

Correctional Officer Class 1 \$67,595 - \$80,606

Uesile Lafaele, Section 68(1), 28 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Joshua Leggieri, Section 68(1), 28 June 2021

Ambulance Support Officer 1 \$61,197 - \$65,034

Robyn Norrie, Section 68(1), 21 June 2021

Correctional Officer Class 1 \$67,595 - \$80,606

James Norton, Section 68(1), 28 June 2021

Administrative Services Officer Class 5 \$82,506 - \$87,331

Natalie Oakes, Section 68(1), 1 July 2021

Correctional Officer Class 1 \$67,595 - \$80,606

Brett Parker, Section 68(1), 28 June 2021

Senior Officer Grade C \$111,887 - \$120,436

Paul Perusic, Section 68(1), 22 June 2021

Correctional Officer Class 1 \$67,595 - \$80,606

Jeremy Riethmuller, Section 68(1), 28 June 2021

Ambulance Support Officer 1 \$61,197 - \$65,034

Ebony Robinson, Section 68(1), 21 June 2021

Ambulance Support Officer 1 \$61,197 - \$65,034

Hayley Thompson, Section 68(1), 21 June 2021

Graduate Paramedic Intern \$73,409 plus penalties

Henry Waldren, Section 68(1), 28 June 2021

Correctional Officer Class 1 \$67,595 - \$80,606

Joanna Whatman, Section 68(1), 28 June 2021

Correctional Officer Class 1 \$67,595 - \$80,606

Samantha Young, Section 68(1), 28 June 2021

Major Projects Canberra

Administrative Services Officer Class 4 \$74,237 - \$80,381

Ashraful Alam, Section 68(1), 24 June 2021

Transport Canberra and City Services

General Service Officer Level 3/4 \$52,441 - \$57,268

Richard Charlton, Section 68(1), 25 June 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Nandini Khandala, Section 68(1), 25 June 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Gregory Pearce, Section 68(1), 25 June 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Jordan Sparkes, Section 68(1), 16 June 2021

TRANSFERS

Canberra Health Services

Alexandra Cobb

From: Health Professional Level 3 \$97,177 - \$102,397

Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 51643) (Gazetted 6 May 2021)

Carol Peden

From: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services

To: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 22269) (Gazetted 15 October 2020)

Deidre Penhaligon

From: Senior Officer Grade C \$111,887 - 120,436

Canberra Health Services

To: Senior Officer Grade C \$111,887 - \$120,436

Canberra Health Services, Canberra (PN. 04544) (Gazetted 5 May 2021)

Hanneka Symonds

From: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 20828) (Gazetted 26 November 2020)

Chief Minister, Treasury and Economic Development

Fiona Platzer

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Independent Competition and Regulatory Commission

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 52143) (Gazetted 25 May 2021)

Environment, Planning and Sustainable Development

Jackson Taylor-Grant

From: Senior Officer Grade C \$111,887 - 120,436

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development, Canberra (PN. 50934) (Gazetted 25 March 2021)

Justice and Community Safety

Shwu Leow

From: Senior Officer Grade C \$111,887 - \$120,436

Justice and Community Safety

To: Senior Officer Grade C \$111,887 - \$120,436

Justice and Community Safety, Canberra (PN. 46464) (Gazetted 19 May 2021)

Adam McGilvray

From: \$82,506 - \$87,331

Justice and Community Safety

To: Correctional Officer Class 1 \$67,595 - \$80,606

Justice and Community Safety, Canberra (PN. 13570) (Gazetted 4 November 2020)

Candice Misios

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Justice and Community Safety

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Justice and Community Safety, Canberra (PN. 49908) (Gazetted 22 April 2021)

Transport Canberra and City Services

Thomas Evers

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Transport Canberra and City Services, Canberra (PN. 03825) (Gazetted 9 June 2021)

PROMOTIONS

ACT Health

Health Systems, Policy and Research

Preventive and Population Health

Epidemiology

Mirka Smith

From: Health Professional Level 4 \$111,887 - \$120,436

ACT Health

To: †Health Professional Level 5 \$131,773 - \$148,344

ACT Health, Canberra (PN. 21280) (Gazetted 17 May 2021)

Health Systems, Policy and Research

Health Protection Service

ACT Government Analytical Laboratory

Victoria Wansink

From: Health Professional Level 2 \$68,809 - \$94,461

ACT Health

To: †Health Professional Level 5 \$131,773 - \$148,344

ACT Health, Canberra (PN. 50540) (Gazetted 11 March 2021)

Canberra Health Services

Anita Cregan

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Midwife Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 31318) (Gazetted 27 May 2021)

Kristen Franks

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Midwife Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 26410) (Gazetted 7 January 2021)

Elaine Greenaway

From: Senior Officer Grade B \$131,773 - \$148,344

Canberra Health Services

To: †Senior Officer Grade A \$153,041

Canberra Health Services, Canberra (PN. 36673) (Gazetted 21 May 2021)

Erin Hawthorne

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Canberra Health Services

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Canberra Health Services, Canberra (PN. 23668) (Gazetted 19 November 2020)

Lauren Henderson

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Midwife Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 43918) (Gazetted 28 May 2021)

Stacey Mutuota

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 33951) (Gazetted 14 April 2020)

Rubie Senthavysouk

From: Administrative Services Officer Class 2/3 \$59,016 - \$71,963

Canberra Health Services

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Canberra Health Services, Canberra (PN. 40772) (Gazetted 22 April 2021)

Edwina Smythe

From: Pharmacist Level 2/3 \$81,618 - \$112,028 (up to \$114,956 on achieving personal upgrade)

Canberra Health Services

To: Pharmacist Level 4 \$118,525 - \$127,598

Canberra Health Services, Canberra (PN. 28893) (Gazetted 7 January 2021)

Daniela Streller

From: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 30638) (Gazetted 1 June 2021)

Chief Minister, Treasury and Economic Development

Shared Services

Partnership Services

Recruitment and Information Management Services

Jodie Buchanan

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 08068) (Gazetted 10 December 2020)

Shared Services

Partnership Services

Recruitment and Information Management Services

Bradley Kirkness

From: Administrative Services Officer Class 2 \$59,016 - \$65,167

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development, Canberra (PN. 09512) (Gazetted 28 October 2020)

Shared Services ICT

Technology Services

Networks and Communication Services

Leke Oguns

From: Information Technology Officer Class 1 \$71,963 - \$81,917

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 11466) (Gazetted 27 November 2020)

Digital, Data and Technology Solution

Customer Engagement Services Branch

ICT CMTE and JACS

Swathi Sathideviamma

From: Information Technology Officer Class 1 \$71,004 - \$80,826

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 03021) (Gazetted 29 April 2021)

Workforce Capability and Governance

Secure Local Jobs Code Branch

Lauren Wubbels

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 42362) (Gazetted 12 October 2020)

Community Services

Housing ACT

Client Services

Tenant Experience

Anna Howell

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Community Services

To: †Administrative Services Officer Class 6 \$88,899 - \$101,743

Community Services, Canberra (PN. 37488) (Gazetted 13 November 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.

Housing ACT

Infrastructure and Contracts

Asset Design and Delivery

Tracey Robinson

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Community Services

To: †Administrative Services Officer Class 6 \$88,899 - \$101,743

Community Services, Canberra (PN. 44218) (Gazetted 12 October 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.

Education

Student Design and Delivery

Student Engagement

Flexible Education

Melissa Moir

From: Classroom Teacher \$73,246 - \$109,641

Education

To: + School Leader C \$126,542

Education, Canberra (PN. 18698) (Gazetted 7 May 2021)

School Performance and Improvement

Tuggeranong

Caroline Chisholm School

Mark De Rooy

From: Building Service Officer 3 \$71,486 - \$75,539

Education

To: Building Service Officer 4 \$88,899 - \$101,743

Education, Canberra (PN. 45921) (Gazetted 7 June 2021)

School improvement

Belconnen Network

Samantha Ginger

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Education

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Education, Canberra (PN. 51916) (Gazetted 25 May 2021)

School Performance and Improvement

Belconnen Network

Latham Primary School

Kathryn McDonald

From: School Assistant 2/3 \$50,184 - \$61,194

Education

To: School Assistant 4 \$68,175 - \$73,820

Education, Canberra (PN. 44333) (Gazetted 18 March 2021)

Justice and Community Safety

Legislation Policy and Programs

Criminal Law

Catherine Allingham

From: Government Solicitor 2 \$123,482 - \$148,167

Justice and Community Safety

To: †Legal Officer Grade 2 \$150,570 - \$156,758
Justice and Community Safety, Canberra (PN. 39862) (Gazetted 2 March 2021)

ACT Corrective Services

Custodial Operations

Jacob Galafassi

From: Health Service Officer Level 5 \$58,589 - \$61,498
Canberra Health Services
To: Correctional Officer Class 1 \$67,595 - \$80,606
Justice and Community Safety, Canberra (PN. 51842) (Gazetted 4 November 2020)

ACT Corrective Services

Custodial Operations

Madeleine Griffiths

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Justice and Community Safety
To: Correctional Officer Class 1 \$67,595 - \$80,606
Justice and Community Safety, Canberra (PN. 51855) (Gazetted 4 November 2020)

ACT Corrective Services

Custodial Operations

Joshua Johnson

From: General Service Officer Level 8 \$71,486 - \$75,539
Justice and Community Safety
To: Correctional Officer Class 1 \$67,595 - \$80,606
Justice and Community Safety, Canberra (PN. 51852) (Gazetted 4 November 2020)

ACT Corrective Services

Custodial Operations

Michelle Moffat

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Justice and Community Safety
To: Correctional Officer Class 1 \$67,595 - \$80,606
Justice and Community Safety, Canberra (PN. 51861) (Gazetted 4 November 2020)

Major Projects Canberra

Project Development and Support

Ministerial, Governance and Corporate Support

Corporate Services

Patrick Shea

From: Administrative Services Officer Class 4 \$74,237 - \$80,381
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
Major Projects Canberra, Canberra (PN. 00870) (Gazetted 3 June 2021)

Transport Canberra and City Services

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Gregory Paciorek

From: Infrastructure Officer 2 \$89,008 - \$102,403
Transport Canberra and City Services
To: †Infrastructure Officer 3 \$112,145 - \$123,104

Transport Canberra and City Services, Canberra (PN. 18940) (Gazetted 31 March 2021)