



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 13 May 2021**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

<http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Health Systems, Policy and Research

Health Systems, Policy and Research

Health Protection Service

Quarantine Officer

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 48937)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

**Details:** The COVID-19 Response Team in the ACT Health Directorate is responsible for the planning and implementation of the public health response to the COVID-19 pandemic.

The Quarantine Management Unit is responsible for the management of ACT border and quarantine operations, including the development and management of the policies, procedures and systems necessary to support a safe and effective quarantine regime. In addition, the team supports the frameworks and infrastructure in the ACT to manage the ACT implications of COVID-19 outbreaks wherever they occur in Australia.

To be successful in this position, you will enjoy working in an operational environment, possess sound judgement and be able to make decisions with limited direction in a high paced environment. You will enjoy working in a team environment and be able to engage with a broad range of stakeholders.

You will provide leadership to junior staff and results orientated. A willingness to extend yourself in difficult situations and being flexible and comfortable working with ambiguity will be a requirement to succeed in this role.

You will need to be able to implement plans and processes on short notice and to a high standard. You will also be expected to take a leading role in management of COVID-19 outbreaks in the ACT and we will train you in this role.

It would be desirable for you to have training and/or experience in emergency management or have worked within an operational environment. 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 drivers' licence is required.
- The successful application will need to undergo a pre-employment National Police Check.
- A willingness to be vaccinated against COVID-19 and influenza and participate in a staff surveillance and testing program for COVID-19.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**How to Apply:** If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the 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: Louise Smith (02) 6207 8166 [louise.smith@act.gov.au](mailto:louise.smith@act.gov.au)

**Health Systems, Policy and Research**  
**Health Systems, Policy and Research Executive**  
**Assistant Director of Quarantine Management**  
**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 49324)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

**Details:** The COVID-19 Response Team in the ACT Health Directorate is responsible for the planning and implementation of the public health response to the COVID-19 pandemic. The Quarantine Management Unit is responsible for the management of ACT border and quarantine operations, including the development and management of the policies, procedures and systems necessary to support a safe and effective quarantine regime. In addition, the team supports the frameworks and infrastructure in the ACT to manage the ACT implications of COVID-19 outbreaks wherever they occur in Australia.

To be successful in this position, you will enjoy working in an operational environment, possess sound judgement and be able to make decisions with limited direction in a high paced environment. You will enjoy working in a team environment and be able to engage with a broad range of stakeholders. You will provide leadership to junior staff and be willing to extend yourself in difficult situations and be result orientated. You will be flexible and comfortable working with ambiguity and developing plans and processes on short notice and to a very high standard as well as managing competing demands. You will also be expected to take a leading role in management of COVID-19 outbreaks in the ACT and we will train you in this role. It would be desirable for you to have training and/or experience in emergency management (preferably in a health setting) or have worked in an operational environment.

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 drivers licence is required. The successful application will need to undergo a pre-employment National Police Check. A willingness to be vaccinated against COVID-19 and influenza and participate in a staff surveillance and testing program for COVID-19. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available immediately for up to 12 months and may include weekend and after-hours work. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the 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: Louise Smith (02) 6207 8166 Louise.Smith@act.gov.au

**Health Systems, Policy and Research**  
**Preventive and Population Health**  
**Epidemiology Section**  
**Director, Knowledge Translation and Health Outcomes**  
**Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 50911)**

Gazetted: 17 May 2021

Closing Date: 7 June 2021

**Details:** This is an opportunity for someone with well-developed population health research and policy skills to join the epidemiology team in ACT Health to provide high level strategic advice and direction on population health outcomes including prevention, early intervention or chronic disease management initiatives aimed at reducing disparities in population groups.

Duties include leading a small team to monitor population health outcomes and translate knowledge to inform evidence-based public health practice. This includes developing and supervising the production of population health information and knowledge translation to inform policy makers, health service providers, consumers and researchers.

The successful applicant will be required to work under minimal supervision.

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

**Eligibility/Other Requirements:**

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

Tertiary qualifications and postgraduate experience in epidemiology, statistics, health sciences or social sciences.

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

**How to Apply:** If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Capabilities, along with your curriculum vitae and contact details for two referees, one being your current supervisor.

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

Contact Officer: Elizabeth Chalker (02) 5124 9472 Elizabeth.Chalker@act.gov.au

**Public Health, Protection and Regulation**

**Health Protection Service**

**Public Health Regulation and Projects**

**Director Public Health Regulation and Projects**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 46922)**

Gazetted: 17 May 2021

Closing Date: 31 May 2021

**Details:** Are you a health professional with the demonstrated ability and extensive experience in the development and implementation of public health policy and legislation?

The Public Health Regulation and Projects (PHRaP) section is looking for a team leader who will have demonstrated capacity and experience in effectively managing operational budget, resources and public health policy function. You will be responsible for the development and implementation of a wide range of policy and regulation items relating to food safety, recreational water quality, insanitary conditions, tobacco control and smoke-free, e-cigarettes, pharmaceuticals safety, sexual health and other matters that may impact upon public health.

**Note:** This is a temporary position available immediately for 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:** Please submit the following:

- A two-page pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities;
- A current curriculum vitae; and
- Contact details of two referees.

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

Contact Officer: Vojkan Stefanovic (02) 5124 9086 vojkan.stefanovic@act.gov.au

**Health Systems, Policy and Research**

**Preventative and Population Health**

**Epidemiology Section**

**Research Officer**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 50772)**

Gazetted: 17 May 2021

Closing Date: 24 May 2021

**Details:** This position will work within the Epidemiology Section to provide data analysis, technical and nontechnical written work and research project support.

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

**Eligibility/Other Requirements:**

A pre-employment National Police Check will be conducted.

University qualifications and/or relevant work experience in statistics, epidemiology, health sciences or the social sciences highly desirable.

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

**How to Apply:** If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Capabilities, along with your curriculum vitae and contact details for two referees, one being your current supervisor.

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

Contact Officer: Glenn Draper (02) 5124 9488 Glenn.Draper@act.gov.au

## **Health Systems Policy and Research**

### **Policy, Partnerships and Programs**

#### **Aboriginal and Torres Strait Islander Health Partnerships**

##### **Senior Policy Officer**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 34229)**

Gazetted: 14 May 2021

Closing Date: 1 June 2021

Details: An exciting opportunity exists for an enthusiastic and dedicated Identified Senior Policy Officer to work in the Aboriginal and Torres Strait Islander Partnerships Team, ACT Health Directorate. If you are interested to make a difference, then this is your chance to be a part of a team that works in a government setting, possess strong stakeholder relationships with the community sector on closing the gap - a policy aimed at improving the lives of Aboriginal and Torres Strait Islander people.

This position requires you to provide strategic policy advice to senior management and executives that support Aboriginal and Torres Strait Islander health, with a strong focus on coordination for intergovernmental correspondence, policy and program development, government business, that relate to local, national and/or international Aboriginal and Torres Strait Islander health matters.

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

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

Notes: This is a temporary position available until 31 March 2022 with a possibility of extension up to 12 months. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a two-page maximum application providing examples demonstrating your suitability against the duties and Selection Criteria for this role in the Position Description. Please provide a current curriculum vitae, including two referees (one being your current supervisor).

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

Contact Officer: Joanne Lesiputty (02) 5124 9793 Joanne.Lesiputty@act.gov.au

## **Office of Director General**

### **Office for Mental Health and Wellbeing**

#### **Director Suicide Prevention**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 03735)**

Gazetted: 14 May 2021

Closing Date: 28 May 2021

Details: The Office for Mental Health and Wellbeing is seeking a permanent Director of Suicide Prevention. This role will report directly to the Coordinator-General for the Office for Mental Health and Wellbeing and is responsible for managing the coordination and implementation of suicide prevention programs and activities that align with the ACT Mental Health and Suicide Prevention Plan. Managing a small team, the Director will work closely with key stakeholders on a range of evidence informed projects to achieve positive outcomes for the community.

Eligibility/Other Requirements:

Desirable:

Subject matter expertise in suicide prevention and/or related fields.

Relevant tertiary qualifications or equivalent in either clinical, operational management or policy development.

Experience in data analysis within a health care environment.

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: Please provide a response to the Selection Criteria along with your curriculum vitae and contact details of two referees.

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

Contact Officer: Natalie .Johnson (02) 5124 9860 Natalie.Johnson@act.gov.au

## **Digital Solutions Division**

### **Future Capability**

#### **Future Capability Hub**

#### **Change Manager**

#### **Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 36670)**

Gazetted: 14 May 2021

Closing Date: 1 June 2021

**Details:** Are you a motivated change manager with effective communication skills to lead an organisation through change to successfully implement digital initiatives? The Digital Solutions Division within ACT Health is seeking to recruit an experienced change manager who can make a significant contribution to the digital transformational changes underway in our health system.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

Under the broad direction of the Senior Project Manager, the Change Manager is responsible for leading the organisation through change in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Change Manager must have experience

- leading and motivating an organisation through change;
- communicating effectively with diverse stakeholders to promote a clear vision to different audiences and
- utilising problem solving and conflict resolution skills to address complex workplace issues.

Eligibility/Other Requirements:

- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
- This role requires you to hold an Australian Government Negative Vetting Level 1 (NV1) security clearance. To be eligible for a 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.

**Note:** This is a temporary full time position available for a period of up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** 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: Katrina Keep (02) 5124 9340 katrina.keep@act.gov.au

## **Health Systems, Policy and Research**

### **Preventive and Population Health**

#### **Epidemiology**

#### **Director, Cancer Registries**

#### **Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 21280)**

Gazetted: 17 May 2021

Closing Date: 7 June 2021

**Details:** This is an opportunity for someone with experience in managing cancer registries to join the epidemiology team in ACT Health. Duties include providing high level strategic advice on matters relating to cancer registries

including cancer screening policy; analysis and monitoring of cancer statistics; and reporting to inform policy makers, health service providers, consumers and researchers.

Duties also include management of cancer registries staff and representation of ACT Health on internal and external committees.

The successful applicant will be required to work under minimal supervision.

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

**Eligibility/Other Requirements:**

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

Tertiary qualifications and postgraduate experience in epidemiology, statistics, health sciences or social sciences.

**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:** If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Capabilities, along with your curriculum vitae and contact details for two referees, one being your current supervisor.

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

Contact Officer: Elizabeth Chalker (02) 5124 9472 Elizabeth.Chalker@act.gov.au

**Health Systems, Policy and Research**

**Public Health, Protection and Regulation**

**COVID-19 Registrar**

**Registrar 1-4 \$108,465 - \$135,521, Canberra (PN: 47088, several)**

Gazetted: 17 May 2021

Closing Date: 2 June 2021

**Details:** ACT Health is seeking enthusiastic COVID-19 Registrars to provide professional advice and support to the Office of the Chief Health Officer, including the COVID-19 Response Unit.

This exciting position will also work closely with the Communicable Disease Control Unit on the public health management of communicable diseases and outbreaks and will have a critical role on a range of public health projects, policy, and operating procedures. The role will also provide support to other health protection issues, including in environmental health, food safety and health emergency preparedness and response. If you're the right person for this position you will be an AHPRA registered medical officer (or eligible to be accredited) with an interest in public health. We are looking for individuals who are team players, strong communicators and are able to build and maintain professional and collaborative relationships with internal and external stakeholders.

This is a fast-paced role, across the breadth of communicable diseases, and every day will bring new and changing priorities. This will suit people who are 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 do some after hours, weekends, or on-call work.

The successful application will need to undergo a pre-employment National Police Check. We are looking for medical doctors with an interest in public health. The completion of a Master of Public Health is ideal but not required. A Public Health Registrar, General Practice Registrar with an interest in Public Health, or an Infectious Disease Registrar would be well-suited to the role. The role does not involve clinical work and the position is accredited for Public Health Medicine training through the Australasian Faculty of Public Health Medicine (AFPHM).

**Note:** There are two temporary positions available, one position is available immediately until 31 October 2021 with the possibility of extension up to 12 months and the second position is available from September 2021 up until the 28 February 2022. Selection may be based on application and referee checks only.

**How to Apply:** If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, plus a curriculum vitae including the contact details for two referees, one being your current supervisor.

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

Contact Officer: Miranda Harris (02) 5124 9211 miranda.harris@act.gov.au

**Health Systems, Policy and Research**

**Environmental Health**

**Environmental Health Support Officer**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 25770)**

Gazetted: 14 May 2021

Closing Date: 24 May 2021

**Details:** The Administrative Officer will provide critical support to the Environment and Radiation Safety Teams. The team conducts a variety of public health regulatory activities and functions such as radiation licensing, investigation of complaints alleging insanitary conditions, cooling tower compliance and recreational water monitoring. The role will involve both office and field-based activities, appropriate to this level of classification, such as recreational water sampling. You will also be required to undertake appropriate administrative tasks and incidental duties to support the teams. This role requires the ability to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement.

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

**Notes:** This is a temporary position with the possibility of extension 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:** If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behaviour Capabilities, curriculum vitae and contact details for two referees, one being your current supervisor.

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

Contact Officer: Kate Groeschel (02) 5124 9092 Kate.Groeschel@act.gov.au

**ACT Teacher Quality Institute**

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

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

**Professional Registration Services**

**Assistant Director Professional Registration Services**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 39628)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

**Details:** Are you interested in gaining experience in raising the professionalism of the ACT teaching workforce? The ACT Teacher Quality Institute (TQI) is seeking applications for the temporary position of Assistant Director Registration and Professional Services. Located in Bruce, the team at TQI is looking for someone to support ACT teachers meet their legislative requirements by ensuring comprehensive and timely advice relating to professional registration. The successful candidate will have well developed interpersonal and communication skills, sound team management skills and high-level experience in assessing qualifications and managing a range of digital reporting, business and file management systems. If all of this sounds like you, please submit your application form, resume and address the selection criteria outlined in the position description by the due date as we'd love to meet you to see if you are our perfect fit!

**Notes:** This is a temporary position available for a period of 30 June 2021 up to 30 March 2022. Selection may be based on application and referee reports only.

**How to Apply:** Please submit your written statement against the Selection Criteria located in the Position Description plus a curriculum vitae outlining recent professional experience and names and contact details for at least two referees.

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

Contact Officer: Cherie Kelly (02) 6207 7643 cherie.kelly@act.gov.au



**Calvary Public Hospital Bruce**

**Division: Intensive Care**

**Position Title: Career Medical Officer**

**Classification: Career Medical Officer \$135,065.00 to \$163,190.00 Canberra LP6707**

Gazette Date: 20 May 2021

Closing Date: 1 June 2021

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

Reference Number: 15565

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

Contact Officer: Miffany Callan (02) 6201 6897 [miffany.callan@calvary-act.com.au](mailto:miffany.callan@calvary-act.com.au)

**Division: Maternity Service**

**Position Title: Registered Midwife Level 1**

**Classification: Registered Nurse 1 \$67,984 - \$90,814, Canberra (LP8239)**

Gazette Date: 19 May 2021

Closing Date: 01 June 2021

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

Reference Number: 15570

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

Contact Officer: Jane Debaecker (02) 6201 6306 [jane.debaecker@calvary-act.com.au](mailto:jane.debaecker@calvary-act.com.au)

**Division: Surgery**

**Position Title: Administration Officer**

**Classification: Administration Services Officer 4 \$73,248 - \$79,310, Canberra (LP6946)**

Gazette Date: 19 May 2021

Closing Date: 30 May 2021

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

Reference Number: 15571

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

Contact Officer: Fiona Carruthers (02) 6201 6851 [Fiona.Carruthers@calvary-act.com.au](mailto:Fiona.Carruthers@calvary-act.com.au)

**Division: Learning and Development Team**

**Position Title: Graduate Nurse Program Clinical Development Nurse**

**Classification: Registered Nurse 2 \$96,976.00 - \$102,781.00 Canberra LP7005**

Gazette Date: 18 May 2021

Closing Date: 23 May 2021

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

Reference Number: 15658

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

Contact Officer: Jessica Thorncraft (02) 6201 6855 [Jessica.Thorncraft@calvary-act.com.au](mailto:Jessica.Thorncraft@calvary-act.com.au)

**Division: Non Admitted Patient Services**

**Position Title: Administration Team Leader**

**Classification: Administrative Services Officer Class 5 \$81,407.00 - \$86,168.00 Canberra (LP7102)**

Gazette Date: 18 May 2021

Closing Date: 24 May 2021

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

Reference Number: 15660

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

Contact Officer: Maree Winbank (02) 6201 6260 [maree.winbank@calvary-act.com.au](mailto:maree.winbank@calvary-act.com.au)

**Division: General Surgical Services**

**Position Title: Senior Career Medical Officer**

**Classification: Senior Resident Medical Officer \$96,053.00 to \$117,534.00 Canberra LP8591**

Gazette Date: 20 May 2021

Closing Date: 1 June 2021

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

Reference Number: 15564

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

Contact Officer: Miffany Callan (02) 6201 6897 [miffany.callan@calvary-act.com.au](mailto:miffany.callan@calvary-act.com.au)

**Division: Emergency Department**

**Position Title: Registered Nurse**

**Classification Registered Nurse Level 1 \$salary - \$salary,\* Canberra (LP7082)**

Gazette Date: 18 May 2021

Closing Date: 27 May 2021

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

Reference Number: 15591

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

Contact Officer: Angela Devlin (02) 6201 6263 [angela.devlin@calvary-act.com.au](mailto:angela.devlin@calvary-act.com.au)

**Division: Social Work and Psychology**

**Position Title: Social Work Team Leader**

**Classification Health Professional 4 \$110,395 - \$118,832, Canberra (600784)**

Gazette Date: 18 May 2021

Closing Date: 07 June 2021

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

Reference Number: 15678

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

Contact Officer: Karen Dell (02) 6201 6320 [Karen.Dell@calvary-act.com.au](mailto: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](mailto:jobs@act.gov.au)

**Clinical Services**

**Woman, Youth and Children**

**Central Regional Team**

**Healthcare Access at Schools Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 38684)**

Gazetted: 17 May 2021

Closing Date: 2 June 2021

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

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

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

**Position Overview**

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

The Healthcare Access at School (HAAS) program is delivered in a partnership between Canberra Health Services and the Education Directorate.

The program supports students in ACT public schools with a range of health conditions who require complex or invasive tasks or procedures to be undertaken during school hours.

Under the HAAS Program, the Registered Nurse provides training for school-based staff to ensure they are competent and confident in meeting the healthcare needs of individual students, allowing these students to safely attend school.

The HAAS nurse also provides a link between families, schools and the child's health professionals.

This is an opportunity to use your valuable knowledge and skills in a different way; one that has a long lasting beneficial outcome for children and young people living with complex health conditions, their families, and their schools. The HAAS team is positive and dynamic, and you will be welcomed and well supported as you learn the role.

#### **About You**

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

#### **Behavioural Capabilities**

Adaptability and flexibility to accommodate change and provide a responsive approach to meet the needs of the stakeholders

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

Ability to contribute positively to team culture, demonstrating kindness to colleagues and clients

Well-developed communication and interpersonal skills

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

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

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

Hold a current driver's licence

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

Undergo a pre-employment National Police Check.

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

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

**Note:** This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Part-time and full-time hours will be considered. Working hours are 8:00 to 16:30. The office is based at 1 Moore Street Canberra City with travel to schools or to meet with families on most days.

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

Contact Officer: Catherine T Campbell (02) 5124 1627 catherinet.campbell@act.gov.au

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

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

#### **Administration Officer, OPMHCT**

#### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 26422)**

Gazetted: 13 May 2021

Closing Date: 25 May 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/>

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

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

Rehab and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

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

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

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

The Assessment Team is responsible for the management of referrals and providing comprehensive assessments and psychiatric diagnostic clarification, care planning and short-term treatment. The Clinical Management Team provides longer term treatment to people who present with complex mental health conditions. The Intensive Treatment Service provides a home-based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. The Physical Health Intervention Team provides physical health screening and care planning to those people admitted to the Clinical Management Team. Under the direct or indirect supervision of the Manager, the ASO3 will play a key role in the day to day administrative functioning of the Team.

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

##### **Mandatory:**

- Hold a current driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) and the National Standards for Mental Health Services align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

##### **Desirable:**

- Experience working with people with a mental illness or disorder in a community setting
- Experience working in an administrative health care setting
- Strong organisational skills

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.

#### **HOW TO APPLY / OR WANT TO KNOW MORE?**

Applications must be submitted through the e-recruitment system. Applications must include:

- a copy of a current resumé, and
- A pitch of no more than two pages outlining your skills, knowledge and experience and why you should be considered for this role. You should take into consideration the selection criteria under "what you require" when drafting your response.

Where possible include specific relevant examples of your work.

##### **How to Apply:**

Applications must be submitted through the e-recruitment system. Applications must include:

- a copy of a current resumé, and

- A pitch of no more than two pages outlining your skills, knowledge and experience and why you should be considered for this role. You should take into consideration the selection criteria under “what you require” when drafting your response.

Where possible include specific relevant examples of your work.

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

## **Clinical Services**

### **Surgery**

#### **Surgical Administration**

#### **Data and Administration Support Officer**

#### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 29515)**

Gazetted: 13 May 2021

Closing Date: 28 May 2021

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

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

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

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

#### **Overview of the Work Area and Position**

The Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit.

These Units are supported by administration support officers.

The Data and Administration Support Officer is responsible for the provision of administrative support and data entry tasks for the Capital Region Retrieval Service (CRRS) and the Medical Emergency Team.

The CRRS is a branch of ACT Health that operates out of CHS and is responsible for providing the medical crewing of the SouthCare Rescue Helicopter; clinical governance; training of registrars in Retrieval Medicine; and co-ordination of all transfers of critically ill patients throughout the ACT and Southern NSW. The CRRS also provides an advice and telemedicine service to the Southern NSW hospitals. The medical crew are highly skilled Emergency, Intensive Care and Anaesthetic consultants and senior registrars.

Divisional administrative and data support tasks include daily management of the CRRS office, data entry for the CRRS, minute taking, travel bookings, and human resource processes related to the medical staff within the CRRS. Divisional administrative and data support tasks include daily management of the CRRS office, data entry for the CRRS and MET, minute taking, travel bookings, and human resource processes related to the medical staff within the CRRS.

This position reports to the Operations Manager, Division of Critical Care and will work very closely with the Director and Deputy Director of the CRRS and Clinical Development Nurse.

#### **About You**

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

#### **Behavioural Capabilities**

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

- A proactive and flexible approach to prioritising tasks to meet the needs of the Division
- Attention to detail
- The ability to quickly acquire knowledge and understanding of subject matter

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

- Experience in the use of ACT Health and CHS IT systems
- Data management experience which includes accurate data entry and quality data checking
- 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.

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

Contact Officer: Michelle Paul (02) 5124 4175 [michelle.paul@act.gov.au](mailto:michelle.paul@act.gov.au)

## Medicine

### Personal Assistant to Director of Nursing

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 14190)**

Gazetted: 13 May 2021

Closing Date: 27 May 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/> Applications are sought for an enthusiastic and professional individual to fill the position of Personal Assistant within the office of the Director of Nursing, Division of Medicine.

The Division of Medicine has recently merged with the Emergency Department and this would be a great opportunity to develop your skills in a busy office environment.

This position is responsible for managing the daily activities of the Director of Nursing and two Assistant Directors of Nursing within the Division of Medicine by preparing a range of correspondence, management of diary inboxes and calendars, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

Applicants will need to be professional and have excellent communications, organisational and time management skills while adhering to CHS confidentiality policies and procedures. The applicant must have ability to liaise effectively with staff at all levels.

It is expected that the Personal Assistant, Division of Medicine will have a strong understanding of the responsibilities and accountabilities of the functions of Ambulatory and Medical Inpatient Services. It is expected that you will be able to work collaboratively with executives across Canberra Health Services to support the delivery of priorities.

#### ABOUT YOU

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#### Eligibility/Other Requirements:

Knowledge and experience with CHS information management systems, including ACT Patient Administration System (ACTPAS), Clinical Patient Folder (CPF) and the Clinical Portal,

Experience with medical terminology and typing.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Kristi Lee Vaughan (02) 5124 3603 [Kristi-Lee.Vaughan@act.gov.au](mailto:Kristi-Lee.Vaughan@act.gov.au)

## Clinical Services

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

#### City Mental Health

**Clinical Manager, City**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 25542)**

Gazetted: 13 May 2021

Closing Date: 27 May 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.

**Overview of work area and position**

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

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

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

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

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

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

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

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

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

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

**About You**

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**Behavioural Capabilities**

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

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

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

**Eligibility/Other Requirements:**

**Mandatory:**

**For Psychology:**

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

HP3: Minimum of three years (ideal five years) post qualification

**Highly Desirable:**

HP3: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

**For Occupational Therapy:**

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

Eligibility for professional membership of Occupational Therapy Australia



Minimum of three years (ideal five years) post qualification

**For Social Work:**

Degree in Social Work

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

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

Minimum of three years (ideal five years) post qualification

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

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

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

Hold a current driver's licence

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

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

Contact Officer: Jonathan Amirthanathan (02) 5124 1639 [jonathan.amirthanathan@act.gov.au](mailto:jonathan.amirthanathan@act.gov.au)

**Clinical Services**

**Community Nursing Complex Care House**

**Registered Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 31151)**

Gazetted: 14 May 2021

Closing Date: 1 June 2021

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

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

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

**Overview of work area and position**

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

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 community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

**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.

**Eligibility/Other Requirements:**

**Mandatory:**

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

**Desirable:**

Tertiary or Post Graduate qualifications and recent experience in high dependency acute care setting and/or nursing of patients with complex needs

Registered Nurse with a minimum three years full time equivalent, or relevant post registration experience

Recent experience in the care of ventilated patients is highly desirable



Experience and/or qualifications in the delivery of education, preceptorship, assessment, and clinical supervision.

**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).

**Note:** This recruitment process will be used to generate a merit pool to fill short-term temporary vacancies over the next 12 months. Positions will be offered on a full-time and part-time basis. A minimum of two regular shifts per fortnight can also be offered to the successful applicant(s), in order to maintain the specialised clinical skill set required for the Complex Care House, as well as supporting the training and education of AIN staff working in the home.

Contact Officer: Leontine Muis (02) 512 42900 leontine.muis@act.gov.au

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Community Care**

**Assistant in Nursing**

**Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 31118, several)**

Gazetted: 13 May 2021

Closing Date: 31 May 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/>

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**About You**

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**Personal Attributes:**

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

Attention to detail

Well-developed communication and interpersonal skills

The ability to work independently and as a team player

Organisational ability and time management skills

Understanding of their scope of practice

**Position Requirements/Qualifications:**

**Mandatory:**

Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential.

**Desirable:**

Recent experience in the care of ventilated patients is highly desirable

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

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

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 permanent part-time position at (16 to 32) hours per week, with additional temporary and casual positions available. The full-time salary noted above will be pro-rata.

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

Contact Officer: Leontine Muis (02) 512 42900 leontine.muis@act.gov.au

## **Clinical Services**

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

#### **Nutrition**

##### **Dietitian**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 27117)**

Gazetted: 13 May 2021

Closing Date: 27 May 2021

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

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

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

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

The Women, Youth and Children Community Nutrition team works with individuals, families and communities to improve health and wellbeing through delivery of evidence-based nutrition care. Our goal is to support clients to eat well, enjoy nourishing foods and develop a positive relationship with food and their body. We strive to deliver respectful care, working in partnership to meet the expressed needs of the client in a safe environment. Our team provides a range of services including individual dietary assessment, care planning and counselling for infants, children, young people and pregnant and breastfeeding women, and education programs for staff and client groups. The team provides outreach services for the Women's Health Service and coordinates the School Kids Intervention Program (SKIP) for children with obesity.

Dietitians in the team are responsible operationally and clinically to the Women, Youth and Children Community Health Programs Nutrition Manager and professionally to the Profession Lead for Nutrition.

#### **About You**

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

#### **Behavioural Capabilities**

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

Strong organisational skills with a high degree of drive

High level communication skills.

Ability to work well in a small team and independently.

Highly conscientious and professional in all aspects of work.

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

Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of Dietitians Australia.

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

Current driver's licence.

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

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

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

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

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

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

Undergo a pre-employment National Police check.

**Note:** This is a part-time temporary position available for up to six months at 29.24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Tracy Harb (02) 5124 1395 [tracy.harb@act.gov.au](mailto:tracy.harb@act.gov.au)

### **Secure Mental Health Inpatients**

#### **Dhulwa Mental Health Unit**

#### **Administration and Data Manager Secure Mental Health Inpatients**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 37326)**

Gazetted: 14 May 2021

Closing Date: 1 June 2021

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

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

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

#### **POSITION OVERVIEW**

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

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

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that provides 24-hour, forensic mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers, and other key services. Gawanggal Mental Health Unit (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition from secure care into the community. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by.

Under limited direction the Administration Manager will be an active member of the leadership team and will play a key role in providing day to day effective support and advice on all matters across the different sites.

This role will manage the day-to-day administration needs and several administration support officers and will play a key role in liaising between Canberra Health Services, the ACT Civil Administrative Tribunal (ACAT) and the Justice and Community Safety (JACS). All team members are required to undertake professional development, participate in quality initiatives and contribute to the multidisciplinary team processes.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Adaptability and flexibility to manage multiple tasks, prioritise competing deadlines and deliver agreed business outcomes

Commitment to the principles of innovation, best practice and continuous improvement

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

Relevant tertiary qualifications are highly desirable and/or experience in health, administrative or corporate management.

Knowledge of Canberra Health Service internal software packages.

Current driver's licence is preferred but not mandatory.

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:**

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

Undergo a pre-employment National Police Check.

Contact Officer: Katrina Rea (02) 5124 1623 [Katrina.M.Rea@act.gov.au](mailto:Katrina.M.Rea@act.gov.au)

## **People and Culture**

### **Business Partnerships**

#### **People and Culture Advisor**

#### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 28368)**

Gazetted: 14 May 2021

Closing Date: 31 May 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/>  
The People and Culture Division is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

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

The Division also plans, designs, communicates and monitors Canberra Health Services's Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable Canberra Health Services to deliver on its strategic agenda. Quality expert advice and support is provided through the People Strategy and Services integrated teams.

Canberra Health Services People and Culture are looking for an enthusiastic and experienced Human Resources (HR) practitioner. The successful applicant will be responsible for providing advice and assistance to HR Business Partners, Managers and Executives about the employment framework, managing workplace issues and general HR matters.

#### **About You**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate competing demands.

Sound communication, liaison and negotiation skills.

Experience and skill in being an effective team collaborator and contributing to successful team dynamic.

#### **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 31 May 2021 up to 16 July 2021 with the possibility of extension and/or permanency.

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

Contact Officer: Jim Tosh 0434 845 669 [jim.tosh@act.gov.au](mailto:jim.tosh@act.gov.au)

## **Clinical Services**

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

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

#### **Specialist – Adult Acute Mental Health Services**

#### **Specialist Band 1 - 5/Senior Specialist \$180,732 - \$244,175, Canberra (PN: 47565, several)**

Gazetted: 14 May 2021

Closing Date: 24 June 2021

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Adult Acute Mental Health Services (AAMHS) provides voluntary and involuntary psychiatric care and treatment for people with a mental illness who require hospitalisation.

Services include:

Adult Mental Health Unit (AMHU) provides a safe and supportive environment for person receiving short term individualised care with acute mental illness or disorder to return to the community.

Mental Health Short Stay Unit (MHSSU) provides a safe environment for persons experiencing a mental health crisis.

Mental Health Consultation and Liaison (MHCL) provides mental health triage, crisis and risk assessment, treatment, education and management planning to patients at the Emergency Department, Canberra Hospital. The successful applicant will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and skills relevant to both inpatient and community services, including the provision of ECT services.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

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

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

**Note:** The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.

#### **ABOUT YOU**

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

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications.

Knowledge of the *Mental Health Act 2015* and other related legislations is desirable.

Current driver licence 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.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

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

Undergo a pre-employment Police check.

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

Contact Officer: Dr Florian Wertenauer (02) 5124 1700 [florian.wertenauer@act.gov.au](mailto:florian.wertenauer@act.gov.au)

## **Finance and Business Intelligence**

### **Revenue and Hospital Financial Services**

#### **Private Practice/MEE Administration Manager**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51323)**

Gazetted: 14 May 2021

Closing Date: 28 May 2021

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

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

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

As part of the Revenue and Hospital Financial Services team you will manage a small team that provides secretariat support to multiple committees relating to Private Practice Funds and the management of the Medical Education Expenses (MEE) in conjunction with the Medical Practitioners Enterprise Bargaining Agreement (EBA).

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#### **Behavioural Capabilities**

- Strong organisational skills with a high degree of drive
- High level of data integrity skills
- High level of skills in oral and written communication

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

**Desirable:**

Previous experience with secretariat roles.

Experience in using Microsoft Office suite applications, with intermediate excel skills and have the ability of performing basic formulas.

High level of customer service, with consistently clear oral and written communication skills.

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

Undergo a pre-employment National Police Check.

Contact Officer: Clare Crawford (02) 5124 9016 [clare.Crawford@act.gov.au](mailto:clare.Crawford@act.gov.au)

## **Clinical Services**

### **Clinical Services**

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

#### **Specialised Nursing**

#### **Clinical Development Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 11211)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

#### **Overview of the Work Area and Position**

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 new hospital, 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 main priorities of the Clinical Development Nurse are to coordinate education and promote a learning culture within UCH. As part of the model of care for UCH, the clinical staff will have a more active role in the first response team. As the CDN you will be a part of the first response team when required and assist in ensuring the relevant staff have Intermediate Life Support skills and knowledge to effectively participate in this team. The successful applicant will have an understanding of the principles of rehabilitation nursing, however will be supported by the Clinical Nurse Educator and Multi-disciplinary team.

#### **ABOUT YOU**

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

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.

**Mandatory:**

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

**Desirable:**

Certificate IV in Training and Assessment (Cert IV is not required upon application; however successful completion is required upon 12 months of employment).

Current drivers licence.

**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 11 months with the possibility of extension.

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

**Chief Operating Officer Clinical Services**

**Rehabilitation, Aged and Community Services**

**Allied Health**

**Social Work Allied Health Assistant**

**Allied Health Assistant 3 \$67,158 - \$70,454 (up to \$74,533 depending on qualification level), Canberra (PN: 51185)**

Gazetted: 19 May 2021

Closing Date: 2 June 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

The work of an AHA3 may be subject to progress checks but where these checks are made, they are usually confined to ensuring that, in broad terms, satisfactory progress is being made. In a small number of cases, where the work is critical, checks may include an assessment of the integrity of tasks/activities as they are completed. 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**

Demonstrated aptitude for work in a healthcare environment

Strong organisational skills with a strong work ethic.

Adaptability and flexibility to accommodate change.

Willingness to learn new skills and develop areas of practice under guidance of a supervising social worker.

Strong interpersonal skills to work effectively with patients of all ages, their carers and staff at all levels in the organisation.

**Eligibility/Other Requirements**

Relevant Certificate IV in Allied Health Assistance including the successful completion of an Allied Health Assistant Social Work skill set (or recognised equivalent), qualifications and a minimum of two years' experience working professionally as an Allied Health Assistant in hospital setting is preferred.

The successful applicant will need to be available for 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.

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

Undergo a pre-employment National Police check.

Reference checks

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for registered nurses.

Notes

This is a temporary position available from 31 May 2021 until 29 October 2021 with the possibility of extension.

Selection may be based on application and referee reports only.

Contact Officer: Natasha Synnott (02) 5124 0075 [Natasha.Synnott@act.gov.au](mailto:Natasha.Synnott@act.gov.au)

## **Clinical Services**

### **Women Youth and Children**

#### **Maternity Services**

##### **Registered Midwife**

**Registered Midwife Level 1 \$67,984 - \$90,814, Canberra (PN: C07651, several)**

Gazetted: 17 May 2021

Closing Date: 31 December 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.

##### **Over of work area and position**

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

The Maternity Department at the Centenary Hospital for Women and Children (CHWC) is a tertiary centre (Level 6) for the ACT and southern New South Wales. The maternity services at CHWC provide women-centred evidence-based quality maternity care to approximately 3600 women per year.

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 with an interest in providing clinical leadership in the areas of antenatal, intrapartum, or postnatal care.

##### **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, including simultaneously managing and prioritising multiple issues, with a high degree of drive.

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

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

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

Registered Midwife with preferably a minimum of two years of midwifery experience.

The successful applicant will need to be available rotational shift work roster which includes 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:**

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 are several casual positions available, the full time salary noted above will be paid pro-rata.

Contact Officer: Michelle Thinius (02) 51247392 michelle.thinius@act.gov.au

## **Clinical Services**

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

#### **Adult Mental Health Unit**

##### **Assistant in Nursing**

**Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 44383, several)**

Gazetted: 17 May 2021

Closing Date: 31 May 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/>

Adult Acute Mental Health Services (AAMHS) currently incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). A project to refurbish 12b is underway and will provide a further 10 low dependency acute inpatient beds. This project is due for completion mid-2021.

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency 6-bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. At this level the Assistant in Nursing (AIN) is to assist in the delivery of the following direct care activities under the supervision of a Registered nurse:

Assist with on-ward patient groups and activities.

Assist with meeting consumers non-clinical needs

Observe and report on changes to consumer presentation and behaviours

Participate in shift handover (includes use of ISBAR).

Encouraging the maintenance of hygiene and grooming.

Reporting of observed self-harm/suicide risk behaviours.

Reporting of violence and aggression.

Escorting consumers on TCH campus of consumers at Registered Nurse discretion; off-campus escorts with Registered Nurse.

Document all patient responses to direct care/assistance given, include in progress notes and clinical records in accordance with the plan of care and organisational protocols/policy/procedures.

Maintain the appearance and function of equipment such as lifting and mobilising aids, pressure reducing mattresses and other clinical devices used in nursing interventions.

Promote and maintain a clean, comfortable and safe environment for patients, staff and visitors.

##### **About You**

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##### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Ability to manage confidential and sensitive information.

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

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

Strong communication and interpersonal skills.

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

##### **Mandatory:**

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

**Desirable:**

Hold a current driver's license.

Certificate III in Health Services Assistance or recognised equivalent is desirable.

**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

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

Contact Officer: Monique Fielder (02) 5124 5452 [monique.fielder@act.gov.au](mailto:monique.fielder@act.gov.au)

**Surgery**

**Perioperative**

**Patient Flow Coordinator**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 13948, several)**

Gazetted: 17 May 2021

Closing Date: 2 June 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

The Patient flow role facilitates the day-to-day patient flow throughout the Perioperative Unit in collaboration with the Perioperative Unit Management Team.

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**Behavioural Capabilities**

Proven advanced management experience and clinical leadership in a similar nursing role.

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

**Eligibility/Other Requirements**

**Mandatory:**

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

**Desirable:**

Holds or is working towards a tertiary management and/or Nursing qualification.

**Other:**

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

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

Prior to commencement successful candidates will be required to:

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

**Notes** There are several temporary positions available for a period of 18 months with the possibility of extension and/or permanency. An order of merit list will be established to fill identical vacancies at level over the next 12 months.

Contact Officer: Ben Lollback (02) 5124 3437 Ben.Lollback@act.gov.au

**Chief Financial Officer**

**Nursing Midwifery and Patient Support Services**

**Nursing and Midwifery Office**

**Registered Nurse**

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

Gazetted: 17 May 2021

Closing Date: 5 July 2021

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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.

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.

Commitment to patient safety, positive workplace culture and contributing to developing CHS as a learning organisation.

**Eligibility/Other Requirements**

**Mandatory:**

Relevant Registered Nurse qualifications and a minimum of five years' post graduate nursing experience is required.

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

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.

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.

**Notes** This Personal Upgrade is only available to eligible Permanent Staff at the Registered Nurse Level 1 (RN1) Level in Canberra Health Services. External Candidates are not Eligible for this process.

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

**Chief Executive Officer**

**Nursing and Midwifery and Patient Support Services**

**Nursing and Midwifery**

**Enrolled Nurse Level 2**

**Enrolled Nurse Level 2 \$66,932, Canberra (PN: 50830)**

Gazetted: 18 May 2021

Closing Date: 5 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/>

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

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.
- Commitment to patient safety, positive workplace culture and contributing to developing CHS as a learning organisation.

**Eligibility/Other Requirements**

**Mandatory:**

Relevant Enrolled Nurse qualifications and a minimum of five years' post graduate nursing experience is required. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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.

To be eligible to apply for a promotion to EN 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.

**Notes**

This Personal Upgrade is only available to eligible Permanent Staff at the Enrolled Nurse Level 1 (EN1 Level) in Canberra Health Services. External Candidates are not Eligible for this process.

Contact Officer: Melissa O'Brien (02) 5124 7130 [Melissa.O'Brien@act.gov.au](mailto:Melissa.O'Brien@act.gov.au)

**Chief Executive Officer**

**Medical Services**

**Imaging Services Administration**

**Administration Manager**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 20957)**

Gazetted: 18 May 2021

Closing Date: 3 June 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

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

The Medical Imaging department is a part of the Medical Services Group which is comprised of the Physician Training Office, Healthcare Technology Management, Medical Officer Support, Credentialing, Employment and Training Unit (MOS CETU), General Practitioner (GP) Liaison Unit, Pathology, Pharmacy and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services on a 24-hour, seven day a week basis for patients in Canberra and the surrounding NSW catchment area.

The service is committed to providing patients with cost-effective easily accessible subspeciality expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Administration Manager will be responsible for leading a team consisting of approximately 20 administration officers, the section is responsible for booking patient appointments, distributing results, managing waiting lists and tracking billing and revenue from the procedures performed. Administration staff in medical imaging are frequently required to communicate with internal and external stakeholders including patients, carers, referrers, medical, nursing and allied health staff.

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**Behavioural Capabilities**

Ability to manage and work cooperatively in a dynamic team environment.

High level communication and relationship management skills.

Ability to prioritise workloads effectively.

**Eligibility/Other Requirements**

A minimum of two years' experience working professionally as a supervisor or manager in a healthcare 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.

Knowledge of and experience with health information management systems, including Patient Administration Systems (PAS), Radiology Information Systems (RIS), Billing and Revenue Systems.

Experience with medical terminology and/or holds a Medical Terminology Certificate.

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 until 21 January 2023 with the possibility of extension.

Contact Officer: Melissa Devries (02) 5124 4233 [Melissa.Devries@act.gov.au](mailto:Melissa.Devries@act.gov.au)

**Clinical Services**

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

**Office of the Chief Psychiatrist**

**Specialist/Senior Specialist – Child and Adolescent Mental Health**

**Specialist Band 1 - 5/Senior Specialist \$180,732 - \$244,175, Canberra (PN: 28861)**



Gazetted: 18 May 2021

Closing Date: 28 June 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment of children and young people up to the age of 18 presenting with moderate to severe mental health problems.

The service is growing rapidly and comprises

- Northside and Southside Community Teams
- Hospital Emergency and Consult Liaison Team
- Specialist Mental Health Outreach Team (this team works with young people up to age 25)
- Assertive Mobile Outreach Team
- Eating Disorders Program
- Cottage Day Program
- DBT Program for Adolescents
- Perinatal and Infant Mental Health Services

The successful applicant will have experience in child and adolescent psychiatry, including the assessment and management of children and young people presenting with risk taking behaviours. Opportunities exist for the successful candidate to get experience and contribute to the team across a variety of the settings described above. Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

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

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

**Note:** The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time. Remuneration Package: \$280,553 - \$378,497 inclusive of salary, applicable allowances and 11.5% super. Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise.

#### **ABOUT YOU**

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

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.

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.

Knowledge of the *Mental Health Act 2015* and other related legislations is desirable.

Current driver's licence is preferred.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

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

Undergo a pre-employment Police check.

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

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

Contact Officer: Dr Denise Riordan (02) 5124 5876 [denise.riordan@act.gov.au](mailto:denise.riordan@act.gov.au)

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

### **Equipment Loan Service**

### **Weekend Health Service Officer**

### **Health Service Officer Level 3 \$53,168 - \$54,989, Canberra (PN: 16628)**

Gazetted: 19 May 2021

Closing Date: 28 May 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, Village Creek Centre in Kambah, Independent Living Centre and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of Reliable, Progressive, Respectful and Kind.

RACS work collaboratively with patients, their carers and other services within and external to CHS.



The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client care. Hours of work will be between 8:00am – 12:00 midday Saturday and Sunday (8 hours every weekend only). Applicants will also be required to work some public holidays.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

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

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

Hold a current driver's license.

A high level of fitness and ability to perform all duties

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.

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

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

**Notes:** This is a temporary part-time position available at (8) hours per week + Public Holidays and the above full-time salary will be-pro rata.

Contact Officer: Jessica Nuss (02) 5124 1065 [Jessica.Nuss@act.gov.au](mailto:Jessica.Nuss@act.gov.au)

### **Clinical Services**

#### **Nursing**

#### **Medical Oncology**

#### **Medical Oncology Registered Nurse**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 11779, several)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

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

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

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

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

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

An opportunity exists for a suitably experienced Registered Nurse to assist in supporting high quality patient outcomes in the Oncology Day Treatment Unit (DTU). The DTU is a busy unit providing day only infusions and treatment (for oncology, immunology and other medical specialty services). The nursing staff provide quality patient care and will be trained in safe administration of chemotherapy and associated therapies.

#### **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 patient's needs.

High level communication skills and the ability to critically think.

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

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.

**Mandatory:**

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

**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).

Contact Officer: Jessica Ryan (02) 5124 8457 [jessica.k.ryan@act.gov.au](mailto:jessica.k.ryan@act.gov.au)

**Nursing and Midwifery Resource Office**

**Nursing and Midwifery Patient Support Services**

**Administrative Assistant**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 31943)**

Gazetted: 19 May 2021

Closing Date: 4 June 2021

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

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

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

**POSITION OVERVIEW**

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

The Division of Nursing and Midwifery Patient Support Services provides directly daily operational support to the Nurse Managers and Teams across the Divisions of CHS, to facilitate effective and safe staffing and direct patient care.

**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**

Excellent communication

Ability to prioritise to meet deadlines

Flexibility to work in a small team

**Eligibility/Other Requirements:**

Experience in Administration and/or PROACT preferable but not mandatory.

**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 months.

Contact Officer: Simone Crowe (02) 5124 2915 [simone.crowe@act.gov.au](mailto:simone.crowe@act.gov.au)

**CHS People and Culture**

**Business Partnerships**

**Senior Advisor, People and Culture**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 41960)**

Gazetted: 14 May 2021

Closing Date: 31 May 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 People and Culture Division is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

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

The Division also plans, designs, communicates and monitors Canberra Health Services's Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable Canberra Health Services to deliver on its strategic agenda. Quality expert advice and support is provided through the People Strategy and Services integrated teams.

Canberra Health Services People and Culture are looking for an enthusiastic and experienced Human Resources (HR) practitioner. The successful applicant will be responsible for providing advice and assistance to HR Business Partners, Managers and Executives about the employment framework, managing workplace issues and general HR matters.

#### **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 competing demands.

Sound communication, liaison and negotiation skills.

Experience and skill in being an effective team collaborator and contributing to successful team dynamic.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Jim Tosh 0434845669 [Jim.Tosh@act.gov.au](mailto:Jim.Tosh@act.gov.au)

### **Canberra Institute of Technology**

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

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

#### **CIT Industry Engagement and Strategic Relations**

#### **CIT Industry Engagement and Strategic Relations Management**

#### **Senior Manager (Renewables)**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51811)**

Gazetted: 18 May 2021

Closing Date: 3 June 2021

Details: Are you a customer focused leader who can grow and strengthen connections, explore the system at different scales and understand the context within? Have you worked in complex project environments, empowered others to overcome challenges and see the opportunities to ensure the best outcome for your customers?

As the Senior Manager of Renewables at Canberra Institute of Technology (CIT) you will report directly to the Executive Director, Industry Engagement and Strategic Relations (IESR) and work closely with the CIT Renewables Board, CIT Colleges, CIT Executive team, CIT IESR leadership team and CIT staff more broadly.

CIT is seeking someone who can position CIT as a leader in the Renewable Energy and Sustainability sector by building workforce capability. You will do this by initiating and fostering strategic relationships providing strategic advice relating to ACT government policy and initiatives and oversee efficient and effective administration of the CIT Renewables workplan and funding.

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

Eligibility/Other Requirements: Experience in, or strong links working with the Renewable Energy and Sustainability (or related) sector would be desirable but not mandatory.

Notes: This is a temporary position starting immediately for a period of up to 12 months

How to Apply: Interested applicants may provide a pitch of no more than two pages and a current curriculum vitae outlining relevant skills and experience, and the contribution they believe they can make to CIT's objectives within the CIT Strategic Compass.

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

Contact Officer: Paul Ryan (02) 6207 4955 [Paul.Ryan@cit.edu.au](mailto:Paul.Ryan@cit.edu.au)

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

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

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

#### **Executive Branch Manager, ACT Property Group**

**Temporary Vacancy (asap – 6 months, with the possibility of extension)**

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

**Property and Venues**

**Position: E279**

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 14 May 2021

Expression of Interest sought for the position of Executive Branch Manager, ACT Property Group in the Treasury Stream of CMTEDD to fill a six month contract.

ACT Property Group (ACTPG) is a business unit responsible for delivering property management services on behalf of the ACT Government.

Those services include strategic asset management, strategic accommodation and planning and managing existing government and non-government tenancies. In addition, ACTPG also provide property upgrades and maintenance services (reactive and planned) to all ACT Government Directorates and Agencies.

To apply: Interested candidates are requested to submit an application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees to Mr Daniel Bailey via email, [daniel.bailey@act.gov.au](mailto:daniel.bailey@act.gov.au) by COB Friday 21 May 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: Daniel Bailey (02) 6207 5618 [daniel.bailey@act.gov.au](mailto:daniel.bailey@act.gov.au)

### **Economic Development**

**artsACT**

**Arts Programs**

**Program Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 45604)**

Gazetted: 19 May 2021

Closing Date: 2 June 2021

**Details:** artsACT is seeking an experienced Program Officer. The successful applicant will administer an arts funding program and assist in the development of government arts policy. The applicant will need strong program, policy and writing skills, a history of developing productive working relationships with internal and external stakeholders, and a desire to work innovatively to achieve results.

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

**Eligibility/Other Requirements:** A knowledge of the local and national arts sector is desirable.

**Notes:** This is a full-time permanent position with the possibility of part time (at a minimum of 22:03 hours per week but please note that the salary above will be paid pro-rata). 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.

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

**How to Apply:** Applicants are to address the Selection Criteria located in the Position Description, providing examples from your past experience demonstrating your suitability against the Professional/Technical Skills and Knowledge and Behavioural Capabilities for this role. Please provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Robert Piani (02) 6207 2381 Robert.Piani@act.gov.au

## **Procurement ACT**

### **Procurement Policy and Capability Branch**

#### **Capability and Help Desk Section**

##### **Data Entry and Administration Officer**

##### **Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 49410)**

Gazetted: 19 May 2021

Closing Date: 26 May 2021

**Details:** Procurement ACT division works with Directorates to drive best practice procurement and provides coordinated whole of government purchasing arrangements for categories such as travel, electricity, stationery and fleet.

We support Territory staff to undertake goods and service procurement activities efficiently and effectively through provision of systems, standard documentation and expert guidance. We also have strong category procurement knowledge and contract management skills to ensure our whole-of-government arrangements are delivering value to the Directorates accessing them. We aim to engage early and work closely with Directorates to program, strategically plan and deliver good outcomes for their procurement requirements.

Procurement ACT Division comprises two branches. The Goods and Services Branch provides procurement related guidance and services to other agencies and also manages more than 20 whole-of-government contracting arrangements to support efficient and effective purchasing across government. The Policy and Capability Branch provides procurement policy advice to government and supports delivery of procurement outcomes through systems management, reporting and data analysis and capability training for Procurement ACT staff and across Government.

The Policy and Capability branch is split into two teams. This position is part of the Capability and Reporting section and will report to the Senior Director, Capability and Reporting.

The role of the Data Entry and Administration Officer will be primarily to assist the team to enter important data regarding notifiable contracts in accordance with the requirements of the Government Procurement Act 2001.

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

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

**How to Apply:** Please apply by providing a one page expression of interest and a copy of your curriculum vitae.

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

Contact Officer: JoanneL Gardner (02) 6207 2076 JoanneL.Gardner@act.gov.au

## Shared Services

### Partnership Services

#### Commercial Services

##### Assistant Director - Operations, Digital Records Support

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 14680)**

Gazetted: 17 May 2021

Closing Date: 2 June 2021

**Details:** The Digital Records Support team are looking for a highly motivated, and enthusiastic Assistant Director to lead a dynamic team providing high level system administration and support for the ACT Government's electronic document records management systems (EDRMS). The successful candidate will require experience in delivering support to ICT change management processes, knowledge of technical resourcing requirements whilst improving strategic direction for the growth and development of these systems, and the team supporting them. Strategic capabilities/thinking is a must with flexibility, adaptability and resilience as a strength, as the environment has a highly operational tempo and constantly changing landscapes.

Digital Records Support (DRS) is the key area supporting Directorates in their transition to one of the approved Whole of Government (WhoG) EDRMS platforms. DRS is responsible for facilitating system upgrades and enhancements, and this position is the key component to its success by possessing sound communication, liaison and analytical skills with the capability of identifying and implementing new initiatives.

The Assistant Director leads the Business as Usual (BAU) side of the DRS team and must possess sound business acumen, experience in managing resources, understand methods in informing business processes and requirements, and have high-level attention to detail.

If you are a positive, dedicated, and motivated person who is driven and keen to look outside the box for continual improvement, assist in the development of processes and governance, and experienced in training, mentoring, and supporting staff of all levels, identifying opportunities for development and growth, then we can't wait to hear from you!

The ACT Public Service is a great place to work offering employees flexible working arrangements to ensure appropriate work life balance is maintained. Please go to <https://www.jobs.act.gov.au/work-with-us/best-service>, to find out why the ACT Public Service is one of the best public services to work in.

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:**

An ACT Government CMTEDD Baseline clearance is required for this position.

Relevant tertiary qualifications in business or another relevant discipline is desirable for this role.

Driver's license class C preferred.

**Notes:** Current and former ADF members are encouraged to apply.

**How to Apply:** Candidates are invited to submit a three-page pitch outlining their capabilities against the Behavioural Capabilities and Professional / Technical Skills and Knowledge required to perform the duties and responsibilities of the position.

Candidates are also requested to provide a copy of their curriculum vitae and nominate two recent referees

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

Contact Officer: Catriona Towner (02) 6205 7252 [catriona.towner@act.gov.au](mailto:catriona.towner@act.gov.au)

## Economic Development

### artsACT

#### Executive Assistant - Business Support

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 22821)**

Gazetted: 17 May 2021

Closing Date: 31 May 2021

**Details:** ArtsACT is seeking a motivated and organised person to join the team and fill the role of Executive Assistant - Business Support. The successful person will work with the Executive Branch Manager, artsACT and the artsACT team to provide administrative support including managing Government and Assembly business

requirements, using TRIM (HP records manager), smarty grants, travel management programs, squiz matrix and data systems. The position is the first point of contact for artsACT as liaison with internal and external stakeholders, clients and government officers as well as assisting with artsACT's communications and social media channels. The successful applicant will demonstrate high level administrative and organisational skills and well developed-communication skills. Full information on duties is available in the position description.

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

**Note:** This is a temporary position available up until 30 January 2023. 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 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. Selection may be based on application and referee reports only.

**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.**

Contact Officer: Sam Tyler (02) 6205 4365 sam.tyler@act.gov.au

## **Access Canberra**

### **Licencing and Registrations Branch**

#### **Business Support Team**

#### **Helpdesk Supervisor**

#### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 46012)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

**Details:** Would you enjoy supporting front line staff to provide the highest level of service to the Canberra community? Do you thrive on working in a busy, high pressure environment and enjoy juggling priorities? The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system, policies and procedures relating to Transport licencing, registration, vehicle compliance and registration processes. This is a high performing, faced paced team focused on outcomes and service delivery.

The team is also responsible for providing:

- business system training

- updates to Road Transport specific policy and procedure

- guidance and advice on Road Transport Authority (RTA) legislation

- updates to the Access Canberra website for Road Transport related transactions

- communicating changes to all rego.act stakeholders

- contributing to rego.act enhancements

We are looking for a hardworking, enthusiastic and motivated person to fill the role of helpdesk supervisor. The role is assigned to a rotating roster of 8am – 5.30pm Monday – Friday and involves providing advice on Road Transport Authority legislation, investigating and providing solutions to rectify system issues and being the point of escalation from helpdesk operators.

If you're a go getter who is confident taking and making phone calls to a range of stakeholders whilst managing competing priorities and being the escalation point for complex Registration and Licencing enquiries, then this is the role for you!

The successful applicant will need to have experience in the use of the rego.act computerised transport database, and have a sound knowledge of transport functions administered by Access Canberra.

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

**Notes:** This is a temporary position available immediately for approximately nine 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:**

If you are interested, please submit your curriculum vitae and a two-page pitch addressing:

Detail your greatest achievements in the last five years and how they relate to this position and its duties.

Detail your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

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

Contact Officer: Hayley Eastman (02) 6207 0403 Hayley.Eastman@act.gov.au

**Corporate**

**Corporate Management**

**Executive Support and Budget**

**Assistant Director, Executive Support and Budget**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 35255)**

Gazetted: 14 May 2021

Closing Date: 28 May 2021

**Details:** Corporate Management is looking for a dynamic and experienced person to fill the role of Assistant Director, Executive Support and Budget.

The Assistant Director role primarily supports the Director to maintain high quality and productive relationships with a range of stakeholders in a complex and fast-paced environment, to support the oversight of financial systems and work practices, as well as the seamless delivery of high calibre business and coordination support services to CMTEDD Corporate and the ACT Executive. (The ACT Executive consists of the ACT Government Ministers and their staff).

The role requires well developed coordination and communication skills, both oral and written, with demonstrated capacity to liaise with internal and external stakeholders at all levels. An ability to draw together appropriate technical information and expertise, superior judgement and discretion, and the ability to assess and escalate risk is also required. An understanding of working within a sensitive environment and ability to exercise sound judgement and discretion, especially in respect to confidential issues, is also required.

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

**Notes:** This is a temporary position available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your 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: Tracey Henry (02) 6207 0372 Tracey.Henry@act.gov.au

**Economic Development Division**

**Business and Innovation**

**Executive Assistant**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 33741)**

Gazetted: 14 May 2021



Closing Date: 28 May 2021

**Details:** Are you an experienced Executive Assistant that thrives in a busy dynamic work environment? Do you identify yourself as a collaborative, self-sufficient, highly motivated, and proactively organised individual? If this sounds like you, this could be the career opportunity you've been waiting for and we'd love to hear from you! A high level of administrative and organisational skills along with well developed communication skills are absolutely essential to this role. The successful candidate will work with the Executive Branch Manager and the Business and Innovation team to provide administrative support including managing/coordinating Government and Assembly business requirements and liaising with internal and external stakeholders. The successful candidate will be supported with their capability development and opportunities for career growth.

The 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:** Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process to fill similar/identical vacancies over the next 12 months. Please note, this position is in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**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: Jessica Round (02) 6205 4887 Jessica.Round@act.gov.au

## **Commercial services and infrastructure group**

### **ACT Property Group**

#### **Corporate governance**

#### **Assistant Director, Workplace Health and Safety**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 10962)**

Gazetted: 17 May 2021

Closing Date: 2 June 2021

**Details:** Do you have a strong understanding of WHS and the requirements in the ACT? Do you have experience in applying this understanding in practical circumstances – on building sites and in a variety of government buildings? Do you love sharing your knowledge with others to help them achieve better safety practices?

The person in this role is our expert in work health and safety, providing guidance, advice, training and support for managers and staff on how to work safely and assess whether others are working in a safe manner.

Ensuring that staff and contractors work in a safe manner and comply with work health and safety requirements is a high priority for ACT Property Group. This person will also develop and manage the safety management system, including policies, procedures and related documents, in consultation with the Quality Management System team. 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. This position will be part of the Quality, risk, compliance and safety team, ensuring improved delivery of services to customers and stakeholders.

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

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

##### **Requirements:**

- Qualifications in Work Health and Safety (minimum Certificate IV) is preferred.
- a current driver's licence (car).
- Experience in a construction or property management environment is desirable.

**Note:** This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Please review the Position Description 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.

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.

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.

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

Contact Officer: EmmaC Matthews (02) 6205 2693 emmac.matthews@act.gov.au

## **Access Canberra**

### **Customer Coordination**

#### **Service Centre**

#### **Assistant Director**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 42202, several)**

Gazetted: 17 May 2021

Closing Date: 24 May 2021

**Details:** Access Canberra is seeking a highly motivated individual to fill the role of an Assistant Director within the Customer Coordination Branch. If you are interested in supporting Customer Coordination by undertaking and managing ongoing projects, business improvement activities and procurement activities for the Business Unit, then this Assistant Director role could be the job for you.

In this role you will provide leadership and oversight of project delivery and assist in developing and implementing programs and projects for the Customer Coordination Branch. We are looking for someone to work with the team in preparing Directorate and ministerial documents, including briefings, cabinet submissions, QTBs, QoNs, correspondence and written reports.

You will know how to actively apply collaboration, continuous improvement and innovation principles to create and accelerate sustainable business values. Your organisational and decision making skills, including a demonstrated ability to allocate, direct and monitor resources from numerous teams. Access Canberra leaders are creative problem solvers and work together to achieve outcomes. If you have the adaptability for changing circumstances and can successfully manage multiple priorities and demands, in a dynamic, complex and diverse environment - then please consider applying for this role.

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

**Notes:** There are two 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 will be used to fill vacancies over the next 12 months. This position works in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a written response of no more than two pages detailing how your Skills, Knowledge and Behaviour will support you in delivering the duties and responsibilities of the position as outlined in the Position Description. Application should also include a current curriculum vitae.

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

Contact Officer: Craig Neiberding (02) 6207 6774 craig.neiberding@act.gov.au

## **Economic Development**

### **Economic Recovery and Strategic Policy**

#### **Director (Economic Recovery and Strategic Policy)**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51806)**

Gazetted: 14 May 2021

Closing Date: 28 May 2021

**Details:** Economic Recovery and Strategic Policy's role is to develop an integrated, whole of government approach to major economic policy initiatives; provide strategic direction and advice on Government's initiatives to diversify the ACT economy; and to work to create a vibrant community that attracts and retains talented people.

This involves high level oversight and strategic management of a broad range of programs, initiatives and policy development. Importantly, this unit seeks to create synergy and alignment of effort across the line area work led by the four Executive Branch Managers that report directly to the Executive Group Manager.

Reporting to the Senior Director, Economic Recovery and Strategic Policy, this position is responsible for delivering high-quality strategic policy services to assist the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra.

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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

**How to Apply:** To apply, please submit a pitch of no more than two pages outlining why you're an ideal candidate for the role in line with the Duties and Capabilities in the Position Description.

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

Contact Officer: Morgan Campbell (02) 6205 0931 Morgan.Campbell@act.gov.au

## **Workforce Capability and Governance**

### **Secure Local Jobs Code Branch**

#### **Compliance Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 42362, several)**

Gazetted: 13 May 2021

Closing Date: 31 May 2021

**Details:** The Secure Local Jobs Code Branch is looking for experienced investigators to join our team. To be successful in this role you will be an experienced investigator, who can interpret legislation and communicate effectively with a range of stakeholders to promote compliance with Code obligations. You will also enjoy working in a small team, be willing to share your expertise in compliance, investigations and enforcement to help educate stakeholders on compliance obligations and assist in the ongoing administration of the Secure Local Jobs Code. Formal qualifications in investigations, and experience working in industrial relations is highly desirable.

The Secure Local Jobs Branch supports the Secure Local Jobs Code Registrar, an independent statutory appointment in accordance with the *Government Procurement Act 2001*, in the administration of the Secure Local Jobs Code (the Code). This position reports to the Registrar, Secure Local Jobs Branch. The occupant of the position is responsible for undertaking a range of duties to support the Registrar administering the code. The position is responsible for ensuring Compliance with the Code through a range of compliance activities.

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

**Notes:** 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:** Candidates are invited to submit an application outlining their capabilities against the Professional / Technical Skills and Knowledge and Behavioural Capabilities required to perform the duties and responsibilities of the position. Candidates are also requested to provide a copy of their curriculum vitae and nominate two recent referees.

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

Contact Officer: David Robertson (02) 6205 4534 David.Robertson@act.gov.au

## **Workforce Capability and Governance**

### **Secure Local Jobs Code Branch**

#### **Director**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 31716)**

Gazetted: 13 May 2021

Closing Date: 31 May 2021

**Details:** The Secure Local Jobs Code Branch is looking for an experienced Director to join our team. To be successful in this role you will be an experienced leader with a background in compliance investigation, who can lead a team of compliance officers and investigators. You will use your high-level experience in interpreting legislation to communicate with both staff and a range of stakeholders to promote compliance with Code obligations. You will also enjoy working and leading in a small team environment. You will also be willing to share your expertise in compliance, investigations and enforcement to help educate stakeholders on compliance obligations and assist in the ongoing administration of the Secure Local Jobs Code. Formal qualifications in investigations, and experience working in industrial relations is highly desirable.

The Secure Local Jobs Branch supports the Secure Local Jobs Code Registrar, an independent statutory appointment in accordance with the *Government Procurement Act 2001*, in the administration of the Secure Local Jobs Code (the Code). This position reports to the Registrar, Secure Local Jobs Branch. The occupant of the position is responsible for undertaking a range of duties to support the Registrar administering the code. The position is responsible for ensuring Compliance with the Code through a range of compliance 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:**

Formal qualifications in regulatory/investigation and knowledge of, or qualifications in, industrial relations is highly desirable.

**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:** Candidates are invited to submit an application outlining their capabilities against the Professional / Technical Skills and Knowledge and Behavioural Capabilities required to perform the duties and responsibilities of the position.

Candidates are also requested to provide a copy of their curriculum vitae and nominate two recent referees

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

Contact Officer: David Robertson (02) 6207 3005 David.Robertson@act.gov.au

## **Workforce Capability and Governance**

### **Secure Local Jobs Code**

#### **Assistant Director**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 42361, several)**

Gazetted: 13 May 2021

Closing Date: 31 May 2021

**Details:** The Secure Local Jobs Code Branch is looking for experienced investigators to join our team. To be successful in this role you will be an experienced investigator, who can lead a team of compliance officers and investigators. You will use your experience in interpreting legislation to communicate with both staff and a range of stakeholders to promote compliance with Code obligations. You will also enjoy working in a small team, be willing to share your expertise in compliance, investigations and enforcement to help educate stakeholders on compliance obligations and assist in the ongoing administration of the Secure Local Jobs Code. Formal qualifications in investigations, and experience working in industrial relations is highly desirable.

The Secure Local Jobs Branch supports the Secure Local Jobs Code Registrar, an independent statutory appointment in accordance with the *Government Procurement Act 2001*, in the administration of the Secure Local Jobs Code (the Code). This position reports to the Registrar, Secure Local Jobs Branch. The occupant of the position is responsible for undertaking a range of duties to support the Registrar administering the code. The position is responsible for ensuring Compliance with the Code through a range of compliance 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:**

Formal qualifications in regulatory/investigation and knowledge of, or qualifications in, industrial relations is highly desirable.

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

**How to Apply:** Candidates are invited to submit an application outlining their capabilities against the Professional / Technical Skills and Knowledge and Behavioural Capabilities required to perform the duties and responsibilities of the position. Candidates are also requested to provide a copy of their curriculum vitae and nominate two recent referees.

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

Contact Officer: David Robertson (02) 6207 3005 David.Robertson@act.gov.au

**Access Canberra**

**Construction Utilities Environment Protection**

**Strategic Business Coordination Unit**

**Operational Policy Officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 37912)**

Gazetted: 13 May 2021

Closing Date: 15 June 2021

**Details:** The Construction, Utilities and Environment Protection Branch in Access Canberra is looking for a motivated person to work in the Strategic Business and Coordination team. It's a busy place to be, with a strong program to improve the quality of building in the ACT. We're looking for someone who knows how to develop and implement operational policy and processes across the Branch.

In this role, you'll be doing research and analysis to assist with reviewing and implementing operational policy, programs, and legislative amendments, drafting various Ministerial responses and assisting with secretariat services on committees and boards. You'll need to collaborate and discuss with various business units within the Branch and across ACT Government, seeking out areas for improvement or change. Your knowledge of the principles of regulation and your ability to see other perspectives will help you develop and deliver operational policies. You will have strong written and verbal communication skills and will be required to produce briefings, operational policies, correspondence, agendas, minutes and other material across the breadth of the Branch's work. You'll also have to be efficient, succinct and have good attention to detail.

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 with government processes and operational public policy development and delivery is desirable.

**Notes:** Access Canberra operates under activity-based working (ABW) arrangements. Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Applications will be assessed against the Selection Criteria of the Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. To apply please send us a two-page pitch detailing your experience and qualifications and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

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

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

**Community Services**

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

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

**Corporate Services**

**People Management**

**Safety and Wellbeing**

**Organisation Wellbeing Practice Leader**

**Health Professional Level 4/5 \$110,397 - \$146,368, Canberra (PN: 51830)**

Gazetted: 14 May 2021

Closing Date: 1 June 2021

**Details:** The People Management Branch of the Community Services Directorate have an exciting new opportunity for an Organisation Wellbeing Practice Leader.

The Branch provides strategic advice in relation to human resource matters across the Directorate including but not limited to industrial matters, safety and wellbeing matters, learning and development and workforce management.

As an Organisation Wellbeing Practice Leader you will provide support to the Executive Branch Manager in leading the injury prevention programs for CSD through analysing data, developing and implementing injury prevention programs and strategies, and providing specialist technical advice. You will also provide onsite early intervention and immediate mental health support for individuals managing significant challenges, provide responses to critical incidents as well as providing de-briefing services for both staff and Mental Health First Aid Officers.

Other responsibilities will include talent management and succession planning for critical roles, providing organisation psychology advice to the Executive Branch Manager and exercising clinical skills and judgement in providing guidance to Executive and Senior Officers with regard to legislative interpretation, applications and integration of post-injury management principles.

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

**Eligibility/Other requirements:** Qualifications in psychology.

**Notes:** This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position will be filled at either Health Professional 4 or Health Professional 5 depending on skills and experience.

**How to Apply:** If this role sounds like you and you have qualifications and experience in organisational psychology, please submit a two-page pitch addressing the Capabilities listed under 'Position Requirements' in the Position Description along with your curriculum vitae and contact details of at least two referees.

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

Contact Officer: Cathy Chandler (02) 6205 0949 [cathy.chandler@act.gov.au](mailto:cathy.chandler@act.gov.au)

**Cultural Facilities Corporation**

**Canberra Theatre Centre**

**Marketing Manager**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 011)**

Gazetted: 17 May 2021

Closing Date: 24 May 2021

**Details:** The Canberra Theatre Centre (CTC), the premiere live performance venue in the Nation's Capital, is seeking an energetic Marketing Manager to join the centre's dynamic team. The ideal candidate will bring their 10 years' experience in the performing arts industry to the role, having worked substantially in a commercial theatre or contemporary music high volume ticket sales environment.

The Marketing Manager heads the CTC Marketing Department and is a member of the Centre's Management team. They work closely with Box Office, Programming and other departments within Centre. They must also collaborate extensively with external stakeholders such as Media, Producers, Tourism Agencies and other Government Departments.

Experience in budget and financial responsibilities in relation to both strategic marketing and general operating requirements as well as directing and mentoring of staff is crucial. The successful candidate will have a growing network of performing arts industry contacts, and capacity to build on and utilise this network. Above all, the candidate needs to possess drive and an ambition to join the CTC at such an exciting time in the Centre's 55 year

history. Transformative capital works projects are in planning, and it essential that the successful candidate is equipped to take the CTC marketing department on a journey of growth and increased capability.

**Eligibility/Other Requirements:** A degree or equivalent relevant qualification in marketing, journalism, communications and/or public relations is desirable.

**Note:** This is a temporary position available for six months.

**How to Apply:** Applicants must submit a curriculum vitae and a written response to the Selection Criteria outlined in the Position Description.

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

Contact Officer: Alex Budd (02) 6243 5705 [alex.budd@act.gov.au](mailto:alex.budd@act.gov.au)

## **Education**

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

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

### **Executive Branch Manager**

**Temporary Vacancy (3 months, with the possibility of extension up to 9 months)**

**Education Directorate**

**Position: E1196**

(Remuneration equivalent to Executive Level 1.1/1.2)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 19 May 2021

Reporting to the Deputy Director-General, this position is responsible for coordinating and managing the Education Directorate's involvement in complex legal matters and processes. This position requires:

- Strong intrapersonal skills;
- Strong management and coordination skills;
- High standard of attention to detail and effective oral and written communication skills;
- Ability to work under limited supervision, take initiative, meet deadlines and support management of legal process and practice; and
- Ability to coordinate and prepare the Directorate to provide evidence as required.

This position requires strong skills in ensuring internal activities are followed through and recommendations are implemented.

To apply: Applications should include a maximum two page expression of interest and a Curriculum Vitae with the details of two referees to David Matthews via email, [david.matthews@act.gov.au](mailto:david.matthews@act.gov.au) by COB Wednesday 26 May 2021.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS officers at the SOGA classification or Band 1 Executives. The position will be filled at either the Executive Level 1.1 or Executive Level 1.2 depending on skills and experience of the preferred candidate.

Remuneration: The position attracts a remuneration package ranging from \$207,171 - \$214,972 (Executive Level 1.1) and \$221,815 - \$230,275 (Executive Level 1.2) depending on current superannuation arrangements of the successful applicant.

This includes a cash component of \$156,010 (Executive Level 1.1) and \$169,203 (Executive Level 1.2).

Contact Officer: David Matthews (02) 6207 0384 [david.matthews@act.gov.au](mailto:david.matthews@act.gov.au)

### **School Performance and Improvement**

**Belconnen Network**

**Kaleen Primary School**

**Administrative Assistant**

**School Assistant 3 \$56,101 - \$60,379, Canberra (PN: 40892)**

Gazetted: 17 May 2021

Closing Date: 24 May 2021

**Details:** Kaleen Primary School is seeking an administrative assistant to provide high level support to the school or within a specific work area. This may include coordinating specific administrative activities such as enrolments,

digital newsletters, social media and communication with stakeholders, School Administrative System, student absence/attendance processes and assisting in monitoring the workflow in relation to these activities. The successful applicant will also provide medical support to students within the HAAS program. The successful applicant will work closely with the Business Manager, Executive team and the Principal.

**Eligibility/Other requirements:**

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

HAAS trained and First Aid Certificate or a willingness to undertake appropriate training is highly desirable.

**Notes:** This position is part-time at 31:25 hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a written response and a curriculum vitae and referee report as a minimum.

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

Contact Officer: Michelle Northey (02) 6142 1750 [michelle.northey@ed.act.edu.au](mailto:michelle.northey@ed.act.edu.au)

**Education**

**North Gungahlin**

**Franklin School**

**Deputy Principal**

**School Leader B \$147,337, Canberra (PN: 30941)**

Gazetted: 13 May 2021

Closing Date: 20 May 2021

**Details:** Franklin School is seeking an experienced, skilled and dynamic individual to work as part of the Franklin leadership team. Details include:

As a member of the school executive team, support the principal to lead the school as a Professional Learning Community (PLC) to improve student learning outcomes and interpret data in accordance with the School Improvement Plan.

Continue the setup of the school expansion with a particular focus on the Small Group Program.

Lead whole school curriculum, pedagogy and assessment practices to maximise academic and social success.

Lead PBL at Franklin to build and maintain a positive school culture'

Lead, coach and support teachers to develop pedagogical practices that support students' individual needs.

Lead the Preschool, Kindergarten and Small Group Program teams.

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

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

**How to Apply:** Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant.

The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively.

Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.



Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package and application coversheet with two referees.

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

Contact Officer: Kate Flynn (02) 6142 1440 Kate.Flynn@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**

### **South and Weston Network**

#### **Telopea Park School**

##### **Information Technology Officer**

##### **Information Technology Officer Class 1 \$71,004 - \$80,826, Canberra (PN: 02795)**

Gazetted: 17 May 2021

Closing Date: 24 May 2021

**Details:** Telopea Park School/Lycée Franco-Australien de Canberra offers a dynamic, inspiring and nurturing learning community dedicated to supporting students to achieve their individual potential. This unique school operates under a Bi-national agreement between the French and Australian governments to deliver a high quality bilingual education program for students from kindergarten to year 10. The English stream in the high school provides learning through an International Baccalaureate Middle Years Program. Responding to changing educational/training needs through high quality learning and effective resourcing is a priority.

We are looking for a motivated individual with well-developed organisational skills, independent work ethic, and proven time management. The successful applicant will have the skills to manage the school's information and communication devices and infrastructure, providing support to staff and students to develop and access learning. This position will work closely with the Business Manager on a daily basis to deliver reliable and functional Information and Communication Technology (ICT) to the school, including identification and implementation new and emerging technologies.

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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Completion, or near completion of an associate diploma or higher qualification in Computing/Information science or significant relevant work experience (2 or more years) and a Class C Driver's licence.

**Notes:** This is a temporary position available immediately for a period of up to six weeks. Selection may be based on application and referee reports only. Applicants are strongly encouraged to contact the Contact Officer.

**How to Apply:** Please provide a two-page pitch outlining your experience and abilities against the Selection Criteria outlined in the Position Description; and your curriculum vitae with two referees.

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

Contact Officer: Hayden Weeks (02) 6142 3388 Hayden.Weeks@ed.act.edu.au

#### **Duffy Primary School**

##### **Learning Support Assistant**

##### **School Assistant 2/3 \$49,516 - \$60,379, Canberra (PN: 46356, several)**

Gazetted: 13 May 2021

Closing Date: 27 May 2021

**Details:** Duffy Primary is seeking highly motivated learning support assistants to work collaboratively within a team environment in a variety of settings across the school. One of the positions is in the Front Office and it would suit a highly organised person with strong written and verbal communication skills. The successful applicants will be required to provide personal and educational support to students including students with additional needs and/or intellectual and/or physical disabilities.

**Eligibility/Other Requirements:** It is desirable that the successful applicant has qualifications or experience in one or more of the following: early childhood (preschool), school front office/administration, Sentral, autism spectrum disorder or supporting students with additional needs. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on

Working with Vulnerable People registration refer to -

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

**Notes:** There are several temporary position's available from 12 July 2021 up until 17 July 2022 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**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: Linda Economopoulos (02) 6142 2528 [Linda.Economopoulos@ed.act.edu.au](mailto:Linda.Economopoulos@ed.act.edu.au)

## Service Design and Delivery

### Student Engagement

#### Network Student Engagement Team

#### Allied Health Executive

#### Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 43813, several)

Gazetted: 14 May 2021

Closing Date: 28 May 2021

**Details:** The ideal candidates have experience in leading strategic vision and building multidisciplinary teams capable of providing timely, high quality support to schools. The successful applicant will have a strong understanding of evidence-based universal, selected and targeted supports and be familiar with education settings. The successful applicant will also have the ability to impact positively on student outcomes through developing a strong understanding of needs, strengthening communication, building capacity in schools and championing Directorate commitments to continual improvement.

The ideal candidate is accountable and will demonstrate the ability to work within a risk framework, have highly developed leadership and stakeholder engagement skills, and a demonstrated commitment to the provision of high-quality services.

The successful candidate will have outstanding customer service and interpersonal skills and be able to successfully prioritise competing priorities in their day to day work.

#### **Eligibility/Other requirements:**

This position is for allied health professionals who are from psychology, social work, occupational therapy or speech pathology disciplines.

The candidates from professions that are registered (Occupational Therapy and Psychology) must be fully registered with their relevant Board of Australia that sits under the Australian Health Practitioner Regulation Agency.

For Social Work and Speech Pathology candidates it is essential that they have professional membership or eligibility for professional membership to their respective professional body (Australian Association of Social Workers or Speech Pathology Australia).

A minimum of three years work experience is required (five years is desirable).

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

Possession of a current driver's licence and access to a private vehicle.

**Notes:** This is a temporary position available immediately for a period of 6 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** In four pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. A current curriculum vitae, and two referees with a thorough knowledge of your work performance and outlook should also be included with your application. Please ensure that one of the referees is your current or immediate past supervisor. Referees will not be contacted without your knowledge.

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

Contact Officer: Jessie Atkins 0423 079 443 [jessie.atkins@act.gov.au](mailto:jessie.atkins@act.gov.au)

## Teaching and Learning

### Belconnen

#### Canberra High school

#### Industrial Technology and Design (Woodwork and Metalwork) Years 7-10 – Canberra High School

#### Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 04682)

Gazetted: 13 May 2021

Closing Date: 31 May 2021

**Details:** Canberra High School is seeking a permanent Industrial Technology and Design teacher to join our high school team. This position requires innovative and engaging pedagogy to teach Design and Technology (woodwork and metal work with IT being highly desirable). The successful applicant will work in a highly supportive teaching environment and have access to Trade Training Centre equipment for both woodwork, metalwork and Design.

A background in VET or a willingness to complete a Certificate 4 in Training and Assessment would be highly desirable.

For more information please contact Samara Chisholm email: [Samara.Chisholm@ed.act.edu.au](mailto:Samara.Chisholm@ed.act.edu.au) or phone: 61420800.

#### Eligibility/Other Requirements:

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

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

Australian citizenship and/or permanent residency status.

#### Your skills and experience

Qualifications and/or significant experience in teaching Technology (Woodwork/Metalwork).

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

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 lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

**Notes:** The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

**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.

Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

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

Contact Officer: Samara Chisholm (02) 6142 0800 [Samara.Chisholm@ed.act.edu.au](mailto:Samara.Chisholm@ed.act.edu.au)

## Service Design and Delivery

### Digital Strategy, Services and Transformation

#### Executive Branch Manager Digital Strategy, Services and Transformation

**Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E841)**

Gazetted: 13 May 2021

Closing Date: 27 May 2021

**Details:** The Education Directorate has a long-term vacancy from July 2021 – July 2026 to fill the position of Executive Branch Manager Digital Strategy, Services and Transformation.

The Executive Branch Manager (EBM) works to the Executive Group Manager as a member of the Directorate's executive team to provide strategic leadership for the ACT in school education, early childhood care and education.

The EBM is pivotal to guiding the Directorate's engagement with digital transformation and alignment to the ACT Government's Digital Canberra concept. This Executive leads significant change management and business innovation across the Directorate and is accountable for the design and delivery of Education's digital strategy and records management program. The EBM leads a range of ICT programs, business transformation initiatives and is responsible for the design and implementation of the service delivery arrangements with Shared Services ICT. The EBM also fulfils a leadership role across the ACT Public Service – participating in cross government working committees and project boards. The EBM also represents the Directorate on national committees and working groups including the National Systems Interoperability Program and Chief Information Officers' forums.

The EBM requires a diverse skill set – encompassing in-house consultancy services, strategist, risk management, contract management, service delivery assurance and strategic stakeholder consultation.

Key responsibilities of the EBM, Digital Strategy, Services and Transformation Branch are:

Development and implementation of the e-learning strategy

Development and implementation of a contemporary e-business systems

Management of the Directorate's information assets

The function provides advice to Deputy Director-General, Director-General, other members of the organisation's executive team and the Minister and Cabinet.

**Remuneration:** The position attracts a remuneration package ranging from \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

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

**How to Apply:** Applications should include an application coversheet, curriculum vitae and supporting claims against the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Further information about the position is available from contact officer, Ross Hawkins

[ross.hawkins@act.gov.au](mailto:ross.hawkins@act.gov.au) (02) 6205 7719

**Service Design and Delivery**

**Student Engagement**

**Network Student Engagement Team**

**Allied Health Assistant**

**Allied Health Assistant 3 \$67,158 - \$70,454 (up to \$74,533 depending on qualification level), Canberra (PN: 36981)**

Gazetted: 14 May 2021

Closing Date: 1 June 2021

**Details:** The individual in this position will primarily provide assistance to the Speech Language Pathologists but also to the Occupational Therapists and Physiotherapists in Education. The position is based in a Network Student Engagement Team (NSET), an inter-professional team of specialist teachers, psychologists, social workers, allied health professionals and allied health assistants. The individuals in this position work with students who have, or are at risk of, developmental delays, and students with disabilities who need additional support to access the school curriculum. This will involve the implementation of individual and/or group intervention programs for students and may include the use of specialised equipment and resource preparation. The successful candidate will work under the supervision and direction of health professionals. Staff at this level may be required to provide professional supervision to Allied Health Assistants Level 1 and 2 and Allied Health Assistant students.

**Eligibility/Other Requirements:**

Allied Health Assistant Certificate IV or equivalent qualification and relevant experience. Capacity to provide lifting and handling required in clinical intervention and the trial of equipment if necessary. Current driver's licence and

access to a private vehicle 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

**How to Apply:** Please submit your curriculum vitae, details of two referees and a written response to the Selection Criteria.

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

Contact Officer: Tania Piper 0466 852 573 [tania.piper@ed.act.edu.au](mailto:tania.piper@ed.act.edu.au)

## System Policy and Reform

### Strategic Policy

#### Early Childhood Policy

##### Assistant Director, Early Childhood Policy

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 42906)**

Gazetted: 19 May 2021

Closing Date: 2 June 2021

**Details:** Are you a high performing officer looking for your next rewarding challenge? Are you excited by implementing strategic reforms that benefits our youngest community members? Do you have experience delivering complex policy work, exceptional interpersonal skills, and high level written and organisational skills? Then this might be the job for you!

The Early Childhood Policy team is looking for a motivated and conscientious individual with skills and experience in government policy development to join our team. You do not have to have experience in early childhood education but experience in government policy development and a strong understanding and ability to effectively use government processes for a successful outcome is highly desirable.

To be successful in this role you must be effective in working in a very collaborative team, and in a fast paced and at times, pressured environment. You will need expertise in policy development, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of stakeholders.

This is a fantastic opportunity for someone who is keenly interested in being part of a collaborative effort to deliver strategic social policy reforms that will benefit children and families in our community.

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

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. COVID-19 arrangements: Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit. The successful candidate will be expected to work flexibly across sites. Information will be provided on how to work from home safely and effectively. Please note a gradual return to the workplace may be forthcoming.

**How to Apply:** Applications include a supporting statement of no more than three pages, outlining experience and/or ability across the Selection Criteria:

1. Well-developed conceptual and analytical skills, and the application of critical thought and problem solving skills in the context of policy development.
2. Highly developed organisational skills, including goal setting, planning, managing team outputs and individual responsibilities.
3. Well-developed interpersonal and representational skills, with experience in building quality relationships with stakeholders.
4. Ability to work under pressure, meet deadlines and consistently provide excellent customer service.
5. Understanding of ACT Public Service Values, demonstrated self-awareness, professionalism and a proven commitment to ongoing cultural awareness. Demonstrated awareness of and ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Applications should include a current curriculum vitae and the name and contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees.

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

Contact Officer: Sybilla Meeth (02) 6205 3619 sybilla.meeth@act.gov.au

### **Service Design and Delivery**

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

##### **Project Coordinator**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 44259)**

Gazetted: 17 May 2021

Closing Date: 26 May 2021

**Details:** As Project Coordinator the successful applicant will ensure projects are delivered in accordance to the Whole of Government standards, that priorities are managed, and that the quality of projects are delivered in an efficient and fit for purpose manner. You will support engagement with Directors, corporate senior leaders, service managers and external stakeholders to ensure their complex needs are understood, prioritised, and incorporated into Directorate plans with progress communicated throughout the delivery process.

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

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

###### **Highly Regarded:**

Formal qualifications in a related field or equivalent experience.

This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

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

why you want the role;

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

about an achievement that you are most proud of.

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

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

Contact Officer: Taymore Tabbah (02) 6207 5896 Taymore.Tabbah@act.gov.au

### **University of Canberra High School Kaleen**

#### **Mathematics and Information, Communication and Technology (ICT) Executive Teacher**

**School Leader C \$126,542, Canberra (PN: 32813)**

Gazetted: 17 May 2021

Closing Date: 31 May 2021

**Details:** University of Canberra High School Kaleen is a 7- 10 high school that operates as a Professional Learning Community. The school is looking for a dynamic school leader with high level pedagogy and curriculum leadership skills to join the executive team.

The role will include:

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

Lead and manage the Mathematics faculty and Professional Learning team with a focus on high levels of learning for all students, collaboration and results driven practice.

Lead and manage ICT across the school with a student centred and innovative approach.

Support student social and emotional learning within a Restorative Practices framework and a PBL approach.

Undertake an appropriate teaching load and other duties as determined by the Principal



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

**How to Apply:** Applicants should provide a curriculum vitae (two pages), a statement of claims based on the leadership capabilities outlined in the Position Description, with a focus on the job description specified for the position (maximum six pages) and contact information for two referees.

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

Contact Officer: Daniel Mowbray (02) 6142 0490 [daniel.mowbray@ed.act.edu.au](mailto:daniel.mowbray@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**

### **South and Weston Network**

#### **Yarralumla Primary School**

##### **School Leader C**

##### **School Leader C \$126,542, Canberra (PN: 02252)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

**Details:** Yarralumla Primary School is currently seeking applications to fill the role of the School Leader C position. Details include:

- Lead Italian and English teachers in a bilingual setting to improve pedagogy, curriculum and data collection.
- Lead the year 2-6 team including Italian teachers and beginning teachers.
- Improve student growth in numeracy and writing across the school.
- Lead PLCs using the spiral of inquiry approach to improve student learning outcomes.
- Lead visible learning across the school.
- Lead and manage ICT.
- Manage the school library.
- Lead school-wide initiatives that encourage student leadership and agency.

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

**Note:** The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary.

The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

**How to Apply:** Please submit your curriculum vitae, statement of claims based on the leadership capabilities – Leading Teaching and Learning, Developing Self and Others and Leading Improvement, Innovation and Change. As outlined in the application package (maximum two pages) and contact details of two referees. Statement of claims based on the Position Information and School Leader Capability Framework: The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position. Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

Referees: In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

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

Contact Officer: Rohan Evans (02) 6142 3253 rohan.evans@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**

### **Governance and Community Liaison**

#### **Governance, Policy and Procedures**

##### **Assistant Director Governance, Policy and Procedures**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 39427)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

**Details:** The main focus of this role will be provision of high level secretariat support. Our ideal candidate will be self-motivated, have an eye to quality improvement and an ability to effectively communicate with staff at all levels across the organisation.

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

**Notes:** This is a temporary position available for a period from 26 July 2021 up to 4 February 2022.

**How to Apply:** Please provide a response to the Selection Criteria of no more than two pages, together with a current curriculum vitae and contact details of two referees who have recent knowledge of your work, including if possible your current supervisor or someone who has recently supervised you.

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

Contact Officer: Denise Ryan (02) 6207 0587 denise.ryan@act.gov.au

## **Business Services**

### **People and Performance**

#### **HR Business Partnerships**

##### **Assistant Director (Work Health Safety and Wellbeing)**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 09224, several)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

**Details:** The Assistant Director, Work Health Safety and Wellbeing assists in leading the delivery of targeted and innovative health and safety strategies. Through the development and implementation of policies and processes, the Assistant Director Work Health Safety and Wellbeing drives the implementation of the Directorate's Work Health Safety and Wellbeing Strategic Plan, and continuously improves the Safety Management System. The Assistant Director works in partnership with internal and external stakeholders to provide legislative advice and assistance to support compliance with the requirements of the *Work Health and Safety Act 2011* and other legislative obligations as required.

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

Completion of or near completion of Certificate IV or Diploma in Work Health and Safety would be highly desirable.

Qualifications and experience in Quality Auditing would be desirable.

**Notes:** There are several positions available, and 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 prepare a two-page pitch addressing the "What you require" Technical and Behavioural Capabilities.

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

Contact Officer: Sophie Selfe (02) 6207 0290 Sophie.Selfe@act.gov.au



## Service Design and Delivery

### Student Engagement

#### Flexible Education

##### Flexible Education Classroom Teacher

**Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 30656)**

Gazetted: 19 May 2021

Closing Date: 4 June 2021

**Details:** Flexible Education is looking for a highly motivated, trauma informed and reflective teacher who works in an inclusive manner to develop personalised education programs for students in alternative education settings. Our ideal candidate will have excellent interpersonal, communication and relationship building skills who can work collaboratively and flexibly as part of a small interprofessional team within Flexible Education.

Flexible Education has oversight of Murrumbidgee School, Muliyan Program, Warrumbul-Yerra, the Hospital School, the educational program at The Cottage and Distance Education. While the successful applicant may work across any of the programs as required, we are looking for a teacher to work at Murrumbidgee School, the school located within Bimberi Youth Detention Centre.

We are after a dynamic teacher with the skills to be able to deliver personalised programs in any of the following specialised curriculum areas: Art, Woodwork or Music. They would also need to be able to demonstrate the ability to work flexibly and support general education programs (literacy and numeracy) as required.

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

**Eligibility/Other Requirements:** Prior to commencing in this role, a minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; current full teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain) and a current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011* is required. A current driver's licence and use of private vehicle is required.

**Note:** This is a temporary position available immediately for a period of six months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants are to provide a curriculum vitae, Statement of Claims based on the Australian Professional Standards for Teachers (max two-pages) and details of two referees (including a current or recent supervisor). Please also provide a copy of your TQI and WWVP registrations.

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

Contact Officer: Sasha Posthuma 02 6142 0093 [sasha.posthuma@ed.act.edu.au](mailto:sasha.posthuma@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

### Student Engagement

#### Clinical Practice

##### School Psychologist

**School Psychologist \$83,646 - \$120,042, Canberra (PN: 10860, several)**

Gazetted: 14 May 2021

Closing Date: 25 June 2021

**Details:** Are you a psychologist who is passionate about seeing children and young people thrive? ACT Education is seeking applicants for several permanent School Psychologist positions with an immediate start.

Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

Conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals.

Consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students.

Identify and assess mental health issues and provide follow up support or refer to other mental health services.

Provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers.

Assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations.

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

**Eligibility/Other requirements:**

Current full general registration as a psychologist with the Psychology Board of Australia.

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

It is highly desirable applicants hold a current Australian drivers' licence.

**Notes:** These are temporary positions available immediately for a period of 12 months. A merit pool will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months. These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and as such, a 12 month probation period will apply to applicants who are not existing ACTPS permanent employees.

**How to Apply:** In your application, please provide statements addressing the Selection Criteria (listed in the Position Description) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

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

Contact Officer: Joan Webb (02) 6205 9555 [EDUClinicalPractice@act.gov.au](mailto:EDUClinicalPractice@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.

**Environment, Planning and Sustainable Development**

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

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

**Climate Change and Energy Unit**

**Climate Change Partnerships**

**Project Support Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50331)**

Gazetted: 19 May 2021

Closing Date: 26 May 2021

**Details:**

Brief description of the Branch

The Climate Change Partnerships team is responsible for developing and strengthening partnerships with key segments of the community to contribute to an effective response to climate change. In collaboration with teams across the division, the team helps maximise broad-scale collective action on climate change and climate resilience within our ACT community.

Brief description of the role and its requirements

In this role you will help tailor digital tools and resources (including a new website) to activate our community to engage in the ACT's world-leading climate change response. You will help build effective partnerships to support stakeholders in reducing emissions. You will be part of a small team responsible for a range of work, including:

Identifying key partnerships for achieving climate change and sustainability goals

Coordinating development of digital solutions to support stakeholders in reducing emissions

Identifying and advising on insights about priority groups in the community for climate activation, their needs, current behaviours and level of influence

Advising and supporting on the development and promotion of appropriately tailored tools, resources, services and programs for the community (with a focus on digital), and

Coordinating the Division's attendance at high-level, large-scale events with key partners.

This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only

**Note:**

This is a temporary position available immediately until 19 November 2021. This position is available to ACT Government officers and employees only.

**How to Apply:**

Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas and a current curriculum vitae.

**Applications should be sent to the Contact Officer.**

Contact Officer: Miriam McMillan (02) 6205 3685 [Miriam.McMillan@act.gov.au](mailto:Miriam.McMillan@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.

**Corporate Services And Operations**

**Governance, Compliance and Legal**

**Governance and Business Resilience**

**Governance (Assurance and Performance Policy Officer)**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 42968)**

Gazetted: 19 May 2021

Closing Date: 7 June 2021

**Details:** The Governance and Business Resilience team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of governance and business resilience frameworks, documents, systems, solutions and practices that support the Directorate's operational and strategic objectives. The team is multi-disciplinary and operates across organisational strategic governance and frameworks, business resilience and risk management.

We are currently seeking an innovative, contemporary and talented business resilience and governance strategist who enjoys challenging work, has a can-do attitude and a keen eye for detail.

If you have experience in the development of governance, business resilience programs and policy development areas, or think your current skill set will allow you to adapt well to this area, then we want to hear from you!

Experience in development of emergency management doctrine may also be advantageous.

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 Islanders, veterans, LGBTIQ+ community and people with disability are encouraged to apply.

**Notes:** This is a temporary position available immediately for up to 12 months with possibility of permanency. The position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. A merit pool may be created from applicants who are found suitable, but not successful for the advertised positions. If you do not wish to be placed in the merit pool, please indicate this with the contact officer.

**How to Apply:** In your written response outline how your Skills, Behaviour and Knowledge align with the position responsibilities

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

Contact Officer: Dianne Gordon (02) 6205 3133 [Dianne.Gordon@act.gov.au](mailto:Dianne.Gordon@act.gov.au)

**Environment, Heritage and Water**

**Fire, Forests and Roads**

**Director (Forests)**

**Senior Professional Officer Grade B \$130,018 - \$146,368, Canberra (PN: 37053)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

**Details:** The ACT Parks and Conservation Service (PCS) is a branch of Environment, Planning and Sustainable Development Directorate (EPSDD) with responsibility for planning and ongoing management of our parks, reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition PCS manages a commercial forestry estate on behalf of the ACT Government

providing a broad recreation facility, carbon capture and an economic return for the ACT community. A core function of the ACT Parks and Conservation Service is the planning, preparation and management of fire in the landscape to incorporate Ngunnawal cultural burning knowledge and aspirations and ecological burning objectives.

An opportunity exists for a suitable qualified, innovative and experienced forester to join our team. As a member of the leadership team within the PCS Fire, Forest and Roads team, the successful applicant will lead and deliver the complex and highly visible commercial softwood forestry program in the ACT.

**Eligibility/Other Requirements:**

The successful applicant will have relevant tertiary qualifications and extensive technical/professional knowledge, high level operational experience and ability in the field of Softwood Plantation Management.

A relevant degree in Forestry or equivalent is a mandatory requirement of the position.

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

This position is classified as "Fire Trained Employee" under the *ACT Public Sector Technical and Other Professional Enterprise Agreement 2018-2021*. Bushfire related activities, including bushfire suppression and rostered standby, are a mandatory component of the position. Appointment/promotion/transfer to the position is conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

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

How to Apply: Applications must address the Selection Criteria (detailed in the Position Description) with no more than half a page per criteria.

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

Contact Officer: Neil Cooper (02) 6207 2488 [neil.cooper@act.gov.au](mailto:neil.cooper@act.gov.au)

## **Justice and Community Safety**

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

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

### **Corporate**

#### **Strategic Finance**

##### **Assistant Director, Senior Management Accountant**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 46464)**

Gazetted: 19 May 2021

Closing Date: 2 June 2021

**Details:** Strategic Finance is seeking a motivated, well organised person who can work independently and as a team member to effectively perform the role and functions of Assistant Director, Senior Management Accountant. They should possess a good understanding and have experience in public sector budget processes and financial frameworks, management accounting skills, excellent analytical ability and are client focused with high-level communication skills.

Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting managers with business specific financial needs.

The successful applicant will be required to:

assist in the development and coordination of the Directorate's internal and external budget process and annual financial statements;

undertake financial analysis and budget costings;

financial and performance management reporting and forecast;

assist in ensuring compliance with Treasury guidelines, statutory reporting and other legislation requirements and timeframe; and

liaise and negotiate with other agencies as required.

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

Experience in the use of complex spreadsheets and financial management systems such as TM1 would be an advantage.

Relevant accounting or equivalent qualifications, or significant progress towards gaining them is highly desirable.

Membership of either Australian professional accounting bodies (CPA or ICA) is also highly desirable.

**How to Apply:** Potential candidates 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, a current curriculum vitae including the details of two referees.

**Applications should be submitted via the apply Now button below,**

Contact Officer: Dean Browne (02) 6205 4013 [Dean.Browne@act.gov.au](mailto:Dean.Browne@act.gov.au)

## Corporate

### Chief Operating Officer

**Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E742)**

Gazetted: 14 May 2021

Closing Date: 19 May 2021

**Details:** The Justice and Community Safety Directorate is seeking expressions of interest from experienced, innovative and motivated senior executive to fill the position of Chief Operating Officer as soon as possible for an initial period of 3 months with a possible extension.

Reporting to the Director-General and working collaboratively with the JACS Senior Executive, the Chief Operating Officer has primary responsibility for driving the development and implementation of the Directorate's corporate strategies and leading the efficient operations of JACS corporate services under the 'One JACS, One Corporate' philosophy to best support JACS to achieve its strategic goals.

As a member of the JACS Strategic Management Committee, the COO will drive innovation and continuous improvement, lead corporate change processes and appropriately engage with risk to deliver high quality service outcomes and meet organisational performance targets. The position will be expected to lead by example, have a healthy risk appetite approach, effective interpersonal skills and the ability to motivate others. As the key strategic advisor on corporate matters, the COO will be expected to apply due diligence to processes and decisions, promote accountability and implement strategies to support business goals.

The Chief Operating Officer also collaboratively engages with other Senior Executives across government and actively participates in, and represents the Directorate on, whole-of-government committees and strategic priorities.

**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 [richard.glenn@act.gov.au](mailto:richard.glenn@act.gov.au) Director-General, Justice and Community Safety Directorate by **COB Wednesday 19 May 2021**.

**Note:** Selection may be based on written application and referee reports only. Applicants should discuss the possible duration of the vacancy with the contact person.

**Remuneration:** The position attracts a remuneration package ranging from **\$286,648 - \$298,006** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$227,160**.

**Contact Officer:** Richard Glenn (02) 6207 0501 [richard.glenn@act.gov.au](mailto:richard.glenn@act.gov.au)

## Corporate

### ICT Capital Works and Infrastructure

#### Senior Director, ICT Capital Works and Infrastructure

**Senior Officer Grade A \$151,002, Canberra (PN: 50924)**

Gazetted: 14 May 2021

Closing Date: 28 May 2021

**Details:** ICT Capital Works and Infrastructure (ICTCWI) are seeking interest for the temporary vacancy of Senior Director, ICT Capital Works and Infrastructure. The ICT CWI branch provides a broad range of functions including development and delivery of projects, infrastructure and ICT strategic advice and strategic planning, facilities management, procurement advice, sustainability and project assurance.

The Senior Director, provides high level leadership, manages capital works project assignments within the team, delivers high standard business documentation and supports the Executive Branch Manager. They will provide expert advice, deliver business cases, procurements, projects and manage feasibility, design and other investigations. This role will support business units to liaise/negotiate with other Directorates and industry in the delivery of the capital works programs, then provides comprehensive and effective management by monitoring, reviewing, assessing and managing reporting outputs on project finances/progress. This reporting is expected to be of high quality in order to provide advice to senior management, the executive team and business units, this

includes briefs on complex issues relating to infrastructure that supports urban development and other major projects.

The successful applicant will represent the Branch and Directorate at committee level including strong support to the JACS IMICT Governance/working groups, and cultivates strategic working relationships with key internal and external stakeholders, key government agencies/authorities and the public sector. This position also delivers JACS enabling strategies and plans including the WhoG digital Strategy and JACS ICT Strategy.

**Eligibility/Other Requirements:**

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

Relevant industry or tertiary qualifications with 10 years experience in ICT projects, programs and portfolio management is highly desirable.

A driver's licence is required.

ICT Capital Works and Infrastructure is located at 220 London Circuit which is an activity-based working (ABW) environment.

**Notes:** This is a temporary position available immediately for 12 months.

**How to Apply:** Demonstrate your experience, skills and behaviours in carrying out the duties outlined above by providing:

A two-page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

A current curriculum vitae.

Name and contact details of two referees.

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

Contact Officer: Hayley Molloy (02) 6205 1426 Hayley.Molloy@act.gov.au

**Parliamentary Counsel Office**

**Parliamentary Counsel**

**Executive Level 2.3 \$307,053 - \$319,330 depending on current superannuation arrangements, Canberra (PN: E057)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

**Details:** The Justice and Community Safety Directorate is seeking applications from suitably qualified people for the executive position of Parliamentary Counsel.

The Parliamentary Counsel's Office (PCO) provides legislative drafting and publishing services for the ACT. The PCO also maintains the ACT Legislation Register ([www.legislation.gov.au](http://www.legislation.gov.au)) where ACT legislation and legislative material are notified and published.

The primary responsibilities of the **Parliamentary Counsel** are to:

Develop, plan and coordinate legislative drafting services for the ACT (including provision of legislative policy and legal advice).

Develop, plan and coordinate legislative publishing services (particularly through the ACT legislation register) to ensure good access to ACT legislation and legislative material.

Lead PCO to ensure that its drafting and publishing services are of the highest standard possible, it responds effectively and efficiently to challenges and opportunities in a demanding and rapidly changing environment and comprehensive and up-to-date legislation and information is readily accessible on the Legislation Register for the benefit of the whole community.

Manage PCO's functions and resources to ensure that it operates effectively and efficiently in providing drafting and publishing services to clients, provides appropriate training and development for drafting and publishing staff, provides quality control for all its services, fosters innovation and continual improvements in the quality of its drafting and publishing services.

Manage the drafting and settling of draft legislation and legislative schemes, the provision of legal, practical and other advice about proposed legislation and legislative schemes, especially in relation to matters of particular sensitivity or complexity.

**Remuneration:** The position attracts a remuneration package ranging from \$307,053 to \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

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

**How to Apply:** Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Mary Toohey (02) 6205 3490 mary.toohey@act.gov.au

### **Legal Aid Commission**

#### **Legal Aid ACT**

#### **Legal Practices/Helpdesk**

#### **Legal/Administrative Support Officers**

#### **Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: ASO2, several)**

Gazetted: 17 May 2021

Closing Date: 31 May 2021

**Details:** Legal Aid ACT offers generous salary packaging and 15.4% employer superannuation.

Several vacancies exist in our Legal Practices and Helpline for suitably qualified persons.

You will be required to undertake a range of legal and administrative support tasks and assist in the provision of services to clients.

Further information is available from the attached Position Description or by contacting Brendon Morris on 6243 3499 or email [brendon.morris@legalaidact.org.au](mailto:brendon.morris@legalaidact.org.au) or [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au)

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

Contact Officer: Brendon Morris (02) 6243 3499 [brendon.morris@legalaidact.org.au](mailto:brendon.morris@legalaidact.org.au)

### **Major Projects Canberra**

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

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

#### **CIT Campus-Woden Project**

#### **CIT Project Liaison and Community Stakeholder Engagement Officer**

#### **Senior Officer Grade A \$151,002, Canberra (PN: 49335)**

Gazetted: 18 May 2021

Closing Date: 1 June 2021

**Details:** Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

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.

The CIT Project Liaison and Community Stakeholder Engagement Officer is responsible for leading MPC's liaison with the Canberra Institute of Technology (CIT) and managing community stakeholder engagement through the life of the CIT Campus-Woden Project.

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

**Eligibility/Other Requirements:**

- A working knowledge of community and stakeholder liaison and engagement will be an advantage.
- Relevant tertiary qualifications will be an advantage.

**Note:** This is a temporary position available for a period of up to four years. 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: John Hawkins (02) 6207 8402 john.hawkins@act.gov.au

**Infrastructure Delivery Partners**

**Civil Project Management**

**Senior Project Manager**

**Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 31872)**

Gazetted: 13 May 2021

Closing Date: 27 May 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!

Infrastructure Delivery Partners (IDP) provides:

Advice to government on major infrastructure projects;

Advice and administration on capital works procurement and vendor prequalification;

Managing and delivering the majority of ACT Government funded capital works projects;

Infrastructure and capital works procurement and delivery on behalf of directorates and agencies;

Coordination of Work Health and Safety Active Certification Policy for ACT Government construction sites; and

Managing the Territory's prequalification system, and developing, implementing and managing a range of capital works-related policies.

The Social, Commercial and Civil Project Management Branches within IDP 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.

The Infrastructure Delivery Partners (IDP) in Major Projects Canberra is comprised of the Social, Commercial and Civil Project Management Branches. IDP provides advice to Directorates and Treasury in relation to the planning and business case approval process for the majority of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as health, education, emergency services 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. IDP manages approximately \$600 million of capital works each year.

Under limited direction and in line with corporate objectives apply high order project management and procurement skills to a broad range of design and construction projects for the ACT 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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

**Eligibility/Other Requirements:**

**Mandatory:**

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

**Desirable:**

Experience in the delivery of projects using ACT Government contract forms.

**Notes:** This is a temporary position available for up to six months, with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies 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, contact details of two referees and copies of relevant degree and qualifications.

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

Contact Officer: Sri Tharan (02) 6207 6879 [Sri.Tharan@act.gov.au](mailto:Sri.Tharan@act.gov.au)

**Suburban Land Agency**

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

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

**Governance and Corporate Services**

**Project Management Office**

**Assistant Director (Project Management Office)**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50335)**

Gazetted: 19 May 2021

Closing Date: 7 June 2021

**Details:** Are you up for a new challenge? Come and join the Suburban Land Agency's (SLA) Governance and Corporate Services team. We are looking for an experienced and enthusiastic Assistant Director who is flexible, a team player and possesses strong procurement and project management skills.

Working to the Senior Director, the Assistant Director will support the Agency in delivering its key objectives outlined in the Statement of Intent (SoI) through the provision of leadership and support to Agency staff and project teams to assist in the delivery of successful project and procurement outcomes.

The Project Management Office (PMO) is responsible for providing expert advice in project management and procurement across the Agency. In the interests of supporting quality and transparent assurance and change activities, the PMO is responsible for the coordination and governance related to the project management and procurement frameworks. While project and procurement delivery will remain within the remit of each Branch, the PMO will be available to provide specialised support through advice, guidance, tools, and templates. This includes the continuous improvement and implementation of best practice project management and procurement policy, procedure, assurance activity and reporting.

**Eligibility/Other Requirements:** Relevant tertiary qualification or over five years' experience in a similar Procurement and/or Project Management role is highly desirable.

**How to Apply:** Applications are sought from potential candidates and should include a supporting statement (of no more than two pages) addressing the Professional and Technical Skills, and Knowledge and Behavioural Capabilities. Please also 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: Ned McRae (02) 6207 2753 [Ned.McRae@act.gov.au](mailto:Ned.McRae@act.gov.au)

## **Governance and Corporate Services**

### **Director - Work, Health and Safety**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 40201)**

Gazetted: 14 May 2021

Closing Date: 4 June 2021

**Details:** The Suburban Land Agency (SLA) is focussed and committed to the delivery of high quality, effective Work Health and Safety (WHS) for our people.

The Agency's Governance and Corporate Services Branch is looking for an experienced and motivated WHS and risk expert who thrives working in a team, is a practical and strategic thinker and who demonstrates strong leadership and engagement skills.

The Governance and Corporate Services Branch works as a team to support each other. We are supportive, and enthusiastic and wanting someone to join us who can work across our diverse Branch to provide leadership in times where Senior Directors are not available.

The Governance and Corporate Services branch is responsible for supporting the Board, Work Health and Safety (WHS), Human Resources (HR), corporate support, Project Management Office (PMO), legal services, and over governance and risk for the Agency including overseeing the day-to-day operations of the business.

The Director, WHS is part of the Agency's Governance and Corporate Services Branch and reports to the Senior Director, Corporate Services and People and Capability. In this key position you will provide high level advice to Agency Executive, Board, audit committees and staff and is responsible for WHS and wellbeing initiatives.

This role will work collaborative with Agency staff, Work Safe and WHS colleagues across the ACT Public Service, including EPSDD. The Director, WHS will lead several WHS committees, participate in Whole of Government project working groups, and respond to audit recommendations and will work closely with the Branch Governance team on risk related matters.

To be successful in this role, you will have demonstrated experience in managing WHS in a range of operational environments and the ability to design and develop WHS and wellbeing policies, guidelines, and initiatives to support the activities of the Agency.

You will be a strategic negotiator and communicator that builds and maintains effective stakeholder relations across all levels within Government. And you will apply a continuous improvement and measured approach to embedding WHS within the Agency, and lead by example to establish a culture that prioritises the health and wellbeing of staff.

**How to Apply:** Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

***Applications should be submitted to the Contact Officer.***

Contact Officer: Michelle Caulfield (02) 6207 7613 [michelle.caulfield@act.gov.au](mailto:michelle.caulfield@act.gov.au)

## **Transport Canberra and City Services**

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

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

### **City Services**

#### **City Presentation**

#### **Licensing and Compliance**

#### **Compliance Officer**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 44416, several)**

Gazetted: 19 May 2021

Closing Date: 9 June 2021

**Details:** Do you want the opportunity to work with great people in a rewarding career that shapes our City's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around.

Licensing and Compliance team (LC) is seeking highly motivated people to join its incredible, dynamic team. LC works within TCCS' City Presentation and is primarily responsible for the regulation and licensing the use of public unleased land in the Territory.

LC comprises of four teams: Land Use Licensing; Investigations; City Rangers; and Compliance Targeting. As an authorised officer, you will be trained to effectively regulate and administer various Acts for which TCCS is responsible, including the *Public Unleased Land Act 2013* and *Litter Act 2004*. Working within the Compliance Targeting Team (CTT), you will participate in targeted compliance programs, engaging and educating people and businesses on their legal obligations, and pro-actively targeting non-compliant activities including littering, illegal dumping, unauthorised public land use, moveable and fixed signs, abandoned vehicles, and overhanging foliage, undertaking appropriate enforcement action where required.

Reporting directly to CTT's Operations Manager, CTT officers are supported to proactively regulate public land in the Territory. Although CTT officers generally work Monday to Friday, a degree of flexibility is required, as some weekend and outside core hours work is required. Having a focus on engagement and education, good communication and rapport building skills are essential.

The work of a CTT officer can be challenging and is often subject to intense community scrutiny. Major challenges include the need to maintain a service ethos and a professional approach when dealing with difficult situations. As such, a resilient, positive demeanour is essential. In addition, the role requires officers to be trained to interpret and apply various different pieces of legislation and have the ability to explain the application of the law to other staff and members of the community.

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

**Eligibility/Other Requirements:** The successful applicants must have or have the ability to obtain:

- Driver's licence Class 'C' or higher. A current, active driver's license is essential.
- New ACT Government employees are required to complete a National Police Criminal History Check.
- Ability to obtain an ACT Workplace Health and Safety Construction Induction (White Card).
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- For the Compliance Targeting team officer, the ability to be flexible and on occasions, be willing to work outside core hours and on weekends.
- Willingness to wear a uniform.

Desirable:

- Experience in working in a regulatory, licencing or compliance environment.
- Ability to complete a Certificate IV in Government Investigation or equivalent within 12 months of employment.
- Current First Aid Certificate.
- Experience working in a fast-paced office environment.
- Strong verbal and written communication skills.
- Strong administrative skills.
- Strong organisational skills.
- Strong operational knowledge of office and field-based information technology.

**Note:** There are several permanent position available. Interviews may be conducted via video link. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position is 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 application addressing the Selection Criteria (no more than two pages), along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Matt Potter (02) 6207 2138 [matt.potter@act.gov.au](mailto:matt.potter@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**

**Strategy, Planning and Policy**

**Business Data Analyst**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 35982)**

Gazetted: 14 May 2021

Closing Date: 28 May 2021

**Details:** Transport Canberra is seeking an experienced Business Data Analyst who enjoys applying their highly developed critical thinking skills to translate data and information into performance reports, interrogating data to identify opportunities to reduce costs, improve services and increase revenue and improve business decision-making.

The Business Data Analyst will be responsible for gathering, evaluating and interpreting qualitative and quantitative data, undertake trend analysis and communicate emerging risks and issues.

The Business Data Analyst will also have well developed written and verbal communication skills and be able to prepare various analytical and strategic reports, documents and presentations.

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:**

Tertiary level qualifications in business data analytics or a related discipline is highly desirable.

Expertise in/ and ability to quickly gain mastery of programming languages is desirable.

Expertise in/ and ability to perform statistical modelling and on administrative data is desirable.

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

**How to Apply:** Applicants are required to submit a response of no more than two pages addressing the Selection Criteria (what you require) in the Position Description. Please also include current curriculum vitae and the names, contact details of two referees along with proof of relevant qualifications.

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

Contact Officer: Shonah Stratton (02) 6205 8479 shonah.stratton@act.gov.au

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

## APPOINTMENTS

### ACT Health

**Senior Officer Grade C \$110,397 - \$118,832**

Fellon Gaida, Section 68(1), 17 May 2021

### ACT Integrity Commission

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Christopher Marshall, Section 68(1), 17 May 2021

### Canberra Health Services

**Registered Nurse Level 1 \$67,984 - \$90,814**

Nikoletta Karagiannidis, Section 68(1), 17 May 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Nataly Nobile, Section 68(1), 12 May 2021

**Assistant in Nursing \$52,300 - \$54,070**

Joseph Nwosu, Section 68(1), 13 May 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Mark Rigby, Section 68(1), 14 May 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Fotini Tzavalas, Section 68(1), 17 May 2021

**Health Service Officer Level 5 \$57,809 - \$60,679**

David Wardlaw-Kelly, Section 68(1), 20 May 2021

**Staff Specialist Band 1-5/ Senior Specialist \$180,732 - \$244,175**

Shyamalee Crocker, Section 68(1), 19 May 2021

**Canberra Institute of Technology**

**Teacher Level 1 \$77,492 - \$103,397**

Elyse Henderson, Section 68(1), 17 May 2021

This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appellable.

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Raphael Bagnaud, Section 68(1), 13 May 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Antoinette Bailey, Section 68(1), 18 May 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

DAVIN HENG, Section 68(1), 13 May 2021

**Senior Officer Grade A \$151,002**

Sara Howell, Section 68(1), 21 May 2021

**Senior Officer Grade B \$130,018 - \$146,368**

Muhammad Mulki, Section 68(1), 13 May 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Veronica Polegubic, Section 68(1), 17 May 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Tenari Samoa Teo, Section 68(1), 13 May 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Aiswarya Sunilduth, Section 68(1), 17 May 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Gaye Walker, Section 68(1), 20 May 2021

**Education**

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Sirisha Davala Venkata, Section 68(1), 17 May 2021

**Cleaning Services Officer 2 \$51,742 - \$53,670**

Thinley Dema, Section 68(1), 6 May 2021

**Cleaning Services Officer 2 \$51,742 - \$53,670**

Doten Doten, Section 68(1), 6 May 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Sharon Taylor, Section 68(1), 17 May 2021

**Environment, Planning and Sustainable Development**

**Technical Officer Level 4 \$87,715 - \$100,388**

Emily McLean, Section 68(1), 13 May 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Mark Shorter, Section 68(1), 17 May 2021

**Justice and Community Safety**

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Gabriela Casillas Castro, Section 68(1), 12 May 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Elizabeth Samra, Section 68(1), 17 May 2021

**Major Projects Canberra**

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Hugh Palamountain, Section 68(1), 13 May 2021

**Transport Canberra and City Services**

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Catalina Gibbons, Section 68(1), 18 May 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Elizabeth Green, Section 68(1), 18 May 2021

**General Service Officer Level 5/6 \$57,359 - \$63,127**

Craig Madden, Section 68(1), 12 May 2021

This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appellable.

**General Service Officer Level 5/6 \$57,359 - \$63,127**

Dallas Margules, Section 68(1), 18 May 2021

**Worksafe ACT**

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Rosa Wang, Section 68(1), 17 May 2021

## TRANSFERS

### Canberra Health Services

#### **Jessica Forshaw**

From: Senior Officer Grade C \$110,397 - \$118,832

Education

To: Senior Officer Grade C \$110,397 - \$118,832

Canberra Health Services, Canberra (PN. 50544) (Gazetted 12 February 2021)

#### **Nikki Nokes**

From: Medical Imaging Level 4 \$121,435 (Up to 130,714 for positions designated in clause 20.1 of the EA)  
Canberra Health Services

To: Medical Imaging Level 4 \$121,435 (Up to 130,714 for positions designated in clause 20.1 of the EA)

Canberra Health Services, Canberra (PN. 28809) (Gazetted 26 March 2021)

### Education

#### **Kevin Seal**

From: Building Service Officer 4 \$87,715 - \$100,388

Education

To: Building Service Officer 4 \$87,715 - \$100,388

Education, Canberra (PN. 39103) (Gazetted 12 August 2020)

#### **Anita Wesney**

From: Manager Education Level 2 \$151,679

Canberra Institute of Technology

To: Senior Officer Grade A \$151,002

Education, Canberra (PN. 31884) (Gazetted 28 January 2021)

### Justice and Community Safety

#### **Robert Morley**

From: Correctional Officer Class 1 \$66,695 - \$79,532

Justice and Community Safety

To: Correctional Officer Class 1 \$66,695 - \$79,532

Justice and Community Safety, Canberra (PN. 31604) (Gazetted 4 November 2020)

#### **Ben warner**

From: Correctional Officer Class 1 \$48,813

Justice and Community Safety

To: Correctional Officer Class 1 \$66,695 - \$79,532

Justice and Community Safety, Canberra (PN. 13570) (Gazetted 4 November 2020)

### Major Projects Canberra

#### **Therese Tonna**

From: Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services

To: Senior Officer Grade C \$110,397 - \$118,832

Major Projects Canberra, Canberra (PN. 45231) (Gazetted 4 March 2021)

**Transport Canberra and City Services**

**Shelley-Anne Williams**

From: \$79,471

Transport Canberra and City Services

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Transport Canberra and City Services, Canberra (PN. A20198) (Gazetted 24 March 2021)

**PROMOTIONS**

**ACT Health**

**Digital Solutions Division**

**Technology Operations**

**Critical Systems and Infrastructure Hub**

**Peter Hewitt**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

ACT Health

To: †Senior Information Technology Officer Grade C \$110,397 - \$118,832

ACT Health, Canberra (PN. 50878) (Gazetted 16 March 2021)

**Digital Solutions Division**

**Technology Operations**

**Critical Systems and Infrastructure Hub**

**Surya Suresh**

From: Information Technology Officer Class 2 \$87,715 - \$100,388

ACT Health

To: †Senior Information Technology Officer Grade C \$110,397 - \$118,832

ACT Health, Canberra (PN. 51626) (Gazetted 16 March 2021)

**Canberra Health Services**

**Clinical Services**

**Divine Abraham**

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 41010) (Gazetted 20 January 2021)

**Clinical Services**

**Gladdys Chitera**

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 37272) (Gazetted 20 January 2021)

**Victoria Correll**

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 39908) (Gazetted 1 March 2021)



**Clinic Services**

**Joanne Dix**

From: Allied Health Assistant 3 \$67,158 - \$70,454 (up to \$74,533 depending on qualification level)  
Canberra Health Services  
To: Health Professional Level 2 \$67,892 - \$93,203  
Canberra Health Services, Canberra (PN. 17704) (Gazetted 16 November 2020)

**Canberra Health Services**

**Jacinta Greaves**

From: Registered Nurse Level 1 \$67,984 - \$90,814  
Canberra Health Services  
To: Registered Nurse Level 2 \$94,409 - \$100,061  
Canberra Health Services, Canberra (PN. 20073) (Gazetted 10 September 2020)

**Clinical Services**

**Togarepi Katyamaenza**

From: Registered Nurse Level 1 \$67,984 - \$90,814  
Canberra Health Services  
To: Registered Nurse Level 2 \$94,409 - \$100,061  
Canberra Health Services, Canberra (PN. 37274) (Gazetted 20 January 2021)

**Canberra Health Services**

**Wing Liu**

From: Registered Nurse Level 1 \$67,984 - \$90,814  
Canberra Health Services  
To: Registered Nurse Level 2 \$94,409 - \$100,061  
Canberra Health Services, Canberra (PN. 22695) (Gazetted 10 September 2020)

**Canberra Health Services**

**Samantha Marwick**

From: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)  
Canberra Health Services  
To: †Senior Officer Grade A \$151,002  
Canberra Health Services, Canberra (PN. 25610) (Gazetted 19 March 2021)

**Yu Shi**

From: Health Service Officer Level 3 \$53,168 - \$54,896 (Retention Point CHS Only \$54,989)  
Canberra Health Services  
To: Administrative Services Officer Class 2/3 \$58,230 - \$71,004  
Canberra Health Services, Canberra (PN. 40699) (Gazetted 20 April 2021)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Construction, Utilities and Environmental Protection**

**Lease Compliance and Occupational Licensing**

**Adam Bruzga**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$87,715 - \$100,388  
Chief Minister, Treasury and Economic Development, Canberra (PN. 50965) (Gazetted 6 April 2021)

**Access Canberra**

**Projects, Governance and Support**

**Government, Business and Coordination**

**Catherine Matthews**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade B \$130,018 - \$146,368  
Chief Minister, Treasury and Economic Development, Canberra (PN. 15323) (Gazetted 9 April 2021)

### **Community Services**

**Office of the Director General  
Quality, Complaints and Regulation  
Office of the Senior Practitioner  
Amenah El Chami Batch**

From: Child and Youth Protection Professional Level 4 \$117,046 - \$125,587  
Community Services  
To: †Senior Officer Grade A \$151,002  
Community Services, Canberra (PN. 44359) (Gazetted 9 April 2021)

**Children Youth and Families  
Child Youth Protection Services  
Practice and Performance**

**Maria Kanellopoulos**  
From: Child and Youth Protection Professional Level 5 \$134,806 - \$151,360  
Community Services  
To: †Child and Youth Protection Professional Level 6 \$156,053  
Community Services, Canberra (PN. 11847) (Gazetted 12 January 2021)

### **Education**

**School Performance and Improvement  
North Gungahlin  
Majura Primary School  
Jacob Bindley**

From: School Leader C \$126,542  
Education  
To: †School Leader B \$147,337  
Education, Canberra (PN. 04003) (Gazetted 1 March 2021)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Service Design and Delivery  
Universal School Support  
Jackelyn Buckley**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168  
Environment, Planning and Sustainable Development  
To: Administrative Services Officer Class 6 \$87,715 - \$100,388  
Education, Canberra (PN. 38905) (Gazetted 12 April 2021)

**Office for Schools  
Tuggeranong School Network  
Gilmore Primary School  
Tina Holzhauser**

From: School Assistant 2 \$49,516 - \$54,675  
Education  
To: School Assistant 3 \$56,101 - \$60,379  
Education, Canberra (PN. 46631) (Gazetted 26 March 2021)

**School Performance and Improvement**

**Tuggeranong**

**Caroline Chisholm School**

**Beth Skinner**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Education

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Education, Canberra (PN. 42352) (Gazetted 30 April 2021)

**School Performance and Improvement**

**Belconnen Network**

**Latham Primary School**

**Jennifer Taylor**

From: School Assistant 2 \$49,516 - \$54,675

Education

To: School Assistant 4 \$67,267 - \$72,837

Education, Canberra (PN. 44333) (Gazetted 18 March 2021)

**Environment, Planning and Sustainable Development**

**Environment**

**Parks and Conservation Service**

**Parks and Partnerships - Urban Reserves**

**Stuart Austen**

From: General Service Officer Level 5/6 \$57,359 - \$63,127

Environment, Planning and Sustainable Development

To: General Service Officer Level 9 \$75,985 - \$85,873

Environment, Planning and Sustainable Development, Canberra (PN. 09886) (Gazetted 16 March 2021)

**Sustainability and the Built Environment**

**Climate Change and Sustainability**

**Program Delivery and Policy**

**Marianne Dyason**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development, Canberra (PN. 50580) (Gazetted 23 October 2020)

**Climate Change and Energy**

**Climate Change and Energy**

**Program and Policy**

**Olivia Edgar**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Environment, Planning and Sustainable Development, Canberra (PN. 50583) (Gazetted 3 March 2021)

**Environment**

**Parks and Conservation Service**

**Parks and Partnerships - Urban Reserves**

**Amelia Keyworth**

From: General Service Officer Level 7 \$65,087 - \$68,733

Environment, Planning and Sustainable Development

To: General Service Officer Level 9 \$75,985 - \$85,873

Environment, Planning and Sustainable Development, Canberra (PN. 14945) (Gazetted 16 March 2021)

**Justice and Community Safety**

**ACT Courts and Tribunals**

**ACAT**

**Energy and Water**

**Jessica Catlin**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Justice and Community Safety

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Justice and Community Safety, Canberra (PN. 34715) (Gazetted 27 September 2020)

**ACT Courts and Tribunals**

**ACAT**

**Molly Smith**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Justice and Community Safety

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 34716) (Gazetted 17 September 2020)

**Transport Canberra and City Services**

**Territory and Business Services**

**Domestic Animal Services**

**Zoe Cooper**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Justice and Community Safety

To: †Administrative Services Officer Class 5 \$81,407 - \$86,168

Transport Canberra and City Services, Canberra (PN. 23681) (Gazetted 17 March 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.