



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 04 August 2022**

## 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**

**Office of the Chief Medical Officer/Chief Psychiatrist**

**Clinical Systems Governance**

**Director, Clinical System Governance**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57237)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

**Details:** An exciting opportunity has become available for a person with experience in being involved in conceptualising and implementing complex and effective clinical system governance arrangements.

In addition to specific focus on supporting implementation of clinical system governance you will have the opportunity to be involved in jurisdiction-wide quality and performance improvement initiatives. You will also review and evaluate quality and safety outcomes and provide high-level advice on wider clinical policy matters within the Office of the Chief Medical Officer.

Your strong knowledge base and technical expertise in clinical quality improvement and the implementation of clinical governance frameworks will be an advantage in this role. In addition, your thorough understanding of the national and local health quality improvement and patient safety agenda and experience implementing quality improvement tools, methods and their application will stand you in good stead.

You must feel comfortable working within a decentralised structure where innovation and new conceptual thinking is well regarded and encouraged.

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

**Eligibility/Other requirements:** This role requires you to have proven high-level ability to manage and implement clinical system governance arrangements and strong knowledge base and technical expertise in clinical quality improvement.

This role may require working in high-risk environments such as quarantine and/or testing sites, where evidence of an approved COVID-19 vaccination may be requested.

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

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

**How to Apply:** Please carefully review the "Expectations" and "Selection Criteria" in the Position Description and submit your curriculum vitae along with a "pitch" of no more than two pages addressing these criteria to support your application.

In your curriculum vitae we will be specifically looking for the depth of your skills, knowledge, expertise, and experience in clinical systems governance, quality improvement and improving consumer safety.

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

Contact Officer: Catherine Trevorrow 51246292 [Catherine.Trevorrow@act.gov.au](mailto:Catherine.Trevorrow@act.gov.au)

**Policy, Partnerships and Programs**

**Office of the Executive Group Manager Policy, Partnerships and Programs**

**Funding Policy**

**Assistant Director**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48333)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

**Details:** We offer a values-based culture in which we pride ourselves on inclusion, respect, and integrity. We provide interesting, diverse work in a unique government environment where you can see the impact you have on the Canberra community.

Policy, Partnerships and Programs Division (PPP) provides strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future. PPP delivers strategic health policy advice on issues including primary care, workforce, Aboriginal and Torres Strait Islander health, women, aged care, LGBTIQ+, inter-governmental negotiations and legal matters.

We are seeking a values-based officer for the role of Assistant Director of the recently established Funding Policy Section. This requires someone who can develop and support policy and reforms that improve funding outcomes for the ACT government. You will also prepare and coordinate policies, Cabinet, ACT Legislative Assembly, Ministerial, briefings, Directorate coordination and other related requests the team may receive. You will provide coherent, timely, high-quality advice, briefing and information to Ministers, the Director-General, Directorate executives and other internal and external stakeholders as required.

If you are highly driven, very organised, value integrity, diligent, and are always respectful, especially under time pressure and in some challenging scenarios, we would love to hear from you!

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

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

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk. Officers must have the ability to work from home or remotely. Current and former ADF members are encouraged to apply.

**How to Apply:** If you are interested in applying for this position, please provide a written statement of no more than two pages addressing the What You Require section of the Position Description, your curriculum vitae and contact details of two referees. Preferably referees with a thorough knowledge of your work performance and that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Michael Culhane (02) 5124 9392 Michael.Culhane@act.gov.au

**Policy, Partnerships and Programs**

**Health Policy and Strategy Branch**

**Disability and Community Policy**

**Policy Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58115, several)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

**Details:** The Health Policy and Strategy Branch is seeking a Senior Policy Officer to contribute to the work of the Disability and Community Policy team.

The ideal candidates will have well-developed written and oral communication skills, an understanding of health policy, and an ability to liaise and network within a remote working environment.

**Eligibility/Other Requirements:**

**Desirable skills:**

Policy development, research, negotiation, and coordination. Additionally, the position requires sound judgement and analytical skills to respond quickly to business needs and meet tight timeframes.

Relevant experience and/or tertiary qualifications in a related field or equivalence experience in public health and/or public policy is highly desirable.

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

**Note:** The position is for an immediate start for six months with the possibility of extension up to 12 months.

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

This recruitment process will be used to fill several positions across the Branch over the next few months.

It is expected that this role will commence and operate in a mostly remote working environment. Due to the ongoing impacts of the COVID-19 pandemic, the Health Policy and Strategy Branch are currently employing a COVID-19 Hybrid Working Plan. For the most part this includes working from home with an optional day in the office once a week onsite at 4 Bowes Street in Woden (with flexibility if required).

**How to Apply:** Interested candidates are requested to provide a written statement of no more than two pages addressing the Capabilities listed under 'What You Require' in the Position Description along with your curriculum vitae and contact details of two referees.

**Applications are to be submitted via the "Apply Now" button below.**

Contact Officer: Lisa Spencer (02) 5124 9355 [Lisa.Spencer@act.gov.au](mailto:Lisa.Spencer@act.gov.au)

## **Infrastructure, Communication and Engagement**

### **Communication and Engagement**

#### **Online Strategy and Design**

##### **Web Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36825)**

Gazetted: 09 August 2022

Closing Date: 23 August 2022

Details: **Duties:** The Communication and Engagement Branch delivers specialist services in strategic communication, media, internal communication, digital and design. The Online and Design Team manages the Directorate's websites including [health.act.gov.au](http://health.act.gov.au) and the Intranet, and provides design and multimedia services.

As the Web Officer in the Online and Design Team, you will undertake web administration, management, maintenance and performance evaluation. This includes problem solving, issues management and recommending solutions in line with digital standards and best practice based on your knowledge from a technical, user experience and content design perspective.

Working under limited direction, you will be responsible for the following:

Manage and maintain the ACT Health website and Intranet, and provide technical support and advice for a range of digital channels.

Web administration using Squiz, Drupal and SharePoint content management systems and ability to work with web programming languages such as HTML, CSS and JavaScript

Plan, run and report testing activities such as User Acceptance Testing (UAT).

Maintain knowledge of and support search engine optimisation (SEO), and work closely with web developers to ensure effective website search configuration.

Understand web requirements, resolve complex issues, and work with colleagues, suppliers and business areas to meet objectives.

Monitor, evaluate and report on web performance.

Maintain detailed knowledge of web standards, trends and best practice, and provide expert advice and recommendations on site changes and solutions.

Undertake project management activities for small projects such as scoping requirements, and developing plans and schedules, and deliver web specific training.

Build productive relationships and work collaboratively with other members of the Branch and business areas to ensure delivery of high quality and responsive services and achievement of business outcomes.

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

**Eligibility/other requirements:** To be successful in this role, you will have demonstrated experience in managing and maintaining large websites in line with relevant legislative requirements and digital standards. You will be experienced working with programming languages like HTML and CSS, and administering content management systems such as Squiz, Drupal and SharePoint.

You will have proven experience in troubleshooting web issues, planning and conducting testing (UAT, usability testing), monitoring and evaluating web performance, and using web analytics and testing tools. You will also possess strong written and verbal communication skills, and the ability to juggle and prioritise competing tasks to meet deadlines and build effective working relationships.

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

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

**How to Apply:** Please submit a written application of no more than two pages responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees (preferably including current supervisor), one of which has a good understanding of your technical skills.

**Applications should be submitted via the “Apply Now” button below:**

Contact Officer: Julie Brereton 0405757701 [julie.brereton@act.gov.au](mailto:julie.brereton@act.gov.au)

## **Population Health**

**Office of the Chief Health Officer**

**Office of the Chief Health Officer**

**Public Health Registrar 1-4 \$112,917 - \$141,084 , Canberra (PN: 24146, several)**

Closing Date: 25 August 2022

Details: ACT Health, Population Health is seeking applications for several Public Health Registrars, for either 6 or 12 month rotations.

Working under the broad direction of Public Health Specialist staff in the OCHO, the Public Health Registrar position plays a key role in providing professional advice and support to the Office of the Chief Health Officer, including the COVID-19 Response Unit. In particular, the position works closely with the Communicable Disease Control Unit on the public health management of communicable diseases and outbreaks. The position also provides support to Public Health Specialist staff on a range of public health projects, policy, and operating procedures across all areas of the PHPR Division, including environmental health, food safety and health emergency preparedness and response.

This role is suited to a Public Health Trainee through the Australasian Faculty of Public Health Medicine training program (or a trainee eligible to enrol), a General Practice Registrar with an interest in Public Health, or an Infectious Disease Registrar. This role does not involve clinical work.

Selection may be based on application and referee checks only.

Contact: Laura McNeill - [ACTHealthOCHO@act.gov.au](mailto:ACTHealthOCHO@act.gov.au)

Eligibility/Other Requirements:

**Mandatory**

1. An Australian MBBS medical degree, or equivalent.
2. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
3. Undergo a pre-employment National Police Check.

**Desirable**

- Enrolled in, or eligible to enrol in, the Australasian Faculty of Public Health Medicine training program.
- Post graduate public health qualifications.

Notes: These are temporary positions for commencement in 2023 for six or 12 month rotations. Selection may be based on application and referee checks only.

How to Apply: Please submit a written response addressing the Position Description along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura McNeill (02) 5124 9605 [ACTHealthOCHO@act.gov.au](mailto:ACTHealthOCHO@act.gov.au)

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

**Office of Professional Leadership and Education**

**Office of the Chief Medical Officer and Chief Psychiatrist**

**Assistant Director, Health Workforce Planning**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58140)**

Gazetted: 08 August 2022

Closing Date: 24 August 2022

**Details:** This is an exciting opportunity for the person with the right skills, attitude, and values to manage and support the ACT Health Workforce Strategy 2022-2032 and Plan 2023-2033. The Strategy and Plan are intended to ensure workforce sustainability now and into the future.

An ability to work in a decentralised structure, allowing team members to deliver to their full potential with very a high level of efficiency, will be key to success in this position.

Reporting to the Director you will support jurisdiction-specific and inter-jurisdictional strategic workforce planning discussions, lead new and innovative workforce solutions and be involved in wider health policy matters within the Office of the Chief Medical Officer and Chief Psychiatrist.

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

**Eligibility/Other Requirements:** This role may require working in high-risk environments such as quarantine and/or testing sites, where evidence of an approved COVID-19 vaccination may be requested.

**Highly Desirable:**

Proven experience in future/long-term workforce planning and demonstrated high level skills and experience in analysing complex workforce data.

Demonstrated competency in using workforce planning tools and methods and an ability to understand clinical care delivery systems and processes.

Demonstrated experience in stakeholder consultation, communicating effectively and managing change.

Excellent interpersonal and communication skills, both written and oral, and the demonstrated ability to engage with people across different levels and organisations.

Exceptional organisational skills with a high level of attention to detail.

**Note:** A merit list 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 two pages, highlighting how your skills, knowledge and behaviours are suitable for this role as outlined in the Position Description, along with your current curriculum vitae, listing two referees and their contact details. In your curriculum vitae we will be specifically looking for the depth of your skills, knowledge, expertise and experience.

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

Contact Officer: Catherine Trevorrow 51246292 Catherine.Trevorrow@act.gov.au

**Health Systems, Policy and Research**

**Office of Professional Leadership and Education**

**Office of the Chief Medical Officer and Chief Psychiatrist**

**Director, Health Workforce Planning**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58141)**

Gazetted: 08 August 2022

Closing Date: 24 August 2022

**Details:** This is an exciting opportunity for the person with the right skills, attitude, and values to lead and manage the development and implementation of ACT Health Workforce Strategy 2022-2032 and Plan 2023-2033. The Strategy and Plan are intended to ensure workforce sustainability now and into the future.

An ability to work in a decentralised structure, allowing team members to deliver to their full potential with very a high level of efficiency, will be key to your success. Reporting to the Senior Director, you will be involved in leading jurisdiction-specific and inter-jurisdictional discussions on strategic workforce planning, lead new and innovative workforce solutions and be involved in wider health policy matters within the Office of the Chief Medical Officer and Chief Psychiatrist. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** This role may require working in high-risk environments such as quarantine and/or testing sites, where evidence of an approved COVID-19 vaccination may be requested.

**Highly Desirable:**

Demonstrated good understanding of health systems, health workforce complexities and public health care environment generally to be able to lead and facilitate consultation with technically informed stakeholders.

An understanding of workforce planning tools and methods and an ability to configure workforce profiles to adjust to new and emerging clinical care delivery systems and processes.

Demonstrated expertise in complex high level stakeholder consultation, communicating effectively and driving change.

Excellent interpersonal, communication and negotiation skills, both written and oral, and the demonstrated ability to engage with people across different levels and organisations.

Exceptional organisational skills with a high level of attention to detail and the ability to support others to produce high quality work.

**Note:** A merit list 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 two pages, highlighting how your skills, knowledge and behaviours are suitable for this role as outlined in the Position Description, along with your current Curriculum Vitae, listing two referees and their contact details. In your cv we will be specifically looking for the depth of your skills, knowledge, expertise and experience.

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

Contact Officer: Catherine Trevorrow 51246292 Catherine.Trevorrow@act.gov.au

### **Calvary Public Hospital Bruce**

#### **Senior Medical Registrar**

**Full-time Temporary**

**Closes: 28 August 2022**

**Classification:** Senior Registrar

**Salary:** \$158,634 plus superannuation

**Position No:** LP6826

**Directorate:** Calvary Health Care ACT (Public)

**Advertised (Gazettal date):** 05 August 2022

**Contact Officer:** Miffany Callan on Miffany.callan@calvary-act.com.au or 02 6201 6798

#### **Administration Officer**

**Full-time Temporary**

**Closes: 14 August 2022**

**Classification:** Administration Service Officer 4

**Salary:** \$76,255 - \$82,566 plus superannuation

**Position No:** LP8044

**Directorate:** Calvary Health Care ACT (Public)

**Advertised (Gazettal date):** 05 August 2022

**Contact Officer:** Michael Malcomess on Michael.Malcomess@calvary-act.com.au or 02 6201 6087

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

website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501742

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Michael Malcomess 02 6201 6087 Michael.Malcomess@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)**

#### **Medical Services**

##### **Pharmacy**

##### **Clinical Pharmacist**

**Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 18610, several - 024T2)**

**Gazetted:** 04 August 2022

**Closing Date:** 30 June 2023

**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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Pharmacy sits within the Division of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

Work is underway to build a new Surgical Procedures, Interventional Radiology and Emergency Centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, theatres, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

The position holder will work within a specific Divisional or Pharmacy area to enable them to hone their skills in a more defined area of practice and support advancing practice within that area or work as a generalist rotational pharmacist across all areas.

Individuals applying for this role can provide an expression of interest as part of their application to work specifically within one of the following areas:

Cancer and Ambulatory Support

Medicine (includes Emergency and medical specialty areas)

Mental Health, Justice Health and Alcohol and Drug services

Women, Youth and Children

Surgery (includes intensive care and all surgical specialty areas)

Rehabilitation, Aged and Community Services

Education and Training

As a generalist rotational pharmacist across all areas

In your application, please submit a cover letter stating any preferences for your 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 particularly encouraged to apply.

### Behavioural Capabilities

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

### Position Requirements/Qualifications:

#### Mandatory

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

Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

The successful applicant will be appointed to the relevant level 2 or 3 pharmacist position increment based on their qualifications and experience in line with the following criteria:

For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.



The successful applicant will need to be available for occasional weekend and after-hours work, including on call, working across hospital sites as necessary.

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

Desirable

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

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

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

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

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

Contact Officer: Hamed Lane [Hamed.Lane@act.gov.au](mailto:Hamed.Lane@act.gov.au) [Hamed.Lane@act.gov.au](mailto:Hamed.Lane@act.gov.au)

**Office of the CEO**

**CHS Chief Executive Officer**

**Clinical Trials Unit**

**Clinical Trials Administrative Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 58223-024R7)**

Gazetted: 04 August 2022

Closing Date: 18 August 2022

**Details:**

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

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**

This position will provide administrative support to the Clinical Trials Support Unit by performing a wide range of functions, including records management, database maintenance and financial administration for the CTSU and its stakeholders, including working directly with the Research Ethics and Governance Office (REGO). It is expected that the successful applicant will be able to demonstrate attention to detail suitable for data entry and quality assurance tasks. Applicants should be able to demonstrate familiarity with the legislative and policy requirements of digital record keeping and management and an understanding of the confidentiality requirements of the CTSU/REGO.

**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**

Hard working, self-motivated and displays critical thinking skills

Flexible, adaptable, and comfortable with a changing working environment

Excellent organisational skills with a strong work ethic

Excellent written and oral communication skills and works well individually and in a team environment

**Position Requirements/Qualifications:**

It is desirable that the successful applicant:

Have previous experience in office administration

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

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

Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns with this role. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Karyn Ward (02) 5124 2313 Karyn.ward@act.gov.au

## **Infrastructure and Health Support Services**

### **Facilities Management**

#### **Administration Support Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 35579 - 024S1)**

Gazetted: 08 August 2022

Closing Date: 24 August 2022

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

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

#### **POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

Capital Project Delivery;

Facilities Management;

Minor Works Team and Off-Site Maintenance

Safety and Risk

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

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

The Administrative Support Officer role will report to the Manager Business Operations and will be responsible for receiving inbound calls and emails in relation to customer services which includes work requests, enquiries, quote requests and problem solving. Administration will manage all requests that come through to the Facilities Management office from the various stakeholders and triage accordingly. The role also provides support to the Facilities Management office. The Facilities Management office is staffed between 7:00am and 4:00pm.

The successful applicant will be working as part of a team in a busy and dedicated health environment. You will need to effectively communicate and liaise with members of the public and staff at all levels whilst providing reception and data entry support

#### **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.

Strong verbal communication skills and the ability to communicate with ease at all levels.

Applicants will ideally have previous experience working in a busy customer service environment.

Written skills with attention to detail

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

#### **Mandatory**

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

#### **Desirable**

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

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

- Undergo a pre-employment National Police Check.

Contact Officer: Rachael Naumovski (02) 5124 8106 [Rachael.Naumovski@act.gov.au](mailto:Rachael.Naumovski@act.gov.au)

## **MHJHADS**

### **Justice Health Services**

#### **Administration Service Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17293-024P7)**

Gazetted: 08 August 2022

Closing Date: 22 August 2022

Details:

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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Justice Health Services team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

Justice Health Services is part of the Mental Health, Justice Health and Alcohol and Drug Services. Justice Health Services (JHS) provides high quality primary and forensic mental health care and people can access these services through City Health Centre, Alexander Maconochie Centre (AMC), and young people at Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties.

As the Administration Support Officer, you will report to the Administration and Data Manager JHS, and be expected to provide high level administrative support to the clinical staff of all teams in the Program with a focus on providing quality customer service to mental health consumers and support when required to the AMC.

This also includes the provision of high-quality customer service to the consumers and staff of MHJHADS.

This position is currently based at the Alexander Maconochie Centre however may be required to work across multiple sites including 1 Moore Street, CHS, and Bimberi Youth Justice Centre.

The working hours for this position are 8.30am – 4.51pm. This position is not required to wear a uniform.

### **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 with a commitment to achieving positive outcomes

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

Sensitivity and understanding with a non-judgemental attitude

Ability to manage confidential and sensitive information

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

Knowledge of Canberra Health Service internal software packages is preferred but not mandatory

A current drivers 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:**

- 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.

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

**HOW TO APPLY:** For more information on how to apply "click here"

Contact Officer: Amanda Chase (02) 51242523 [Amanda.Chase@act.gov.au](mailto:Amanda.Chase@act.gov.au)

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

#### **Facilities Management**

#### **Project Manager Minor Works**

**Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 58332 - 024TP)**

Gazetted: 08 August 2022

Closing Date: 24 August 2022

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

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

- Capital project delivery;
- Facilities Management;
- Domestic and Environmental Services;
- Food Services;
- Sterilising Services;
- Security Services; and
- Fleet Management.

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

FM are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people so that they continue to have the right skills to help us meet our vision and deliver on our strategic objections. We believe in supporting each member of our team to grow their own skills and knowledge which they share with their team and the wider community that makes up the CHS Portfolio.

The Minor Works Project Manager reports directly to the Director Minor Works Delivery and Off-Site Facilities and works in a small team of other Project Managers. The position also works in close liaison with other senior staff in the Facilities Management Branch, the broader CHS Directorate, and other ACT Government Directorates. The Minor Works Project Manager will be responsible for managing several capital infrastructure projects, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various CHS Facilities. Accurate project reporting is vital, with monthly finance and program updates required to ensure that key projects milestones and performance indicators are being met. The Minor Works Project Manager will be required to engage with a diverse range of stakeholders and manage their expectations to deliver agreed project outcomes. A key component of stakeholder management will be the responsibility for conducting high level interface and coordination between FM, consultants, contractors, other CHS operational support teams and Clinical Service Delivery areas. This will involve communication between various stakeholders, clear documentation of project scope requirements, coordination of multiple project activities, ensuring clinical services are not affected and managing shutdowns or interruptions to infrastructure services required on projects.

When relevant, the position will utilise processes and strategies utilised by IHSS to facilitate quality, integrated and efficient service delivery, and assist in developing new processes and strategies where required.

**Supervising Responsibilities**

Nil at present, however this may change as the program develops

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**Behavioural Capabilities**

1. Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality-of-service delivery from Facilities Management.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs; and
3. An organised approach to work, managing competing priorities and attention to detail on work undertaken.

**Position Requirements/Qualifications:**

**Mandatory:**

Positions classified as an Infrastructure Officer require the occupant to:

- hold a relevant professional qualification 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.

**Highly Desirable:**

- Hold a current drivers' licence.
- Experience in the delivery of infrastructure projects within an operating health environment, or other critical environments where maintaining continuity of services is essential
- Construction Induction (White Card)
- Asbestos Awareness

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

- Undergo a pre-employment National Police Check.

Contact Officer: Scott Harding 512 45382 [scott.harding@act.gov.au](mailto:scott.harding@act.gov.au)

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

**Director of Allied Health**

**Occupational Therapist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 33951 - 024QY)**

Gazetted: 08 August 2022

Closing Date: 24 August 2022

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

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

#### **POSITION OVERVIEW**

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

We partner with our health care consumers, their family, carers, government, and community organisations to ensure that they receive the best possible care during their treatment and recovery.

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

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The AMHDS Occupational therapist/s focus on therapeutic intervention and education programs specifically targeted at promoting a person's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues. They conduct sensory profile assessments and sensory modulation interventions. If appropriately trained they may also contribute to the Dialectical Behavioural Therapy program. The AMHDS is located at the University of Canberra Hospital.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

- Ability to manage confidential and sensitive information.
- 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.
- High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

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

Relevant tertiary qualifications in Occupational therapy and a minimum of three- five years post-qualification experience including significant experience in a relevant clinical area and of supervising staff.

- The successful applicant must be registered or eligible for registration with the Occupational Therapy Board of Australia.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Kannan Sakthivel (02) 5124 0220 [Kannan.Sakthivel@act.gov.au](mailto:Kannan.Sakthivel@act.gov.au)

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

**Director of Allied Health**

**Health Professional Level 2**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 31464 - 024R3)**

Gazetted: 08 August 2022

Closing Date: 22 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery.

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

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The Adult Mental Health Day Service (AMHDS) is located adjacent to AMHRU at the University of Canberra Hospital, and focuses on the delivery of recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are experiencing moderate to severe mental health conditions. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

#### ABOUT YOU

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#### Behavioural Capabilities

Ability to manage confidential and sensitive information.

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

Have an open-minded, non-judgemental, empathetic outlook.

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

#### Position Requirements/Qualifications:

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

#### Mandatory:

##### For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Be eligible for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

##### For Psychology:

- Be registered or eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

##### For Social Work:

- Hold a degree in Social Work
- Be eligible for membership of the Australian Association of Social Workers
- Be registered under the Working with Vulnerable People Act 2011 (ACT)



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

Highly Desirable:

- Current Driver's License.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Kannan Sakthivel (02) 5124 0220 Kannan.Sakthivel@act.gov.au

## **Medical Services**

### **Medical Imaging**

#### **Clinical Nurse Coordinator**

#### **Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 01291-024LR)**

Gazetted: 08 August 2022

Closing Date: 22 August 2022

Details: POSITION OVERVIEW

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The Medical Services Group (MSG) draws together professional oversight of the CHS medical staff with operational oversight of the services ordered by medical staff in the diagnosis and treatment of patients at CHS. The group includes medical imaging, pathology, pharmacy, medical officers credentialing support education and training, health care technology management, General Practitioner liaison, CHS library, prevocational education and training, physician education and the ACT Blood Counts program.

Medical Imaging at CHS offers a radiology service to the ACT and surrounding region. The service operates 24 hours, seven days and delivers a wide range of diagnostic radiology and procedures.

Under broad direction of the Assistant Director of Nursing (ADON) for Medical Imaging, the Medical Imaging Clinical Nurse Coordinator has direct line responsibility for all operational Nursing practice in all Medical Imaging modalities (except for the Angiography Suite and Fluoroscopy room). The Medical Imaging Clinical Nurse Coordinator is responsible, amongst other duties, for staff oversight, patient flow, internal and external stakeholder liaison, contingency management and, in consultation with the Medical Imaging Assistant Director of Nursing, the strategic development of the Medical Imaging Nursing workforce.

It is expected that the CNC will have an understanding of the requirements of the role to work in a collaborative manner within Medical Imaging and CHS more broadly. The CNC is expected to provide high leadership and communication and work with flexibility and efficiency both individually and as part of multidisciplinary team in Medical Imaging.

#### **ABOUT YOU**

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**Behavioural Capabilities**

Collaborative leadership skills.

Willingness and flexibility to be responsive to fluctuating strategic and operational demands.

Highly motivated to undertake strategic service improvement initiatives

**Position Requirements/Qualifications:**

#### **Mandatory:**

Be registered or have applied for registration as a General Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

#### **Highly desirable:**

An appropriate post-graduate qualification and experience in the speciality area of Medical Imaging.

Recent experience in a nursing coordination or management role in an acute care setting.

**In addition, you should:**



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

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

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: For more information on how to apply "[click here](#)"

Contact Officer: Donna Gaisford (02) 5124 4333 [Donna.Gaisford@act.gov.au](mailto:Donna.Gaisford@act.gov.au)

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

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

#### **Occupational Therapy**

#### **Occupational Therapist**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 58145, several - 024QG)**

Gazetted: 08 August 2022

Closing Date: 24 August 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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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.

The RACS Occupational Therapy service is a dynamic team of occupational therapists and allied health assistants providing exceptional care through high quality assessment and therapeutic intervention. We treat and manage patients with a range of medical conditions including: neurological, orthopaedic, complex medical and frail aged. Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians.

This position will be based at the University of Canberra Hospital with the opportunity to rotate through inpatients and ambulatory services at the University of Canberra Hospital, Acute Care of the Elderly at the Canberra Hospital and Community based services.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with high degree of initiative.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

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

Effective communication, including active listening skills, and an ability to negotiate.

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

##### **Mandatory:**

- Tertiary qualifications in Occupational Therapy
- Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a current driver's licence.

##### **Other:**

- Previous experience working in the rehabilitation, aged-care or community health sectors is highly desirable.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.

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

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

Note: There are Permanent and Temporary positions of various duration with the possibility of extension and/or permanency available. A merit list will be established from this selection process and may be used to fill part-time and full-time, temporary or permanent similar positions over the next 12 months.

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

Contact Officer: Jane Lawrence (02) 5124 0073 [jane.lawrence@act.gov.au](mailto:jane.lawrence@act.gov.au)

## **Quality, Safety, Innovation, and Improvement**

### **Patient Experience**

#### **Consumer Handouts Coordinator**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43235-024RD)**

Gazetted: 08 August 2022

Closing Date: 22 August 2022

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:

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

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

This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

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

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

**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**

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

Strong organisational skills

Knowledge and experience in the area of health literacy

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

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

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

**Desirable:** Previous experience in a similar role and experience in using SharePoint.

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

Undergo a pre-employment National Police Check.

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

**Note:** This is a Temporary part-time position at (22.03) hrs at three days week (0.6FTE) for six months with possibility of extension.

**How to apply:** For more information about this role please "[click here](#)"

Contact Officer: Bailey de Paiva (02) 51246265 [Bailey.DePaiva@act.gov.au](mailto:Bailey.DePaiva@act.gov.au)

## People and Culture

### Work Health Safety

#### Early Intervention Physiotherapist

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 18678 - 02475)**

Gazetted: 05 August 2022

Closing Date: 23 August 2022

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

#### POSITION OVERVIEW

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Work Health Safety (WHS) provides strategic leadership, advice and effective coordination and implementation of WHS management strategies, frameworks, and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist Canberra Health Services to become a safe and accountable healthcare environment.

The Early Intervention Physiotherapy (EIP) position is based within WHS. There are 2 physiotherapists in the team who provide injury prevention and management services to staff within CHS and ACT Health Directorate. This is a stimulating and challenging role utilising expertise drawn from multiple disciplines including Physiotherapy, Work Health and Safety, Ergonomics, Exercise Prescription and Education. Applicants should be experienced and highly capable in Musculoskeletal Physiotherapy and at least one other discipline mentioned above. This position would suit an experienced Musculoskeletal Physiotherapist who is enthusiastic about this unique opportunity to take clinical physiotherapy beyond the clinic and into the workplace for advanced problem solving to enhance clinical outcomes.

#### ABOUT YOU

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#### Behavioural Capabilities

The successful candidate will need to:

Work independently and as part of a team

Be adaptable to change

#### Position Requirements/Qualifications:

An appropriate Degree or Diploma in Physiotherapy and eligibility for AHPRA Registration are required.

A minimum of five years' experience working professionally and a post-graduate qualification is preferred.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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

Be registered with AHPRA

Possess a current driver's licence.

Undergo a pre-employment National Police Check.

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

Contact Officer: Shaun Archer 0431 199 468 [shaun.archer@act.gov.au](mailto:shaun.archer@act.gov.au)

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

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

#### **Registered Nurse Level 1**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 53897, several - 0240D)**

Gazetted: 08 August 2022

Closing Date: 24 August 2022

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

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#### **POSITION OVERVIEW**

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.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.

We are seeking enthusiastic, motivated Registered Nurses to work across various settings within Mental Health, Justice Health and Alcohol and Drug Services. These positions are required to work a rotating roster across morning, evening and night shifts including weekends and public holidays.

[Find out what it's like to work in MHJHADS.](#)

#### **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**

Flexible, adaptable and comfortable with changing working environment.

Commitment to achieving positive outcomes

Strong organisational skills with a high degree of personal motivation.

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

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

Minimum 12 months' experience working as a Registered Nurse

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

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

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

#### **Desirable**

Current drivers' licence

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Rebecca Furlan (02) 5124 1715 [rebecca.furlan@act.gov.au](mailto:rebecca.furlan@act.gov.au)

## Medicine

### Ward 4B

#### Registered Nurse Ward 4B

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22434 - 024KI)**

Gazetted: 04 August 2022

Closing Date: 18 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Ward 4B is a busy 20 bed ward which accommodates both renal / medical inpatients, more dependent patients awaiting discharge and 10 discharge chairs for independent patients from many specialities across CHS. The ward offers inpatient care to patients admitted with renal dysfunction and multiple co-morbidities as well medical patients with complex conditions and associated complications. Ward 4B also ensures safe discharge of patients from within CHS to home or other facilities.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, especially within the Renal nursing field, skills, and attributes.

The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains: clinical care, leadership, education, safety, and communication.

#### ABOUT YOU

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#### Behavioural Capabilities

Experienced medical nurse with renal skills an advantage

Strong organisational skills and ability to work within a team environment.

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

#### Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum three years post registration experience
- The successful applicant will work a rotating roster to include weekends and night duty.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Tracy Garratt (02) 5124 3352 [tracy.garratt@act.gov.au](mailto:tracy.garratt@act.gov.au)

## Medicine

### Ward 4B

#### Registered Nurse level 2

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22273 - 024KL)**

Gazetted: 04 August 2022

Closing Date: 18 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Ward 4B is a busy 20 bed ward which accommodates both renal / medical inpatients, more dependent patients awaiting discharge and 10 discharge chairs for independent patients from many specialities across CHS. The ward offers inpatient care to patients admitted with renal dysfunction and multiple co-morbidities as well medical patients with complex conditions and associated complications. Ward 4B also ensures safe discharge of patients from within CHS to home or other facilities.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, especially within the Renal nursing field, skills, and attributes.

The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains: clinical care, leadership, education, safety, and communication.

#### ABOUT YOU

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#### Behavioural Capabilities

Experienced medical nurse with renal skills an advantage

Strong organisational skills and ability to work within a team environment.

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

#### Position Requirements/Qualifications:

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

Minimum three years post registration experience

The successful applicant will work a rotating roster to include weekends and night duty.

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

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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

Undergo a pre-employment National Police Check.

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

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

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

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

Contact Officer: Tracy Garratt 51243352 [tracy.garratt@act.gov.au](mailto:tracy.garratt@act.gov.au)

## Nursing Midwifery and Patient Support Services (NMPSS)

### Infection Prevention Control Unit (IPCU)

#### Clinical Nurse / Midwife Consultant



**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 19170 - 024RV)**

Gazetted: 04 August 2022

Closing Date: 18 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the Infectious Diseases medical staff to minimise infection risks for patients, health care workers, and the general public.

The Unit strives for excellence in achieving this aim through ongoing programs including staff and public education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

**ABOUT YOU**

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

**Behavioural Capabilities**

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

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and be responsive to meet needs

**Position Requirements/Qualifications:**

**Mandatory:**

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

**Desirable:**

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

Note: This is a temporary position available for eight months.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Leanne Muir (02) 5124 3695 [leanne.muir@act.gov.au](mailto:leanne.muir@act.gov.au)

**ACT Pathology**

**Chemical Pathology**

**Medical Scientist**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 21267-024PG)**

Gazetted: 04 August 2022

Closing Date: 18 August 2022

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital.

The successful applicant will primarily be based in the Routine Chemistry section, however, may also be rotated through the Endocrinology, Point of Care Testing, Special Chemistry and the Calvary laboratory as required. Under direction, the successful applicant will be required to perform instrument maintenance and troubleshooting, monitor Quality Control and provision of patient results for the Chemical Pathology laboratories at Canberra and Calvary Hospitals.

The successful applicant will be required to work 24/7 shifts including nights and weekends.

#### 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

Ability to communicate effectively with a diverse group of stakeholders

Ability to work as part of a team

#### Position Requirements/Qualifications:

##### Mandatory:

- A science degree or equivalent relevant qualifications.
- Applicants must have a minimum of 12 months paid work experience in a Diagnostic laboratory service
- Experience of the quality requirements of a Clinical laboratory
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable:

- Experience of working with IT systems for the management of Pathology devices/instrumentation
- Experience working in a Chemical Pathology laboratory
- Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Contact Officer: Catherine Woods (02)51242843 [Catherine.Woods@act.gov.au](mailto:Catherine.Woods@act.gov.au)

**CHS Chief Executive Officer**

**Clinical Trials Unit**

**Clinical Trials Administrative Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58320, several - 024R8)**



Gazetted: 04 August 2022

Closing Date: 22 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

This position will provide administrative support to the Clinical Trials Support Unit primarily around the start-up and initiation of clinical trials. The position will also support the unit by performing a wide range of functions, including records management, database maintenance and financial administration for the CTSU and its stakeholders, including working directly with the Research Ethics and Governance Office (REGO). It is expected that the successful applicant will be able to demonstrate attention to detail suitable for data entry and quality assurance tasks. Applicants should be able to demonstrate familiarity with the legislative and policy requirements of digital record keeping and management and an understanding of the confidentiality requirements of the CTSU/REGO.

#### ABOUT YOU

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#### Behavioural Capabilities

Hard working, self-motivated and displays critical thinking skills

Flexible, adaptable, and comfortable with a changing working environment

Excellent organisational skills with a strong work ethic

Excellent written and oral communication skills and works well individually and in a team environment

#### Position Requirements/Qualifications:

It is desirable that the successful applicant:

- Have previous administrative experience at a high level
- Experience in a research environment is desirable, but not essential
- The successful applicant will need to be available for occasional after-hours work.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Karyn Ward (02) 5124 2313 [Karyn.Ward@act.gov.au](mailto:Karyn.Ward@act.gov.au)

#### Division of Medicine

#### Hospital in the Home

#### Personal Assistant/Team Leader

#### Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 48429 - 024RF)

Gazetted: 04 August 2022

Closing Date: 11 August 2022

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

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**POSITION OVERVIEW**

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Hospital in the Home is an inpatient service that provides care for people who would usually require an admission to hospital but are treated externally for chronic and acute conditions. The team comprises of medical, nursing, allied health.

In addition to supporting the HITH unit director, this role also provides remote support to the Dermatology Unit. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

**ABOUT YOU**

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**Behavioural Capabilities**

Organised

Flexible

Conscientious

**Position Requirements/Qualifications:**

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

**Desirable**

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Liisa Teivonen 5124 2923 [Liisa.teivonen@act.gov.au](mailto:Liisa.teivonen@act.gov.au)

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

**Director of Nursing (DON)**

**Personal Assistant**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 24109 - 024PY)**

Gazetted: 04 August 2022

Closing Date: 18 August 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

An exciting opportunity exists for a suitable applicant to permanently fill the position of Personal Assistant to the Director of Nursing, Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). It is expected that in this position you will assist in the strategic and operational processes required for the Director to undertake their role. This includes the provision of high-quality customer service to the consumers and staff of MHJHADS. The

suitable applicant must possess strong organisational skills with a high degree of drive, excellent communication and interpersonal skills and has the ability to be flexible and adaptable to accommodate change and provide responsive services.

#### 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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.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.

Office of the Director of Nursing (DON) provides operational responsibility for all inpatient areas across the Division;

Adult Mental Health Unit (AHMU), Canberra Hospital

Mental Health Short Stay Unit (MHSSU), Canberra Hospital

Dhulwa Secure Mental Health Unit

Gawangal Extended Care Unit, and

University of Canberra Mental Health Rehabilitation Unit.

This position is responsible for the provision of high level administrative support to the Director of Nursing, other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

#### ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Good communication and interpersonal skills.

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

An understanding in dealing with persons for whom the MHJHADS Division provides services.

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Georgia Ward 0466 945 316 [georgia.ward@act.gov.au](mailto:georgia.ward@act.gov.au)

#### Clinical Services

#### Clinical Forensic Medical Services

#### Administration Officer

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 15002-024RU)**

Gazetted: 04 August 2022

Closing Date: 18 August 2022

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Clinical Forensic Medical Services (CFMS) is a locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas. CFMS comprises of Clinical Forensics ACT (CFACT), contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the ACT Health based sexual assault service, and 'Fitness To Drive Medical Clinic' (FTDMC). CFMS is a medical unit within Canberra Health Services, with requirements and support for ongoing professional development of all staff.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Experience working professionally is preferred.

Applicants must be eligible to pass and maintain a Baseline AFP security clearance.

Current Driver's Licence. Experience in working with Microsoft Office Suite including Excel.

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

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

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:** For more information on how to apply "click here"

Contact Officer: Tom Metcalfe (02) 51242185 [Tom.Metcalfe@act.gov.au](mailto:Tom.Metcalfe@act.gov.au)

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

##### **Aboriginal and Torres Strait Islander Services**

##### **Aboriginal and Torres Strait Islander Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 29216 - 024TI)**

Gazetted: 05 August 2022

Closing Date: 23 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

The Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The successful candidate will provide liaison and advocacy between patients, their families, staff and external organisations as appropriate. The ALO Service works within Women's and Children's, Emergency Department, Cancer, and Surgical inpatient areas. The ALO Service also provides support to patients attending outpatient's appointments. The successful candidate will work within a small team environment as well as participate in multidisciplinary teams.

This position will also participate in quality initiatives that enhance service delivery for Aboriginal and Torres Strait Islander communities both locally and southern NSW.

**This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.**

#### **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 work ethic and ability to adapt to a constantly changing environment.

Commitment to achieving positive results for the department.

Ability to apply judgement, critical thinking and common sense.

Ability to manage confidential and sensitive information

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

##### **• Mandatory**

**This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.**

Knowledge of Aboriginal and Torres Strait Islander community organisations is required.

##### **Desirable**

Qualifications/skills in a relevant area or willingness to undertake studies such as Associate Diploma or Bachelor of Health Science (Aboriginal Health and Community Development).

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

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Patrice Higgins 5124 2316 patrice.higgins@act.gov.au

## **Infrastructure and Health Support Services**

### **Facilities Management**

#### **Facilities Maintenance Director**

**Infrastructure Officer 5 \$163,315, Canberra (PN: 57400 - 024UV)**

Gazetted: 09 August 2022

Closing Date: 19 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

Capital project delivery;

Facilities Management;

Minor Works Team and Off-Site Maintenance

Safety and Risk

Domestic and Environmental Services;

Food Services;

Sterilising Services;  
Security Services; and  
Fleet Management.

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

The Facilities Maintenance Director will report to the Director of Facilities Management, Executive Branch Manager and will be responsible for leading a team and strategically managing planned and reactive maintenance activities across the Canberra Hospital. The Facilities Maintenance Director is also responsible for the leadership of the internal FM trade staff and contractors for a large portfolio of health facilities including the Canberra Hospital, ensuring a healthy, safe and productive workplace.

The Facilities Maintenance Director will have a detailed and extensive knowledge of facilities management including a comprehensive knowledge of relevant Compliance, Australian Standards, Legislation, Regulations, Code of Practice and the ability to interpret CHS Policies and Procedures.

The incumbent will provide outstanding leadership and management skills, have extensive experience negotiation skills and be able to represent and negotiate at a senior level on behalf of the organisation. The position is critical to the achievement of the overall objectives of Facilities Management and is responsible for the day-to-day facility maintenance operations including the management of staff and financials (budget).

#### **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**

Extensive knowledge and significant proven experience in a senior position managing building maintenance or projects in relation to building services and infrastructure.

High-level interpersonal skills in order to influence, represent and negotiate key information to support decisions made by a diverse stakeholder group.

Professional and personable interpersonal skills to be able to liaise, communicate and coordinate with other business units, government agencies, stakeholders, patients, suppliers and contractors.

A well organised approach to work, managing competing priorities and flexible decision making.

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

##### **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 at a senior level.

##### **Highly Desirable:**

Knowledge and experience of the technical requirements affecting health services and assets.

A trade qualification and/or minimum 10 years' experience in relation to building services maintenance.

Hold a current drivers' licence.

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

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

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

- Undergo a pre-employment National Police Check.
- Undergo a pre-employment medical examination.

Contact Officer: Loretta Bettiens 0434 366 673 [loretta.bettien@act.gov.au](mailto:loretta.bettien@act.gov.au)

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

##### **Specialist 1-5 / Senior Specialist - Adult General Psychiatrist**

##### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 25137 - 024QR)**

Gazetted: 10 August 2022

Closing Date: 17 August 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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 Community Mental Health Services are specialist community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. Services include;

Perinatal Mental Health Services

Adult Community Recovery Services

Older Person Mental Health Community Services

Mental Health-Intellectual Disability Services

Access Mental Health

MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have senior specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

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 online 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)

#### **DUTIES**

Under limited direction of the Clinical Director, you will have senior specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. You will:

Provide direct psychiatric services in a variety of settings including the provision of ECT services.

Teach and supervise psychiatry trainees and Medical students.

Contribute to the clinical oversight of multi-disciplinary teams and in particular:

- Provide expert opinion and consultation on clinical work;
- Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.

Liaise and collaborate with medical practitioner, consumers, carers, voluntary and government and non-government agencies concerned with patients care.

Participation in administration and clinical governance activities and the after-hours roster as required.



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

#### **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**

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

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement;

Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties; and

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

#### **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.

Current driver's license is preferred

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

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

Fulfil the responsibilities of this role 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.

Knowledge of the Mental Health Act 2015 and other related legislation.

##### **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.

Be registered or be eligible for registration under the *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.

Contact Officer: Denise Riordan 5124 6545 chs.docsmhjhads@act.gov.au

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

##### **Nursing**



### **Ward 11B, Acute Care of Elderly**

#### **Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$130,846, Canberra (PN: 34366- 024TU)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.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 Centre's and Village Creek Centre in Kambah. ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra commenced operations in July 2018. The new hospital, the University of Canberra Hospital (UCH) is part of the Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population. The inpatient Rehabilitation units are now located in the University of Canberra Hospital.

This position is an exciting opportunity for a dynamic and enthusiastic Registered Nurse (RN) to fill the Clinical Nurse Consultant (CNC) position in the Acute Care of the Elderly ward 11B at Canberra Hospital. RACS is seeking a suitably qualified person who has a passion for Aged Care to fill this rewarding position.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Strong organisational skills with a high degree of drive

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

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

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

Relevant be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of 3 years' experience working professionally in the Aged Care environment in management role is preferred.

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

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

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

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

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

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

Contact Officer: Mercy Lukose 0434674442 [Mercy.Lukose@act.gov.au](mailto:Mercy.Lukose@act.gov.au)

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

#### **Justice Health**

#### **Custodial Health**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 57441, several - 024W4)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

#### ABOUT YOU

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

Behavioural Capabilities

Non Judgemental

Reliable

Kind

#### Position Requirements/Qualifications:

Relevant be registered (or be eligible for registration) as a Registered Nurse within the Australian Health Practitioner Regulation Agency ( AHPRA ) qualifications and a minimum of 3 years' experience working professionally in Primary Health is preferred.

Highly Desirable

- Post graduate qualifications (or working towards) in relevant field.
- Current Driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: Appointment may be completed on application and referee reports only.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Amanda Chase (02) 5124 2523 [Amanda.Chase@act.gov.au](mailto:Amanda.Chase@act.gov.au)

#### **Child and Adolescent Mental Health Services (CAMHS)**

##### **CAMHS Acute services**

**Adolescent Intensive home treatment team**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 50779 - 024WG)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

Details: Our Vision: creating exceptional health care together

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**POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

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

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

**ABOUT YOU**

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**Behavioural Capabilities**

To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role. To be successful in this position, it is expected that the successful candidate will have the following attributes: Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment. Commitment to achieving positive outcomes for children and young people, their families and/or carers. Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

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

**Position Requirements/Qualifications:**

**Mandatory:**

**For Occupational Therapy:**

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

Eligibility for professional membership of Occupational Therapy Australia

Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's license.

**For Psychology:**

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

Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's license.

For Social Work:

Degree in Social Work

Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current driver's license.

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

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

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

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

Note: The successful candidate will be required to:

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

Be available for weekend and on call work when necessary.

An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.

Appointment to this position may be based on written application and referee reports only.

Contact Officer: Norette Leahy (02) 5124 1095 Norette.leahy@act.gov.au

## **Office of the CEO**

### **Clinical Trials Unit**

#### **Clinical Trials Coordinator**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 58242, several-024W7)**

Gazetted: 09 August 2022

Closing Date: 23 August 2022

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**

The Medical Oncology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants. These collaborators include Breast Cancer Trials (BCT), Australian and New Zealand Urogenital and Prostate Cancer (ANZUP), Australasian Gastro-Intestinal Trials Group (AGITG), Australia New Zealand Gynaecological Oncology Group (ANZGOG) and the Australasian Lung cancer Trials Group (ALTG).

The Clinical Trials Co-ordinators provide key support to, and coordination of clinical research projects undertaken by the Medical Oncology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Oncology. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact

person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Principal Investigator of Medical Oncology Clinical Trials, the Clinical Medical Oncologists, and the Clinical Trials Manager.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement

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

Strong organisational skills with a strong work ethic

Sound written and oral communication skills and works well individually and in a team environment.

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

**RO1** – A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, **OR** an equivalent combination of experience and/or education. Academic knowledge or research experience is preferred.

**RO2, SRO1, SRO2** - A degree in a relevant area, from a recognised university **AND** significant subsequent clinical trials experience. These positions will be offered based on the extent of applicants demonstrated clinical trials experience and expertise.

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

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

Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns with this role.

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

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

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

Undergo a pre-employment National Police Check.

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

**Note:** There are several Temporary positions available for six months with the possibility of extension and/or permanency

**How to apply:** For more information on how to apply "[click here](#)"

Contact Officer: Karyn Ward (02) 5124 2313 [Karyn.Ward@act.gov.au](mailto:Karyn.Ward@act.gov.au)

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

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

##### **AAMHS Rostering Support Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 13458 - 024SR)**

Gazetted: 09 August 2022

Closing Date: 25 August 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health, 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. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services (AAMHS)

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This position is located within the AAMHS and based within the Adult Mental health Unit.

AAMHS incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU), the Mental Health Unit 12B (12B MHU) and the Consultation Liaison (CL) Team across the Emergency Department and Canberra Hospital.

AMHU is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. 12B MHU is a 10 bed Low Dependency Unit (LDU). The Rostering Assistant reports to the Adult Acute Mental Health Administration Manager and provides rostering support to the Nursing staff for all Adult Acute Mental Health Services Inpatient Units.

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

#### 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

Strong communication and interpersonal

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

- Hold a current driver's license.
- Experience in a health administration position

- Experience in secretariat roles
- Knowledge and experience in the use of PROACT (staff rostering and allocation system) or other rostering 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.

Note: This is a permanent fulltime position working Monday to Friday

Successful candidate/s maybe selected based on application only. A merit list/pool may be established from this process that can be used to fill similar vacancies within the unit over the next 12 months.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Dimity Truman (02) 5124 5404 [dimity.truman@act.gov.au](mailto:dimity.truman@act.gov.au)

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

### **Alcohol and Drug Services**

#### **Counsellor**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 33456 - 024K1)**

Gazetted: 09 August 2022

Closing Date: 23 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services which includes Youth Alcohol and Drug Program (12-25 years old).

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

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of Mental Health, Justice Health and Alcohol and Drug Services.

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, ability to provide a range of psychological/counselling treatments and group work to adults.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Ability to work within a multi-disciplinary team, be flexible, adaptable, and comfortable with a changing working environment.

Strong organisational skills including excellent written and oral communication



Ability to analyse information and make decisions to complete tasks with minimal supervision

**Position Requirements/Qualifications:**

Relevant tertiary qualifications and experience working professionally in Allied Health or counselling is preferred. Post graduate qualifications in AOD studies, minimum qualification AOD core competencies.

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Highly Desirable:

- Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for Internship program

For Counselling

- Eligible qualification pathways

**Pathway 1**

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

- (i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

- (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

- (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

**Pathway 2**

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

- (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

- (ii) Three-year part-time ANZAP training in the Conversational Model.

- Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

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

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

Desirable:

- Current Drivers Licence

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Melissa Wightman 0251241592 [Melissa.Wightman@act.gov.au](mailto:Melissa.Wightman@act.gov.au)

**Office of the CEO**

**Clinical Trials Unit**

**Clinical Trials Coordinator**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 58242, several-024W7)**



Gazetted: 09 August 2022

Closing Date: 23 August 2022

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**

The Medical Oncology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants. These collaborators include Breast Cancer Trials (BCT), Australian and New Zealand Urogenital and Prostate Cancer (ANZUP), Australasian Gastro-Intestinal Trials Group (AGITG), Australia New Zealand Gynaecological Oncology Group (ANZGOG) and the Australasian Lung cancer Trials Group (ALTG).

The Clinical Trials Co-ordinators provide key support to, and coordination of clinical research projects undertaken by the Medical Oncology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Oncology. The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Principal Investigator of Medical Oncology Clinical Trials, the Clinical Medical Oncologists, and the Clinical Trials Manager.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement  
Adaptability and flexibility to accommodate change and provide responsive services to meet clients’ needs  
Strong organisational skills with a strong work ethic  
Sound written and oral communication skills and works well individually and in a team environment.

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

**RO1** – A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, **OR** an equivalent combination of experience and/or education. Academic knowledge or research experience is preferred.

**RO2, SRO1, SRO2** - A degree in a relevant area, from a recognised university **AND** significant subsequent clinical trials experience. These positions will be offered based on the extent of applicants demonstrated clinical trials experience and expertise.

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

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

Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns with this role.

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

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

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

Undergo a pre-employment National Police Check.

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

**Note:** There are several Temporary positions available for six months with the possibility of extension and/or permanency

**How to apply:** For more information on how to apply “[click here](#)”

Contact Officer: Karyn Ward (02) 5124 2313 [Karyn.Ward@act.gov.au](mailto:Karyn.Ward@act.gov.au)

**CHS Chief Operating Officer Clinical Services**

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

**Health Professional**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 22131 - 024S6)**

Gazetted: 08 August 2022

Closing Date: 22 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based division providing high quality mental health care that is guided by principles of Recovery. Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment and psychiatric services to consumers with an intellectual disability and a mental illness. The team aims to provide collaborative care involving the person, their families/carers and community support services. The position involves consultation, liaison, support, education and training to agencies, carers and families. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. MHS-ID is located at the Gungahlin Community Health Centre.

**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**

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

Higher level communication skills and the ability to develop and maintain networks across CHS and with external parties.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

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

**Position Requirements/Qualifications:**

**Mandatory for all disciplines:**

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 3 years' post-qualification experience working professionally in respective field, 5+ years' post qualification experience is preferred.

A current Driver's Licence.

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

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

**Highly Desirable for Psychology:**

- Approved or eligible for approval as a Psychology Board of Australia Supervisor.
- Mental Health Psychologist Allowance: Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

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

Highly desirable for all disciplines:

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Janelle Walker (02) 5124 1144 Janelle.Walker@act.gov.au

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

### **Tuggeranong Mental Health**

#### **Registered nurse Level 1**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 22906 - 024SP)**

Gazetted: 09 August 2022

Closing Date: 17 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.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. This position will be based at a Health-Centre in one of the above locations depending on the operational requirements of the service.

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 operation is based on the ACMHS model of care (MoC) which aims to improve the responsiveness and diversity of services offered to people. The 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 will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with caseloads reflecting strengths-based models of care.

The position reports to a Team Leader who is on site in the health centre. The position is supported by a cohesive multidisciplinary team, including other Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists and Allied Health Assistants.

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**

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

#### **Behavioural Capabilities**

Ability to manage confidential and sensitive information.

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

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

Commitment to achieving positive outcomes for people who access the service.

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

##### **Mandatory**

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

##### **Desirable**

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

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

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

Contact Officer: Siji George (02) 5124 1468 [Siji.George@act.gov.au](mailto:Siji.George@act.gov.au)

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

### **Oral Health Services**

#### **Dentist Level 1-2**

**Dentist Level 1-2 \$83,751 - \$101,699 (up to \$152,377 dependent on qualifications), Canberra (PN: 25515, several - 023MO)**

Gazetted: 10 August 2022

Closing Date: 19 August 2022

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 Dental Health Program is in the division of Surgery, Oral Health and Imaging and offers a range of dental services to the community, these include:

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

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

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

Mobile dental services for eligible residents in aged care facilities, targeted access groups and children at identified primary schools

Dental services for clients in remand and custody at the Bimberi Youth Detention Centre, Alexander Maconochie Centre (AMC) and Dhulwa Mental Health Unit.

Dental services for targeted access groups that include the homeless and vulnerable.

Services include, preventative dental interventions and health promotion, emergency dental care, and restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

General Anaesthetic services at the major hospitals within the ACT

The successful applicant will be required to work at all OHS service delivery locations.

#### **DUTIES**

You will:

Provide dental services to eligible clients across all OHS service delivery locations, these locations include the Belconnen Health Centre, Civic Health Centre, Phillip Health Centre, Tuggeranong Health Centre, Gungahlin Health Centre, Hume Health Centre within the Alexander Maconochie Centre and the OHS Mobile Dental Clinics, as well as the major hospitals.

Undertake examination, diagnosis and dental treatment for clients within the approved scope of clinical practice and consult with and provide advice to other professional staff.

Plan and participate in Quality Improvement programs to ensure the highest clinical standards.

Participate in continuing professional development, performance appraisal and development.

Provide clinical supervision to trainee Dental Assistants and Dental Students.

Provide preventive care, oral health education and instruction.

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

#### **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.

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

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.

Possession of a recognised degree in Dental Surgery or Bachelor in Dental Science.

Ability to hold a radiation license within ACT.

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

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

#### **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.

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

Contact Officer: Elise Beachley 0466 479 653 [Elise.Beachley@act.gov.au](mailto:Elise.Beachley@act.gov.au)

**Canberra Health Services**

**Rehabilitation Aged and Community Services**

**University of Canberra Hospital  
Cotter, Majura, 11A, 11B**

**Assistant In Nursing**

**Assistant in Nursing \$55,927 - \$57,820 , Canberra (PN: 47852, several-024SM)**

Closing Date: 23 August 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The 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 University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury or experiencing mental illness.

**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.

**Position Requirements/Qualifications:**

**Mandatory:**

1. Certificate III/ 1V Aged Care or Individual Support only.
2. Be registered under the Working for Vulnerable People Act.

**Desirable:**

- Experience and qualification in working with Dementia patients and patients with challenging behaviours
- Hold a current driver's licence.

**Note:**

- All positions are full time and work a 24/7 rotating roster, including a regular contribution to night shift. You may be required to work across all ward areas within UCH.
- Candidates MUST address the selection criteria to be considered.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- 

Note: There are several positions available, Full-time permanent, Full-time Temporary and Casual positions.

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

**How to apply:** For more information on how to apply "click here"

Contact Officer: Katherine McKinnon 0422303091 [Katherine.McKinnon@act.gov.au](mailto:Katherine.McKinnon@act.gov.au)

## **Cancer and Ambulatory Support**

### **Ambulatory Care Support Services – Central Health Intake**

#### **Central Health Intake Administration Manager**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 27380 - 024RZ)**

Gazetted: 09 August 2022

Closing Date: 23 August 2022

**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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres

The Central Health Intake team provides a call centre, referral receipt and management and outpatient bookings services. It is a busy and dynamic service supporting over 100 clinical services, handling 20,000 calls and 3,000 referrals per month. A team of nurses and administrative staff provide a two-tiered approach to the management of referrals, screening and booking.

The Administration Manager will work collaboratively with the CHI Operations Manager, and CHI Clinical Nurse Consultant in ensuring the delivery of integrated efficient intake services. The Administration manager will ensure the administration team provides high value administrative support in the management of referrals, phone calls and other administrative duties and provides strategic leadership. The administration manager works collaboratively and is responsible for day to day management of the team and ensuring a proactive approach to establish and maintain relationships in the health care environment, including allied health, medical, nursing, administrative and consumers.

#### **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**

- Well-developed interpersonal skills and ability to maintain effective relationships with a range of internal and external stakeholders.
- Strong organisational skills with the ability to manage and prioritise competing issues.
- Strong communicator, both written and verbal, with the ability to drive collaboration in the health care environment.

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

- Relevant secondary and tertiary qualifications and a minimum of 12 months experience working professionally in Administrative Support Management/Leadership role is preferred.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

#### **Desirable**

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



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

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

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

Contact Officer: Rebecca Millar (02) 6207 4708 [Rebecca.millar@act.gov.au](mailto:Rebecca.millar@act.gov.au)

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

### **Older Persons Mental Health Community Team**

#### **Registered Nurse Level 2**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 23288)**

Gazetted: 08 August 2022

Closing Date: 24 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

- Rehab and Specialty Mental Health Services
- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services

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

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

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

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

#### **ABOUT YOU**

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



### **Behavioural Capabilities**

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

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

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

Be flexible, adaptable and comfortable with a changing working environment

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

Mandatory:

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

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

Hold a current driver's license.

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

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

Desirable:

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

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

- Undergo a pre-employment National Police Check.
  - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
  - Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Contact Officer: Jody Alexander 0251241980 jody.alexander@act.gov.au

## **Medical Services**

### **Medical Imaging**

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

**Registered Nurse Level 4.3 \$149,388, Canberra (PN: 45339-024SM)**

Gazetted: 08 August 2022

Closing Date: 22 August 2022

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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Medical Services Group (MSG) draws together professional oversight of the CHS medical staff with operational oversight of the services ordered by medical staff in the diagnosis and treatment of patients at CHS. The group includes medical imaging, pathology, pharmacy, medical officers credentialing support education and training, health care technology management, General Practitioner liaison, CHS library, prevocational education and training, physician education and the ACT Blood Counts program. Medical Imaging at CHS offers a radiology service to the ACT and surrounding region. The service operates 24 hours, seven days and delivers a wide range of diagnostic radiology and procedures. Under broad direction of the Clinical Director of Medical Imaging, the Assistant Director of Nursing (ADON) for Medical Imaging is the senior nursing leadership position in the Medical Services division. The ADON in consultation with the Clinical Director provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes in Medical Imaging. The ADON has a professional reporting line to the Director of Nursing in the Division of Nursing, Midwifery and Patient Support Services.

It is expected that the ADON, Medical Imaging will have a deep understanding of the requirements of the role to work in a collaborative manner within Medical Imaging and CHS more broadly. The ADON is expected to provide

outstanding leadership, profession communication and work with flexibility and efficiency both individually and as part of a high performing leadership team in Medical Imaging.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Collaborative leadership skills.

Willingness and flexibility to be responsive to fluctuating strategic and operational demands.

Highly motivated to undertake strategic service improvement initiatives

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

##### **Mandatory:**

Be registered or have applied for registration as a General Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

##### **Highly desirable:**

An appropriate post-graduate qualification and experience in the speciality area of Medical Imaging.

Recent experience in a nursing operational management role in an acute care setting.

##### **In addition, you should:**

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.

**How to apply:** For more information on how to apply “[click here](#)”

Contact Officer: Apurv Garg 02 51242159 [Apurv.Garg@act.gov.au](mailto:Apurv.Garg@act.gov.au)

## **Surgery**

### **Visiting Medical Officer - Ophthalmology Specialist**

#### **Visiting Medical Officer and Fee for Service rates, Canberra (PN: Visiting Medical Officer, several - 024VN)**

Gazetted: 08 August 2022

Closing Date: 14 August 2022

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

#### **ROLE OVERVIEW**

The Division of Surgery is responsible for delivering inpatient and outpatient surgical 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 Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

A Visiting Medical Officer (VMO) Ophthalmologist position is available at Canberra Health Services. The position would be suitable for an Ophthalmologist who has subspecialty training in paediatric ophthalmology, glaucoma, uveitis or neuro-ophthalmology, plus cataract surgery expertise. This position involves providing regular outpatient services, elective and emergency surgery, and contributing to the on-call roster.

The Ophthalmology Department provides tertiary level surgical care to the ACT and region.

The Ophthalmology Department is based at the Canberra Hospital. The Department is staffed by five Staff Specialists and five VMOs who support vitreo-retinal, medical retinal, corneal, glaucoma, neuro-ophthalmic, and emergency ophthalmic services at Canberra hospital, plus cataract surgery at Calvary Hospital. Other medical staff within the Department include two RANZCO-accredited Registrars, two unaccredited Registrar, and a resident (PGY2).

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579/>

## DUTIES

The successful applicant will be expected to participate in the mandatory administrative, governance and training requirements of the Division. Emphasis on recovery focus and person-centred care are essential. As the successful applicant -

Provide expertise and high-quality Ophthalmic clinical services to in patients and out-patients and contribute to the on-call requirements of the service.

Actively engage in clinical governance to ensure services are high quality, evidence based, safe and adhere to the National Safety and Quality Health Service Standards. This includes but is not limited to participating in relevant committees and meetings including regular audit meetings, morbidity and mortality meetings.

Take leadership in developing systems and processes necessary for the provision of sub-specialty practice within the hospital, including procurement of required equipment and facilities, and recruitment and training of support staff.

Coordinate and contribute to multidisciplinary education and training, and actively participate in the training and supervision of medical students and medical staff (including interns, resident medical officers and registrars and fellows) within the Department and Division.

Promote and practice research in Ophthalmology and support a research program, either clinical or laboratory based.

Work in a multidisciplinary team to promote a high-quality safe consumer-focused service.

Utilise digital health and health information systems to enable the provision of safe and timely access to services.

Undertake other duties as set out in your contract

## ABOUT YOU

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### Position Requirements/Qualifications:

#### Mandatory

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.

Registered or eligible for Fellowship of the Royal Australian and New Zealand College of Ophthalmology or equivalent specialist qualifications.

Evidence of post-graduate sub-specialty training and high-level clinical performance, in any or all the following subspecialties:

Glaucoma (inclusive of Glaucoma surgery)

Uveitis (inclusive of uveitis-related surgery)

Paediatric ophthalmology ( inclusive of Paediatric Ophthalmology Surgery)

Neuro-ophthalmology (inclusive of routine cataract surgery).

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

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

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and 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.

#### Desirable

Demonstrated interest in building and supporting an ongoing research program in Ophthalmology.

**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.

Agree to a VMO contract setting out specific work obligations in accordance with Part 7 of the Health ACT 1993.

Note: Visiting Medical Officers are engaged as independent contractors. Contracts will be for a three year term.

Contact Officer: Tonia Sydney (02) 5124 6498 Tonia.Sydney@act.gov.au

## **Clinical Services**

### **Cancer and Ambulatory Services**

#### **Specialist / Senior Specialist – Haematology**

#### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 45707 - 024D8)**

Gazetted: 08 August 2022

Closing Date: 15 August 2022

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: CHS website

The Haematology Department is based at the Canberra Region Cancer Centre (CRCC). There are seven full time Staff Specialists and five Haematology Advanced Trainee Registrars. Haematologists may admit patients to the Canberra Hospital and provide a consultation service to patients admitted under general physicians at Calvary Public Hospital Bruce (CPHB).

Hospital based day therapy and outpatient clinics are provided at the Canberra Region Cancer Centre (CRCC). An outreach team based at CRCC also provides some care for patients in their homes. Paediatric patients with haematological conditions are generally referred to specialist children's hospitals although the Haemophilia Treatment Centre provides care to all ages.

There are 22 inpatient beds in a newly refurbished positive pressure ward. Outreach services and support are also provided to patients and facilities in Southern NSW.

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

#### **DUTIES**

Under limited direction of the Unit Director, you will:

Conduct outpatient clinics at the Canberra Hospital, participate in on-call rosters and provide inpatient care as directed.

In consultation with the Unit Director and Clinical Director, develop a specific area of interest or expertise within the Department of Haematology and participate in research relevant to same.

Contribute to the clinical governance of the unit by actively participating in clinical audit, morbidity and mortality review and by practicing evidence-based medicine including ensuring services meet the National Safety and Quality Health Service (NSQHS) Standards.

Support the Haematology Outreach Service to Eurobodalla in consultation with the Unit Director.

Strive for continuous professional development both in theoretical knowledge and practical skills. Contribute to the education and training of all members of the medical and scientific team, including the training of junior medical staff and the teaching of medical students.

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

#### **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 Australasian College of Physicians (RACP) or equivalent specialist qualifications. Fellowship of the Royal College of Pathologists of Australasia (RCPA) and / or a higher degree would be an advantage.

Be registered under the Working with Vulnerable People Act.

Recent experience in all aspects of clinical haematology.

Prepared to attend rural or offsite clinics if needed.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and 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:**

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

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

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

13. 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.

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

15. 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.

Note: This is a part-time permanent position available at 28 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Prof Paul Craft (02) 5124 8502 Paul.Craft@act.gov.au

#### **Division Women, Youth and Children**

##### **Enhanced Health Services**

##### **Nurse Manager, Early Family Support Service (EFSS)**

##### **Registered Nurse Level 4.1 \$130,846, Canberra (PN: 58176-024ME)**

Gazetted: 08 August 2022

Closing Date: 22 August 2022

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

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

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

#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Women, Youth and Children, Community Health Programs (WYCCHP) delivers a range of primary health care community-based services to children, adolescents, families, and women including early pregnancy, child and family health, school health, immunisation, child protection and women's health services. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team.

The Enhanced Health Services (EHS) includes the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

The Nurse Manager position within EHS has operational management responsibility for the Early Family Support Service which comprises of nursing and allied health teams.

#### Early Family Support Service:

The EFSS delivers targeted services across the ACT for families with complex needs who require additional support beyond universal Maternal and Child Health (MACH) services. The EFSS Nursing Team works with parents and their newborn or young children within a sustained home visiting model and at outreach sites. The EFSS supports early identification and intervention for child development concerns, and information and support for parenting to build skills and confidence in the parenting role. EFSS Nurses contribute to the health of families through preventive health initiatives such as breastfeeding promotion, immunisation programs and child safety support and through collaboration and strong multi-disciplinary work with the Early Family Support Counselling and Physiotherapy (EFSCP) Team. The EFSCP Team provides counselling and psychosocial support to parents from the antenatal period and at any time until the child is five years of age. This team also provides physiotherapy services for women three months to twelve months postnatal, as well as to infants under twelve months of age for a range of concerns including torticollis, neck issues and positional talipes.

The EFSS Nurse Manager is supported by the EFSS Nursing Team CNC and EFSS EFSCP Team Clinical Lead.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong clinical, leadership, and interpersonal skills

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

The ability to work respectfully in partnership with staff and stakeholders

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

##### **Mandatory:**

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

A current driver's licence

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

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

##### **Desirable:**

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

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

- 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:** For more information on how to apply “[click here](#)”

Contact Officer: Carolyn Thomas (02) 51243267 carolyn.thomas@act.gov.au

## **Medical Service Group**

### **Medical Imaging**

#### **Administration Manager**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58163 - 024ML)**

Gazetted: 08 August 2022

Closing Date: 22 August 2022

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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.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 (MOSCETU), 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 subspecialty 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.

#### **ABOUT YOU**

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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.

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

A minimum of 2 years' experience working professionally as a supervisor or manager in a healthcare setting is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Kate Woodward (02) 5124 4233 Kate.Woodward@act.gov.au



## Allied Health

### Acute Allied Health Services, Nutrition

#### Nutrition

#### Manager Nutrition

**Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 27505-024TB)**

Gazetted: 09 August 2022

Closing Date: 23 August 2022

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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:

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au) The Acute Allied Health Services is based within the Division of Allied Health and provides Acute Allied Health services and interventions to a range of patient in an inpatient and outpatient setting at Canberra Hospital. The Acute Allied Health Services consists of the following departments: Aboriginal and Torres Strait Islander Liaison Service, Psychology, Social Work, Speech Pathology and Audiology, Occupational Therapy, Physiotherapy, Nutrition and Exercise Physiology. Acute Allied Health Services provides an on-call and after-hours service on weekends and public holidays for Physiotherapy, Social Work, and Nutrition departments. Under the limited supervision of the Director of Allied Health, the Manager Nutrition is responsible for the provision of clinical dietetic services across the Canberra Hospital Campus. This position is responsible for the strategic direction, planning and leadership of the Nutrition services to inpatients and out-patients of the Canberra Hospital. Proven Leadership in Allied Health Clinical Services Development, Project Management, and Management of human, financial resources. Significant Knowledge and Skills in contemporary Models of Health Care, Clinical Governance, Quality and Safety framework issues and influencing factors in Allied Health. This position is required to work flexibly across services, locations and programs including participating in an after-hours roster, including potential for weekend and public holiday work and on-call duty.

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

Mandatory Relevant undergraduate or postgraduate qualification in Nutrition and Dietetics and a minimum of 5 years' experience working professionally in Nutrition and Dietetics. Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential. Hold a current Driver's Licence. The successful applicant will need to be available for weekend and after-hours work. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

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

How to apply: For more information on how to apply "click here"

Contact Officer: Andrew Slattery (02)51245135 [Andrew.Slattery@act.gov.au](mailto:Andrew.Slattery@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)

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

##### **Business and Industry Engagement Support Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 34209)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

**Details:** Do you have strong administration skills? Are you able to grow and strengthen stakeholder connections? Have you worked in complex project environments, collaborated with others and worked as part of a small team? The CIT Business Growth and Development Team is seeking an Engagement Support Officer to join the team. As part of the Business Growth and Development Team you will play a key role in building sustainable and collaborative relationships with a range of industry partners. You will use your stakeholder engagement skills to contribute to business outcomes with a particular focus on supporting the team to increase partnerships and commercial funding opportunities. You will work autonomously to support the team through administrative tasks and contribute to maintaining ongoing relationships with stakeholders and promoting CIT as a provider of choice for vocational education and training.

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

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

Desirable:

Strong administrative and office management skills.

Experience in stakeholder engagement, business development and customer service.

A strong understanding of the Vocational Education and Training environment

**Notes:** This is a temporary position available immediately up until 16 January 2023

**How to Apply:** Applicants are asked to submit a pitch of no more than two pages addressing the Selection Criteria within the Position Description, as well as a current curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Kris McCreath (02) 6207 6241 [Kris.McCreath@cit.edu.au](mailto:Kris.McCreath@cit.edu.au)

Joint Selection Committee (JSC) Put this under contact officer

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.

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

##### **CIT Education Services**

##### **CIT Awards and Programs**

##### **Project Manager - Systems**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55776)**

Gazetted: 10 August 2022

Closing Date: 17 August 2022

**Details:** Do you enjoy systems and data? If you do, this may be the perfect job for you.

CIT Education Services is seeking a talented and energetic team member with the following key skills:

Demonstrated ability to build and maintain connections in an ever-evolving educational environment.

Ability to explore and understand systems; experience in preparing and analysing data and surveys

Knowledge of and experience in the VET environment. Skills and experience in information and records management

Ability to present complex information clearly in the VET environment

Demonstrated project management skills

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

**Eligibility/Other requirements:**

**Desirable**

Qualifications in information technology, education, business or project management.

At least two years' experience in VET/tertiary education administration.

**Note:** This is a temporary position available immediately up until December 2022 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee reports only.

**How to Apply:** Please submit a one-page pitch showing how and why you are best placed to meet the requirements, along with a brief CV (max six pages) and the names and contact details of two referees (one should be a current/recent supervisor/manager).

For more information, please contact Matthew Ryan on [matthewc.ryan@cit.edu.au](mailto:matthewc.ryan@cit.edu.au) or (02) 6207 4870

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

Contact Officer: MatthewC Ryan (02) 6207 4870 [MatthewC.Ryan@cit.edu.au](mailto:MatthewC.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)

**Revenue Management**

**Operations**

**Operations Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 11146, several)**

Gazetted: 09 August 2022

Closing Date: 25 August 2022

**Details:** The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high-quality services to all Canberrans. The role involves dealing professionally with taxpayers and stakeholders, providing accurate and timely information and maintaining records. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

The 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.

**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:** To apply, please submit your curriculum vitae and a two-page pitch addressing the selection criteria as outlined in the Position Description.

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

Contact Officer: Evelyn McCarthy (02) 6205 0315 [Evelyn.McCarthy@act.gov.au](mailto:Evelyn.McCarthy@act.gov.au)

**Digital Data and Technology Solutions**

**Strategic Business Branch**

**DDTS Finance Partners**

**Assistant Director DDTS Finance Partner**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41279)**

Gazetted: 04 August 2022

Closing Date: 11 August 2022

**Details:** We are seeking a high performing management accountant who is looking to take the next step in their career as the Assistant Director of Reporting, Budgeting and Assets for the Digital, Data and Technology Solutions (DDTS) Group. The successful applicant will be responsible for the provision of reporting, budgeting, asset management, finance partnering, and advisory services to a wide variety of stakeholders across the ACT Government. We are looking for self-motivated individuals who can absorb information and learn new skills quickly, operate well under pressure, and excel when given the freedom to deliver on tasks with limited management guidance. This role will suit someone who enjoys a high level of variety or who has a natural affinity with IT, with the role focussed on supporting the ACT Government complex and constantly evolving IT environment. The successful applicant will join a tight-knit team and contribute to a positive culture that supports continuous improvement. They will assist with driving improved financial literacy through the delivery of coaching to staff, and training on financial principles more broadly across DDTS. This opportunity is for a 6 month vacancy with the opportunity for permanency.

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/Requirements**

Current baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

**Notes:** This is a temporary position available immediately for six months with possibility of extension up to 12 months and/or permanency

The ACT Government is a leader in the adoption of flexible work with several options available to staff including flexible working hours and work from home arrangements.

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:** To apply for this position please provide a short pitch of no more than two pages outlining why you are interested in this role, what you offer the agency, your skill set, relevant career history, achievements, and leadership attributes. You should consider the *Professional / Technical Skills* and *Behavioural Capabilities* listed in the position description when completing your pitch.

You will also be required to provide a copy of your curriculum vitae and any qualifications when completing your application. A referee report may be requested upon completion of the interview process. Please let us know if you wish to be contacted prior to going out for referee reports.

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

Contact Officer: Tanya Alston 0400 113 795 Tanya.Alston@act.gov.au

**Digital Data and Technology Solutions**

**Strategic Business Branch**

**Portfolio Delivery Office**

**Project Manager**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17996)**

Gazetted: 05 August 2022

Closing Date: 23 August 2022

**Details:** We're looking for someone to join our team as a Project Manager in the application space. The Project Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office and reports to the Program Manager.

We pride ourselves on continuous evolution. The driving force behind our improvements and innovations is the presence of skilled and dedicated project managers. Which means we are looking for the right person – be they full time, part time, or interested in job sharing. We're working hybrid at the moment and where possible we will do our best to support what best suits you and the team.

You will drive delivery of application projects for our clients, all across ACT Government Directorates, and build strong relationships with stakeholders at all levels across ACT Government. This is a hands-on role and will involve scoping, validating and delivering project outcomes. You will work with high performing matrix teams, often with several streams of work, in a professional and collaborative approach to deliver outcomes.

If you can demonstrate your ability to manage a range of (ICT application) projects, using best practice methodologies, we want to hear from you.

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

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

**Notes:** This is a temporary position available immediately for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Part-time hours and/or job sharing may be considered, and the full-time salary noted above will be pro-rata.

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

why you want the role

what you would bring to the role

what you would get out of it

about an achievement that you are most proud of

Also supply:

A current curriculum vitae

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

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

Contact Officer: Jacinta Smith (02) 6205 5219 Jacinta.Smith@act.gov.au

## Finance and Budget Group

### Various

#### Treasury Analyst

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 34656, several)**

Gazetted: 08 August 2022

Closing Date: 22 August 2022

**Details:** Are you looking for an exciting opportunity to work across a wide range of policy and/or financial issues in the ACT Government?

Do you enjoy working in a dynamic and team orientated environment, applying strategic thinking, communication and critical analysis skills to achieve outcomes?

Do you want to help develop and manage budgets, advise Government on policy and financial issues, work with a range of agencies on financial reporting issues and contribute to the production of the ACT Government's financial statements?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for permanent and temporary staff to fill Analyst positions. These positions provide a great opportunity to see the inside workings of Government, and to contribute to the development of key policy priorities.

#### **Successful applicants will obtain:**

- Central agency experience, including building your understanding of how the Government's strategic policy priorities are developed and implemented;
- A sophisticated understanding of the Machinery of Government, the Budget process and Government decision-making and policy implementation;
- Effective stakeholder management and negotiation skills; and
- Access to diverse career advancement pathways.

We are looking for people who are good communicators and team players and can work to tight deadlines across competing priorities. We need people who are proficient with Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. Experience using the TM1 application is desirable, but we will help you learn for the right applicants.

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

**Eligibility/Other requirements:** Tertiary or post graduate qualifications in business, accounting, commerce, economics, finance or a similar field are highly desirable or, alternatively, tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting.

**Note:** A merit pool may be formed from this process and used to fill other permanent and temporary vacancies ranging between two weeks and up to 12 months with the possibility of extension and/or permanency. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. These positions are based in a workplace designed for activity-based working (ABW).

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 work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

**How to apply:** Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

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

Contact Officer: Hamish Palfreyman (02) 6205 7810 [Hamish.Palfreyman@act.gov.au](mailto:Hamish.Palfreyman@act.gov.au)

## Finance and Budget Group

### Treasury Analyst

#### Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 31632, several)

Gazetted: 05 August 2022

Closing Date: 23 August 2022

**Details:** Are you looking for an exciting opportunity to work across a wide range of policy and/or financial issues in the ACT Government?

Do you enjoy working in a dynamic and team orientated environment, applying strategic thinking, communication and critical analysis skills to achieve outcomes?

Do you want to help develop and manage budgets, advise Government on policy and financial issues, work with a range of agencies on financial reporting issues and contribute to the production of the ACT Government’s financial statements? ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for permanent and temporary staff to fill Analyst positions. These positions provide a great opportunity to see the inside workings of Government, and to contribute to the development of key policy priorities.

Successful applicants will obtain:

Central agency experience, including building your understanding of how the Government’s strategic policy priorities are developed and implemented;

A sophisticated understanding of the Machinery of Government, the Budget process and Government decision-making and policy implementation;

Effective stakeholder management and negotiation skills; and

Access to diverse career advancement pathways. We are looking for people who are good communicators and team players and can work to tight deadlines across competing priorities. We need people who are proficient with Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you learn our in-house budget and reporting systems, including TM1.

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

**Eligibility/Other requirements:** Tertiary or post graduate qualifications in business, accounting, commerce, economics, finance or a similar field are highly desirable or, alternatively, tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting.

**Notes:** A merit pool may be formed from this process and used to fill other permanent and temporary vacancies ranging between two weeks and up to 12 months with the possibility of extension and/or permanency. If you do not wish to be placed in the merit pool, please indicate this with the contact officer.

These positions are based in a workplace designed for activity-based working (ABW). 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 work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

**How to Apply:** Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role.

You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

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

Contact Officer: David Hodder (02) 6207 2995 or 0404 542 205 David.Hodder@act.gov.au

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

### **Customer Engagement Services**

#### **CIT ICT**

#### **Senior Applications Administrator**

#### **Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 19249)**

Gazetted: 08 August 2022

Closing Date: 31 August 2022

**Details:** Digital, Data and Technology Solutions administer the business systems servicing the ICT and operational needs of the Canberra Institute of Technology (CIT). In this role, you will provide second-level and third-level support for the institute's online learning platform, presently comprised of the Moodle learning environment and open EQUELLA digital repository applications.

You will maintain the configuration, customisation, and occasionally develop enhancements for these applications, as well as respond to technical incidents as they arise.

You will work collaboratively with the CIT eLearn Support team to deliver exemplary customer service.

You will also lead a small team of experienced professionals providing first and second level technical support for the aforementioned systems.

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:** You should be highly experienced with contemporary web development languages, the PHP server-side scripting language, SQL, Linux-based server hosting environments and automation. You should also be proficient in software configuration management using version control tools such as Git or Microsoft Team Foundation Server. You may be required undertake training to learn new technologies to meet the evolving teaching and learning requirements.

**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:** Interested eligible candidates should supply a Curriculum Vitae of no more than two pages supported by a two page "pitch" to support the application and application coversheet.

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

Contact Officer: Wayne Lucas (02) 6207 3811 Wayne.Lucas@act.gov.au

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

### **Technology Services**

#### **Networks, Communications Services and ICT Facilities**

#### **Senior ICT Facilities Officer**

#### **Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 45475)**

Gazetted: 08 August 2022

Closing Date: 24 August 2022

**Details:** The ICT Facilities Infrastructure and Operations team requires someone to assist in the management of ACT Government data centres, communications rooms and all associated infrastructure. This small team within the Technology Services Branch of Digital, Data and Technology Solutions, is looking for a dynamic person who is self-motivated, has excellent organisation skills and can coordinate multiple operational and project activities in the support of a large enterprise 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 encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

**Eligibility/ Other Requirements:**

- This position requires an Australian Government Security Vetting Agency (AGSVA) issued Negative Vetting Level 1 (NV1) security clearance, or the ability to obtain and maintain one.

- Class C driver licence is essential.
- Current holder of an Occupational Health and Safety Construction Induction White Card or ability to obtain and hold one is mandatory.
- Current holder of an Asbestos Awareness Card or ability to obtain and hold one is mandatory.

**Notes:** This is a temporary position available immediately until 19 May 2023, 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:** Candidates are asked to review the Position Description and address the skills under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees. Applications should be submitted via the Apply Now button below.

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

Contact Officer: Nathan Butcher (02) 6207 6840 [Nathan.Butcher@act.gov.au](mailto:Nathan.Butcher@act.gov.au)

## Revenue Management

### Compliance

#### Compliance Officer

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 34262, several)**

Gazetted: 09 August 2022

Closing Date: 25 August 2022

**Details:** The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT’s tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

The 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.

**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:** To apply, please submit your curriculum vitae and a two-page pitch addressing the selection criteria as outlined in the Position Description.

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

Contact Officer: David Ellis (02) 6205 4811 [David.Ellis@act.gov.au](mailto:David.Ellis@act.gov.au)

## Revenue Management

### Compliance

#### Compliance Officer

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 03422, several)**

Gazetted: 09 August 2022

Closing Date: 25 August 2022

**Details:** The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high-quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT’s tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

The 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.

**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:** To apply, please submit your curriculum vitae and a two-page pitch addressing the selection criteria as outlined in the Position Description.

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

Contact Officer: David Ellis (02) 6205 4811 David.Ellis@act.gov.au

## **Workforce Capability And Governance**

### **Centre For Leadership And Innovation**

#### **Innovative Work Practices**

##### **Director, Innovative Work Practices**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50073)**

Gazetted: 04 August 2022

Closing Date: 18 August 2022

**Details:** Do you want to be a part of the dynamic team that is helping to shape the ACTPS for the future?

The Innovative Work Practices Section is seeking an experienced officer to help embed and build Innovation capability across the ACTPS. We are looking for someone who can use a variety of methodologies and approaches to explore ideas and deliver projects designed to shape the workforce of tomorrow. You must be able to unpick complex workforce issues, facilitate outcome driven methodologies and shape innovative solutions – all while ensuring outcomes are human centric, business useable and sustainable.

The successful candidate must be able to manage a range of workforce projects, maintain effective relationships, communicate a complex topic in a simple but user focus manner and be strategically minded.

The successful candidate will be familiar with a wide range of practices including project management, evaluation, adult learning and human centred design. They will be an excellent communicator that can present information in thought provoking and novel ways that will support and promote innovation.

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/Requirements**

Relevant higher education or experience in fields such as Project Management, Workforce Management, Communications, Design or other relevant field is preferable with demonstrated experience in project management.

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

This position has access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and the Innovation Hub (once completed).

**How to Apply:** Please submit a two-page pitch addressing the professional and behavioural capabilities, 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: Paula Naughton (02) 6207 4980 Paula.Naughton@act.gov.au

## **HR/Finance Service Desk**

### **Senior Customer Service Agent**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 05406)**

Gazetted: 09 August 2022

Closing Date: 23 August 2022

**Details:** Are you looking for that next step in your customer service career? Here at the Shared Services HR and Finance Service Desk we provide 1st level support for all ACT Government staff on general human resource and finance related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required. As a Senior Customer Service Agent, you are primarily responsible for monitoring call, chat, and email volumes and providing operational support to staff. When volumes



rise, the Senior Customer Service Agent will support by taking calls and working with the leadership team on any further actions to reduce wait times.

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

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

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

**Eligibility/Other Requirements:** This role may require working in high-risk environments such as quarantine and/or testing sites, where evidence of an approved COVID-19 vaccination may be requested.

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

**How to Apply:** Ensure you attach your responses (Maximum length; two pages) to the Application Questions as well as a curriculum vitae with contact details for at least two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Edmestone (02) 6205 2367 Jennifer.Edmestone@act.gov.au

## **Treasury**

### **ACT Property Group**

#### **Director Reporting ,Budgeting, Costings and Systems**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45362)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

**Details:** If you are after a challenging, rewarding and career enhancing role which covers all aspects of the Finance function then this role may be just the one you are looking for.

You will be responsible for providing leadership to teams delivering reporting, budgeting, costings, systems and financial services functions by giving direction and performance support through skills and knowledge development and provide professional services to ACT Property Group business units and directorates.

This position assists the Senior Director in managing the financial aspects of ACT Property Group including budgeting and reporting, as well as managing the costing / chargeback processes and data analytics of the business. This position is part of the senior management team and supports the decision making of the business through ensuring our systems are fit -for-purpose, our data analytics is insightful and relevant and our underlying data is accurate. The position also provides direction and support to other ACTPG business units on financial reporting, budgeting, costing and systems matters.

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.

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

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

This position requires the following :

Tertiary qualification in accounting/finance is preferred.

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

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

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

**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. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit the following:

- A 1-2 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:
  - a) Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
  - b) Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do”.
  - c) Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.
- A current curriculum vitae (CV) 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 directly via the Apply Now button below.**

Contact Officer: Ross Burton (02) 6207 5863 [Ross.Burton@act.gov.au](mailto:Ross.Burton@act.gov.au)

## Revenue Management

### Operations

#### Operations Officer

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 03421, several)**

Gazetted: 09 August 2022

Closing Date: 25 August 2022

**Details:** The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high-quality services to all Canberrans. The role involves dealing professionally with taxpayers and stakeholders, providing accurate and timely information and maintaining records. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

The 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.

**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:** To apply, please submit your curriculum vitae and a two-page pitch addressing the selection criteria as outlined in the Position Description.

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

Contact Officer: Evelyn McCarthy (02) 6205 0315 [Evelyn.McCarthy@act.gov.au](mailto:Evelyn.McCarthy@act.gov.au)

## Economic Development

### VisitCanberra

#### Visitor Services Officer (Casual)

**Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 06493, several)**

Gazetted: 09 August 2022

Closing Date: 30 January 2023

**Details:** VisitCanberra is seeking applications for on-call casual staff members to assist with Visitor Services. Applications will be taken over the coming six months with roles being filled based on operational requirements. The primary objective of this position is to provide a high level of customer service to Visitors and callers to the Canberra and Region Visitors Centre (CRVC) and Canberra Airport Information Booth.

The Visitor Services casual is required to:

Provide high level customer service to visitors and callers regarding local tourist information.

Coordinate and book sales of travel accommodation and tourism services for visitors using reservation system.

Assist in the sale of merchandise.  
Provide support to volunteer staff on the service counter.  
Proactively contribute to all areas of the organisation.

#### What You Require

Demonstrated experience in providing a high standard of customer service, building rapport and communicating effectively with people from a variety of backgrounds and cultural sensitivities.

Competent computer skills and the ability to use a range of products, including Bookeasy or similar reservation system, Microsoft Word and Outlook applications. Sound knowledge of tourist facilities in the ACT and surrounding region. Ability to understand, interpret and apply work practices, procedures, guidelines and instructions.

Ability to work independently and make decisions, as well as work in a team environment demonstrating behaviours reflecting the VisitCanberra values of integrity, innovation and inspiration.

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

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

**Eligibility/ Other Requirements:** Desirable Other Requirements

Current Driver's license Class C.

Ability to speak a foreign language would be advantageous.

A current First Aid Certificate, or ability to obtain.

Flexibility to work evenings, weekends and public holidays.

**Notes:** This is a casual position with varying working hours, full-time salary noted above will be paid pro-rata for hours worked. 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. A register of suitable applicants will be established from this process and will be used to fill casual vacancies within the next six months.

**How to Apply:** Please submit a one-page pitch and an up-to-date curriculum vitae.

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

Contact Officer: Jackie McKeown (02) 6205 0661 Jackie.McKeown@act.gov.au

#### Access Canberra

##### Office of the Chief Operating Officer

##### Director

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 40701)**

Gazetted: 10 August 2022

Closing Date: 2 September 2022

**Details:** "With great power comes great responsibility" – *Uncle Ben*

Uncle Ben wasn't exactly thinking about data when teaching Peter Parker to carefully consider the consequences of using (or not using) his power. But as some say, "data is knowledge and knowledge is power." Access Canberra has a lot of data, and so great responsibility. Access Canberra is seeking a Director to lead its Data team which is responsible for organisation-wide accountability reporting, analysis and data solutions, and progressing the organisation's strategic data objectives. Success in the role requires the ability to apply and guide strategic thinking and analytical skills to the achievement of organisational objectives; adaptable communication skills so the value of data and the team's work cuts through to a variety of audiences; and the ability to provide leadership in a changing 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 encouraged to apply.

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

**How to Apply:** To apply for the position please review the Position Description and submit your curriculum vitae and a 2-page pitch providing examples that demonstrate your skills, knowledge and behavioural capabilities and

experience to perform the duties and responsibilities of the role; and why that makes you the best person for the job.

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

Contact Officer: Linda Muscat (02) 6207 5014 Linda.Muscat@act.gov.au

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

### **Technology Services Branch**

#### **Networks, Communications Services and ICT Facilities**

##### **ICT Facilities Support Officer**

##### **Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 14380)**

Gazetted: 10 August 2022

Closing Date: 26 August 2022

**Details:** The ICT Facilities Infrastructure and Operations team requires someone to assist in the management of ACT Government data centres, communications rooms and all associated infrastructure. This small team within the Technology Services Branch of Digital, Data and Technology Solutions, is looking for a dynamic person who is self-motivated, has excellent organisation skills and can coordinate multiple operational and project activities in the support of a large enterprise 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 encouraged to apply.

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

This position requires an Australian Government Security Vetting Agency (AGSVA) issued Negative Vetting Level 1 (NV1) security clearance, or the ability to obtain and maintain one.

Class C driver licence is essential.

Current holder of an Occupational Health and Safety Construction Induction White Card or ability to obtain and hold one is mandatory.

Current holder of an Asbestos Awareness Card or ability to obtain and hold one is mandatory.

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

**How to Apply:** Candidates are asked to review the Position Description and address the skills under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees. Applications should be submitted via the Apply Now button below.

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

Contact Officer: Nathan Butcher (02) 6207 6840 Nathan.Butcher@act.gov.au

## **Policy and Cabinet Division**

### **Regional, Infrastructure, Planning and Transport Branch**

#### **Senior Director**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 55343)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

**Details:** The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes. Policy and Cabinet provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency strategic and coordination role in strategic planning, social and economic policy, spatial planning, regional policy and engagement, government accountability and across-government regulatory reform.

Policy and Cabinet supports the Chief Minister, Minister for Business and Better Regulation, Cabinet, and the Head of Service as Secretary of Cabinet and Chair of Strategic Board, through the provision of policy and support, including Cabinet secretariat functions and advice.

The Regional, Infrastructure, Planning and Transport Branch provides whole of Government policy advice and support in relation to policy matters within the portfolio areas of the following ACT directorates:

Environment, Planning and Sustainable Development Directorate;

Transport Canberra and City Services Directorate; and  
Chief Minister, Treasury and Economic Development

The Branch also has lead responsibility for updating the ACT Infrastructure Plan; provides strategic advice in relation to Auditor General matters; leads the ACT Government's regional and cross-border engagement and policy development; and coordinates ACT Government services in Jervis Bay Territory.

The Senior Director will be responsible for leading a team of people to deliver the objectives of the Regional, Infrastructure, Planning and Transport Branch. The Senior Director will build strong relationships across the public service and with key external stakeholders to provide whole of government governance support and strategic policy advice to Executive and Ministers in relation to Cabinet matters and Government priorities within the Team's portfolio responsibilities.

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 until 27 January 2023 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions staff are working partially on-site and partially from home.

**How to Apply:** Please review the Position Description and submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the capabilities detailed in the "What you Require" section of the Position Description.

A current curriculum vitae including contact details for two referees.

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

Contact Officer: David Clapham (02) 6205 7261 David.Clapham@act.gov.au

## Revenue Management

### Operations

#### Operations Officer

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 49936, several)**

Gazetted: 10 August 2022

Closing Date: 26 August 2022

**Details:** The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high quality services to all Canberrans. The role involves dealing professionally with taxpayers and stakeholders, providing accurate and timely information and maintaining records. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

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:** To apply, please submit your curriculum vitae and a two-page pitch addressing the selection criteria as outlined in the Position Description.

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

Contact Officer: Evelyn McCarthy (02) 6205 0315 Evelyn.McCarthy@act.gov.au

## Access Canberra

### Engagement, Compliance and COVID-19 Response

#### Event and Business Coordination Team

#### Manager

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35590)**

Gazetted: 10 August 2022

Closing Date: 17 August 2022

**Details:** Do you have a passion to support local business? How about providing advice and guidance to support safe and successful events? Do you work well in a team and individually and proactively look for solutions to problems? Are self-motivated and able to multi-task?

Then this may be the opportunity for you!

The Event and Business Coordination (EBC) Team through a coordinated case management approach, foster strong working relationships across government and with external to government stakeholders. This service is provided to ensure timely coordination of approval processes and continuous liaison with event organisers. EBC also provide advice to businesses wanting to establish in Canberra by outlining the various approvals and endorsements relevant to get the business up and running.

**Skills/experience needed:**

Proven leadership skills displayed in a team management setting.

You will have strong written and verbal communication skills to engage and educate businesses and event organisers to support obtaining various approvals.

You will plan and prioritise workflow both individually and in a team environment with a keen eye for detail.

Provide support and advice to clients; and identify, analyse, manage and monitor relationships with and between stakeholders.

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:**

You must hold a current C class driver's license.

This position does not require a pre-employment medical

This position does not require a Working with Vulnerable People Check

Highly desirable to have an understanding of current regulatory requirements for event approvals or the ability to quickly acquire such knowledge.

Highly desirable to have an understanding of the current regulatory requirements for establishing a new business or the ability to quickly acquire such knowledge.

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

**How to Apply:** Applicants should address the Selection Criteria located in the Position Description by providing a pitch of no more than two pages. Please include an up-to-date curriculum vitae and two Referee reports (one from your current manager).

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

Contact Officer: Nathan Buckley (02) 6205 3461 Nathan.Buckley@act.gov.au

**Digital, Data and Technology Solutions**

**Technology Services Branch**

**Networks, Communications Services and ICT Facilities**

**ICT Facilities Support Officer**

**Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 51434)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

**Details:** The ICT Facilities Infrastructure and Operations team requires someone to assist in the management of ACT Government data centres, communications rooms and all associated infrastructure. This small team within the Technology Services Branch of Digital, Data and Technology Solutions, is looking for a dynamic person who is self-motivated, has excellent organisation skills and can coordinate multiple operational and project activities in the support of a large enterprise environment.

**Eligibility/Other Requirements:**

- This position requires an Australian Government Security Vetting Agency (AGSVA) issued Negative Vetting Level 1 (NV1) security clearance, or the ability to obtain and maintain one.
- Class C driver licence is essential.
- Current holder of an Occupational Health and Safety Construction Induction White Card or ability to obtain and hold one is mandatory.

- Current holder of an Asbestos Awareness Card or ability to obtain and hold one is mandatory.

**Notes:** This is a temporary position available immediately for three 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:** Candidates are asked to review the Position Description and address the skills under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees.

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

Contact Officer: Nathan Butcher (02) 6207 6840 [Nathan.Butcher@act.gov.au](mailto:Nathan.Butcher@act.gov.au)

## Revenue Management

### Compliance

#### Senior Compliance Officer

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37828, several)**

Gazetted: 09 August 2022

Closing Date: 25 August 2022

**Details:** The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high-quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT’s tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

The 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.

**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:** To apply, please submit your curriculum vitae and a two-page pitch addressing the selection criteria as outlined in the Position Description.

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

Contact Officer: David Ellis (02) 6205 4811 [David.Ellis@act.gov.au](mailto:David.Ellis@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)**

### Children, Youth and Families

#### Practice and Performance

##### Practice

#### CYPS Health Liaison Officer

**Child and Youth Protection Professional Level 4 \$123,373 - \$132,376, Canberra (PN: 12938)**

Gazetted: 10 August 2022

Closing Date: 17 August 2022

**Details:** Child and Youth Protection Services (CYPS) has a statutory responsibility to support children, young people and families requiring a care or justice response. CYPS works in partnership with families, carers and community agencies to ensure children and young people are safe and achieve the best possible life outcomes.

The functions of CYPS Practice and Performance include:

Providing specialist support to CYPS Operations.

Working across all functions to ensure best practices in service provision to children and young people.

Ensuring quality practice system controls and continuous improvement including maintaining and updating the Integrated Management System (Knowledge Portal) and practice guidelines.

Implementing audit and compliance programs.

Liaising with the community and building working partnerships through Health, Education and community liaisons

Providing independent case conferencing chair.

Facilitation of Family Group Conferences.

This position operates in the context of the Out of Home Care (OOHC) Strategy, 'Next Steps for our Kids'. The CYPP4 CYPS Liaison Officer role is focussed on improving coordination and collaboration between CYPS and the non-government OOHC providers on the one hand and ACT Health. The position will work in tandem with the ACT Health Liaison Officer providing support to agencies to improve processes between organisations. This will be achieved through projects and provision of information and support to ACT Health staff regarding CYPS policy, procedure, decision making and relevant legislation.

**Eligibility/Other requirements:**

**QUALIFICATIONS, SUITABILITY AND EXPERIENCE**

**Essential qualifications and experience:**

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

At least 5 years practice experience working with children, young people and their carers or families.

Current Driver's Licence

**ADDITIONAL INFORMATION**

Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Educational, suitability and professional qualification checks may be carried out prior to employment.

**Notes:** This is a temporary position available immediately for three months. A Merit List may be established from this selection process and maybe used to fill temporary and permanent 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 submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae, and details of two referees.

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

Contact Officer: Jackie Lukins (02) 6205 3573 Jackie.Lukins@act.gov.au

**Children, Youth and Families**

**Practice and Performance**

**Cultural Services Team**

**Cultural Services Officer**

**Child and Youth Protection Professional Level 2 \$78,014 - \$105,024, Canberra (PN: 58269)**

Gazetted: 10 August 2022

Closing Date: 31 August 2022

**Details:** As a Cultural Services Officer, you will be responsible for case management and co-working on improving procedures, communication channels and supporting guidance materials for women reported to CYPS who are pregnant with an Aboriginal and/or Torres Strait Islander baby. You will develop and support referrals for culturally appropriate interventions that foster strengthening of families and the safety and wellbeing of Aboriginal and Torres Strait Islander children and young people. In this role you will assist in the development and implementation of the prenatal pilot project that is a holistic culturally based service that provides specialised and innovative service.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with through the. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background and capability, but do not hold the essential tertiary qualification to consider applying for these roles. You will be employed under an Aboriginal and Torres Strait Islander Competency Framework that will build your skills and abilities for progression.



The Cultural Services Teamwork with cultural integrity, using the Aboriginal and Torres Strait Islander Child Placement Principle as our framework, led by family decision making and self-determination.

We provide a cultural lens when supporting Aboriginal and Torres Strait Islander children, young people, and families. Our work is to keep children connected to their family, community, and culture, and we are committed to promoting the principles of connection, participation, placement, partnership, and prevention. You must demonstrate awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities

**We strongly encourage Aboriginal and Torres Strait Islanders people to apply**

**Eligibility/other requirements:**

**Essential experience:**

Proficiency in Aboriginal and Torres Strait Islander culture.

Work experience with children, young people and their carers or families and/or relevant tertiary qualifications in Social Work, Psychology or related discipline.

At least 12 Months practice experience working with children, young people and their carers or families.

Current Driver's Licence.

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

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

**Note:** A Merit List may be established from this selection process and maybe used to fill temporary and permanent 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 submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

**Applications are to be submitted via the "Apply Now" button below.**

Contact Officer: Brooke Rigney (02) 6207 2868 [Brooke.Rigney@act.gov.au](mailto:Brooke.Rigney@act.gov.au)

## **Children, Youth and Families**

### **Practice and Performance**

#### **Cultural Services Team**

#### **Cultural Planning, Cultural Services Officer**

#### **Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 58260)**

Gazetted: 10 August 2022

Closing Date: 2 September 2022

**Details:** The Cultural Planning Cultural Services Officer role is focussed on delivering the best possible life outcomes for Aboriginal and Torres Strait Islander children and young people through responsive client service underpinned by trauma informed case management. The Cultural Services Officer will empower families to share their story their way within the development of a child's cultural plans through the implementation of culturally appropriate and trauma informed engagement, information gathering, planning processes and ensure the active involvement of families in decision making at each phase towards self-determination. In addition, the Cultural Services Officer will support and promote cultural identity and connection to family and community for all Aboriginal and/or Torres Strait Islander children and young people in care.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with through the . The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background and capability, but do not hold the essential tertiary qualification to consider applying for these roles. You will be employed under an Aboriginal and Torres Strait Islander Competency Framework that will build your skills and abilities for progression.

The Cultural Services Team work with cultural integrity, using the Aboriginal and Torres Strait Islander Child Placement Principle as our framework, led by family decision making and self-determination.

We provide a cultural lens when supporting Aboriginal and Torres Strait Islander children, young people, and families. Our work is to keep children connected to their family, community, and culture, and we are committed to promoting the principles of connection, participation, placement, partnership, and prevention. You must demonstrate awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities

#### **QUALIFICATIONS, SUITABILITY AND EXPERIENCE**

##### **Essential experience:**

Proficiency in Aboriginal and Torres Strait Islander culture.

Work experience with children, young people and their carers or families and/or relevant tertiary qualifications in Social Work, Psychology or related discipline.

At least 2 years practice experience working with children, young people and their carers or families.

Current Driver's Licence.

##### **ADDITIONAL INFORMATION**

Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**Notes:** A Merit List may be established from this selection process and maybe used to fill temporary and permanent 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 submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

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

Contact Officer: Brooke Rigney (02) 6207 2868 [Brooke.Rigney@act.gov.au](mailto:Brooke.Rigney@act.gov.au)

#### **Children, Youth and Families**

##### **Relationships Coordinator**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 33653)**

Gazetted: 09 August 2022

Closing Date: 23 August 2022

**Details:** The functions of CYPS Practice and Performance, Relationship Management include:

Ensuring effective relationships with the Out of Home Care and community sector;

Providing feedback regarding performance and procedures to continuously improve CYPS' service delivery;

Procurement service agreement development and contract management for community sector agencies providing services for children and young people in the statutory care system and contracts within Children, Youth and Families Division.

The SOGC Relationships Coordinator role is focussed on strategies to ensure CYPS has the capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients. The Relationship Coordinator has a significant role in managing community relationships through contract management and promoting continuous improvement of service delivery.

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

#### **QUALIFICATIONS, SUITABILITY AND EXPERIENCE**

##### **Essential qualifications and experience:**

At least five years experience working in a human service field.

Current Driver's Licence.

##### **Desirable qualifications and experience:**

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

##### **ADDITIONAL INFORMATION**

A Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**Note:** This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A Merit List may be established from this

selection process and maybe used to identical vacancies. Selection may be based on application and referee reports only.

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

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

Contact Officer: Lee-Ann Akau'ola (02) 6205 3625 Lee-Ann.Akau'ola@act.gov.au

## Office of the Director General

### OATSIA

#### Community Governance and Development

#### Director - Community Governance and Development

#### Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 04835)

Gazetted: 09 August 2022

Closing Date: 23 August 2022

**Details: Duties:** The Office for Aboriginal and Torres Strait Islander Affairs are seeking applicants to fill a temporary position at the SOG B level for nine months with the possibility of extension and/ or permanency.

The Office for Aboriginal and Torres Strait Islander Affairs (OATSIA) sits within the Office of the Deputy Director-General. The Office of the Deputy Director-General is a critical first point of contact for the Directorate by the Ministers and their staff, government office holders, representatives of other ACT Government and Commonwealth agencies, the community sector, and clients.

The successful applicant will be able to work under broad direction within the context of the ACT Aboriginal and Torres Strait Islander whole of government Agreement and National Priorities in Aboriginal and Torres Strait Islander Affairs.

**Eligibility/other requirements:** Aboriginal and Torres Strait Islander people strongly encouraged to apply.

**Note:** This is a Full-time Temporary position available immediately for nine months with the possibility of extension and/or permanency.

**How to Apply:** Please submit no more than two pages response to the Selection Criteria.

Please provide your curriculum vitae and details of two referees.

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

Contact Officer: Telesha Newman (02) 6207 9000 Telesha.Newman@act.gov.au

## Assistant Director

#### Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 37239)

Gazetted: 09 August 2022

Closing Date: 23 August 2022

**Details:** The Office for Aboriginal and Torres Strait Islander Affairs are seeking applicants to fill a temporary position at the SOG C level for nine months with the possibility of extension and/ or permanency.

The Office for Aboriginal and Torres Strait Islander Affairs (OATSIA) sits within the Office of the Deputy Director-General. The Office of the Deputy Director-General is a critical first point of contact for the Directorate by the Ministers and their staff, government office holders, representatives of other ACT Government and Commonwealth agencies, the community sector, and clients.

The successful applicant will be able to work under broad direction within the context of the ACT Aboriginal and Torres Strait Islander whole of government Agreement and National Priorities in Aboriginal and Torres Strait Islander Affairs.

Aboriginal and Torres Strait Islander people strongly encouraged to apply.

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

**How to Apply:** To apply, submit no more than a two page response addressing the Selection Criteria. Please ensure your curriculum vitae and referee information is supplied upon submission of your application.

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

Contact Officer: Meg McLoughlin (02) 6205 1106 Meg.McLoughlin@act.gov.au

## **Inclusion and Participation**

### **Office for Disability**

#### **Assistant Director**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38970)**

Gazetted: 05 August 2022

Closing Date: 23 August 2022

**Details:** We are seeking an exceptional team player to support the work of the Office for Disability over the next 12 months to support a maternity leave vacancy. The Office for Disability supports community engagement, program and policy development and currently includes shaping the ACT Disability Strategy. People with disability especially are welcome to apply.

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:** Essential to have an understanding of the experiences of people with disability and the strategic levers and activities that create change and progress inclusion.

**Notes:** This is a temporary position available immediately until 18 August 2023. Selection may be based on application and referee reports only. This position is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The workplace offers flexible working arrangements and opportunity and support to work from home.

**How to Apply:** Please provide a written response to the position requirements and your curriculum vitae including contact detail for two referees. Selection may be based on application and referee reports only.

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

Contact Officer: Amanda Charles (02) 6207 5323 [Amanda.Charles@act.gov.au](mailto:Amanda.Charles@act.gov.au)

## **Corporate Services**

### **People Management Branch**

#### **Senior Workforce Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50879, several)**

Gazetted: 05 August 2022

Closing Date: 19 August 2022

**Details:** People Management Branch is seeking Human Resource specialists with the ability to, under direction, manage the delivery of Directorate operational and strategic human resource outcomes. This may include managing multiple deliverables while demonstrating effective planning and prioritisation of work, while monitoring progress and achieving successful outcomes within set timeframes. In achieving these outcomes, successful applicants will demonstrate sound judgement and risk management practices, and experience in providing high level advice and direction, including for complex and/or contentious Human Resources matters. The successful applicant will have a sound understanding of human resource legislation, conditions of service and associated process relevant to Government employment, and will have well developed research, analytical and conceptual skills.

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:** There are several temporary and permanent opportunities available. Temporary vacancies will be for a minimum of three months with the possibility of extension up to 12 months and/or permanency.

Selection may be based on application and referee reports only.

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

**How to Apply:** A two-page pitch addressing the Selection Criteria is sought from potential candidates and should 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: Cathy Chandler (02) 6205 0949 [Cathy.Chandler@act.gov.au](mailto:Cathy.Chandler@act.gov.au)

## **Education**

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

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

### **School Performance and Improvement**

#### **Tuggeranong School Network**

##### **Lanyon High School**

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

**School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 58338, several)**

Gazetted: 10 August 2022

Closing Date: 17 August 2022

**Details:** Lanyon High School is located in Conder and currently has 435 student enrolled across Years 7-10 and 65 Staff.

We are seeking a highly organized, motivated and energetic person to fulfil the role of Learning Support Assistant providing both support in the classroom and administration support. The role may include preparation of class materials, general work within the classroom that may not directly focus on the needs of students with disabilities and general administration support for staff within the relevant faculty.

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

##### **Mandatory**

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

##### **Desirable**

First Aid Certificate or willingness to undertake appropriate Training

Willingness to undertake HAAS Program Training in relation to health care procedures/tasks

Certificate III or equivalent e.g. Disability, Early Childhood Education and Care, Education Support, School Support Services.

**Notes:** These are temporary part-time positions available immediately at (31:25) hours per week until 26 January 2023. Selection may be based on application and referee reports only.

**How to Apply:** Please complete a two page pitch outlining your experience and focusing on the seven points in the Relevant Skills and Abilities section. Please include your curriculum vitae and the names and contact of two referees.

**Applications should be sent to the Contact Officer.**

Contact Officer: Jenny Cavalier (02) 6142 1800 [Jenny.Cavalier@ed.act.edu.au](mailto:Jenny.Cavalier@ed.act.edu.au)

### **School Improvement**

#### **Belconnen Network**

##### **Cranleigh School**

##### **Specialist School Classroom Teacher**

**Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 05156)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

**Details:** Cranleigh School is seeking a motivated, relationship driven classroom teacher to join our teaching team. Potential applicants should demonstrate teaching pedagogy appropriate to a specialist school setting, including the use of AAC for students with high complex communication needs, differentiating Australian Curriculum for students with disabilities and be able to clearly demonstrate strategies to support students with social emotional regulation.

Cranleigh School is a specialist preschool and primary setting for students with moderate to severe/profound intellectual disabilities. Many of our students also have physical and sensory disabilities and a large proportion of students have Autism Spectrum Disorder (ASD).

Cranleigh School takes enrolments for primary aged students P-6 who meet the disability criteria to attend a special school and who reside north of Lake Burleigh Griffin. Most of the children who attend Cranleigh are non-verbal and have high complex communication needs.

#### **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 recognized 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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

**Notes:** Existing Classroom Teachers with the Education Directorate must discuss their intention to apply for this position, noting that agreement to transfer to another position outside of the annual Classroom Teacher Transfer Round is at the discretion of your current Principal and People and Performance, Teacher Recruitment.

**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 Standards, 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: Amy Foran (02) 6142 0444 Amy.Foran@ed.act.edu.au

### **School Performance and Improvement**

#### **Tuggeranong School Network**

#### **Lanyon High School**

#### **Food Technology Assistant**

#### **School Assistant 2 \$51,548 - \$56,919, Canberra (PN: 58342)**

Gazetted: 09 August 2022

Closing Date: 16 August 2022

**Details:** Lanyon High School is located in Conder and currently has 435 students enrolled across Years 7-10 and 65 Staff. We are seeking a highly organized, motivated and energetic person to fulfil the role of Food Technology Assistant. The successful applicant will be responsible for kitchen cleanliness, the preparation of materials for food technology lessons and purchasing of consumables. The Food Technology Assistant will work closely with, and receive direction from, teaching staff and to be proactive, exercise judgment and initiative and work with limited supervision as well as providing administration support when needed.

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

Mandatory

Must have current ACT Working with Vulnerable People (WWVP) Registration

Desirable

First Aid Certificate or a willingness to undertake appropriate training

Certificate III or equivalent or relevant Trade qualifications e.g. Hospitality, School Support Services

**Notes:** This is a temporary position available immediately until 26 January 2023, with the possibility of extension up to 12 months and/or permanency. This position is part-time at 31:25 hours per week and the full-time salary noted above will be pro-rata.

**How to Apply:** Please submit a two-page pitch outlining your experience and focusing on the seven points in the Selection Criteria. Please include your curriculum vitae and the names and contact of two referees.

**Applications should be sent to the Contact Officer.**

Contact Officer: Jenny Cavalier (02) 6142 1800 Jenny.Cavalier@ed.act.edu.au

### **School Performance and Improvement Division**

#### **South Weston**

#### **Charles Weston School Coombs**

#### **School Leader B - Charles Weston School Coombs**

#### **School Leader B \$154,033, Canberra (PN: 45491)**

Gazetted: 09 August 2022

Closing Date: 21 August 2022

**Details:** Charles Weston School is seeking a dynamic, highly capable and experienced School Leader B with a demonstrated skill set in leading the whole school curriculum and pedagogy. As an International Baccalaureate (IB)

world school, it is essential that the applicant is passionate about inquiry learning and has experience in leading an IB curriculum with previous experience as a Primary Years Programme (PYP) coordinator preferred.

The potential applicant demonstrates strength in building positive and productive relationships with staff, students, and their families, with a strong focus on inclusion and student agency. The successful applicant will be required to lead professional learning communities from preschool to year 6. They will need to establish credibility and partner with senior leadership and executive staff to lead school improvement, with a specific focus on data analysis and actioning multiple sources of evidence to monitor whole school improvement strategies. Charles Weston School has a strong focus on inclusion so the School Leader B will have effective leadership and management of teaching and support staff to implement adjustments for students across the school to access, participate and achieve growth as a learner. Interest and expertise in Early Childhood is also highly desirable.

**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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

**How to Apply:** Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) along with two referees.

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

Contact Officer: Nicole Nicholson 0466358916 [Nicole.Nicholson@ed.act.edu.au](mailto:Nicole.Nicholson@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 Group**

#### **Communications Engagement and Government Support**

#### **Ministerial and Corporate Reporting**

#### **Directorate Liaison Officer**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 37786)**

Gazetted: 05 August 2022

Closing Date: 23 August 2022

**Details:** The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers. The Ministerial and Corporate Reporting team provides the critical connection between the Directorate and Government. The team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and Ministerial business. The team coordinates significant input to government commitments, annual reporting, performance and accountability, and attendance at committee hearings.

#### **We are looking for someone to join us!**

As the Directorate Liaison Officer, you will represent the Directorate at the highest level of the ACT Government, among members of the ACT Legislative Assembly and the community. You will facilitate the communication and advice between the Directorate and the Minister's Office, and as necessary other Directorate's and Ministerial Offices. You will be challenged by being the point of contact for the Minister's Office and by providing specialist assistance in the matters relating to Cabinet, the ACT Legislative Assembly, ministerial correspondence, stakeholder meetings and ministerial events.

We need someone who has strong communication skills, can collaborate and foster effective relationships and is committed to continuous improvement. Our ideal candidate will be pro-active, organised and can work well under pressure in a constantly changing environment.

**Notes:** This is a temporary position available immediately for a period of 12 months with the possibility of extension. The Education Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**How to Apply:** Please submit a two-page pitch (maximum) outlining your suitability for the position in line with the Position Description.

Please provide a current curriculum vitae and the contact details of at least one referee.

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

Contact Officer: Rochelle Bessey (02) 6207 2620 [Rochelle.Bessey@act.gov.au](mailto:Rochelle.Bessey@act.gov.au)

## **School Performance and Improvement**

### **North Gungahlin Network**

#### **Harrison School**

##### **Student Administration Officer**

##### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 37013)**

Gazetted: 04 August 2022

Closing Date: 11 August 2022

**Details:** Harrison School is seeking a Student Administration Officer to join their team. Harrison School, located in North Gungahlin, is a P-10 school with approximately 1,800 students and 200 staff. At Harrison School, our priorities are learning progress for all students, and positive social and emotional development for all staff and students.

If you would like be a part of children and young people's educational journey and want to join a collaborative team that has students at the centre, then we can't wait to read your application.

The successful applicant will be an active member of the administration team, assisting with the operations of school business, specialising in enrolments and student services.

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/Requirements**

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

**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 submit

A two-page response to the Professional/Technical Skills and Knowledge and the Behavioural Capabilities (listed on page 3 of the position description) including relevant examples.

A current curriculum vitae

Contact details for two referees

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

Contact Officer: Kathryn Matthews (02) 6142 2200 [Kathryn.Matthews@ed.act.edu.au](mailto:Kathryn.Matthews@ed.act.edu.au)

## **Environment, Planning and Sustainable Development**

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

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

### **Planning and Urban Policy Division**

#### **Housing Strategy and Unit Title Reform team**

##### **Assistant Director, Housing Policy and Strategy**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40337, several)**

Gazetted: 09 August 2022

Closing Date: 1 September 2022

**Details:** Would you like to help improve housing affordability in the ACT? The position of Assistant Director, Housing Policy and Strategy is part of a small team that provides policy and strategic advice on a range of housing, housing affordability, land use and land development issues.

Projects include policy development to support the delivery of new housing related initiatives; ongoing implementation, monitoring and evaluation of the ACT Housing Strategy; and legislative reform projects related to housing initiatives such as stage two of the unit titles reform project.



The Assistant Director Housing Policy and Strategy will have a dynamic and enthusiastic approach combined with demonstrated skills and experience suitable for a policy development environment. Strong attention to detail, and the ability to effectively manage multiple projects is required.

The Directorate has flexible working arrangements, allowing hybrid working arrangements between home and the office.

This role is open to applicants who may wish to work part-time hours. This can be negotiated with the Senior Director.

**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 submit a written response against the Selection Criteria, a copy of your resume and contact details of two referees.

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

Contact Officer: Amy Kingham (02) 6205 3398 Amy.Kingham@act.gov.au

## **Planning and Urban Policy**

### **Building Reform, Housing and Design Services**

#### **Major Projects - City**

#### **Director, Urban Design and Planning Policy**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 19179)**

Gazetted: 08 August 2022

Closing Date: 17 August 2022

**Details:** The Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate is seeking an experienced urban design and planning professional to lead our Major Projects – City team.

The Planning and Urban Policy Division is responsible for a wide range of policy, projects and programs across strategic planning, infrastructure planning, land strategy, housing policy and building policy and has strong links to work across the wider Directorate and with other government agencies.

The role of the Director Urban Design and Planning Policy involves leading a team in a multi-disciplinary environment to deliver strategic planning and urban design policies, projects, and programs to facilitate land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

This is a unique opportunity to contribute to the future shaping of the city by leading the development of strategic planning and design policy and projects for the ACT Government with a focus on achieving good land use planning and built form design outcomes.

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

**Eligibility/Other requirements:** Relevant tertiary qualifications and/or demonstrated equivalent industry/professional experience in urban design, urban planning, architecture, landscape architecture or a related field highly desirable.

**Notes:** This position is in 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:** Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

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

Contact Officer: JamesP Bennett (02) 6205 4877 JamesP.Bennett@act.gov.au

## **Development and Implementation**

### **Loose Fill Asbestos Coordination Team**

#### **Project Officer, Delivery Support**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35088)**

Gazetted: 05 August 2022

Closing Date: 19 August 2022

**Details:** The Loose Fill Asbestos Coordination Team (Coordination Team) within the Development and Implementation Division of the Environment, Planning and Sustainable Development Directorate is seeking interest from suitably experienced and qualified applicants for the temporary vacancy of Project Officer, Delivery Support (ASO 6) until the 31st of December 2023.

As the Project Officer, Delivery Support you can expect diverse and exciting opportunities to demonstrate your sound administrative, governance, and organisational skills. As part of this varied role you will also have the ability to liaise with key stakeholders, provide advice on procurement and finance activities, review policy and processes to achieve appropriate outcomes.

The ideal candidate we are looking for will be a high performing team member who is innovative, motivated, and who can exercise sound judgement in supporting the management, coordination and delivery of priority projects and tasks.

The successful applicant will work as part of a small multi-disciplinary team, be comfortable working flexibly and adaptably across a team who willingly support each other in meeting critical operational or project timeframes. Please see the position description for further information on the Coordination Team and responsibilities of the Project Officer, Delivery Support role.

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

**Notes:** This is a temporary position available immediately until the 31st of December 2023.

This position will be at a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a two-page written response to the selection criteria clearly outlining your skills and experience identified in the Position Description.

Please include your current curriculum vitae, and the 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: Joyce Chow (02) 6207 6498 Joyce.Chow@act.gov.au

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may 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)

## Statutory Planning

### Merit and Estate Assessment and Deed Management/DA Gateway

#### Merit Assessment/Gateway

#### Assessment Officer/Gateway Officer

#### Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 15952, several)

Gazetted: 04 August 2022

Closing Date: 29 August 2022

**Details:** Have you ever wanted to be a part of shaping Canberra's future and have great customer service skills?

The Statutory Planning Division is seeking a motivated and enthusiastic person to assist the division in a wide range of functions associated with development applications. In this role, you will assist in assessing a variety of Development Applications and provide planning advice to a range of individuals including community members, the development industry and other ACT Government Directorates. You will need great communication skills and customer service skills as well as the ability to work within a team and individually.

**Eligibility/Other Requirements:** Qualifications in urban planning, architecture or another relevant professional area is desirable but not essential.

**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:** An application outlining experience and/or ability in relation to the Selection Criteria of no more than two pages, contact details of at least two referees and a current curriculum vitae. Please Note, there is a limit of 10MB and 10 documents per application in the online application.

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

Contact Officer: Emily Larkin (02) 6207 3825 Emily.Larkin@act.gov.au

**Planning and Sustainable Development  
Development and Implementation**

**Loose Fill Asbestos Coordination Team**

**Director, Assistance and Acquisition**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 35094)**

Gazetted: 04 August 2022

Closing Date: 18 August 2022

**Details:** The Loose Fill Asbestos Coordination Team (Coordination Team) within the Development and Implementation Division of the Environment, Planning and Sustainable Development Directorate is seeking interest from suitably experienced and qualified applicants for the temporary vacancy of Director, Assistance and Acquisition (SOGB) until the 31st of December 2023.

The Director, Assistance and Acquisition leads the delivery of the ongoing Assistance and Acquisition offerings of the Loose Fill Asbestos Insulation Eradication Scheme, as well as oversees the community engagement, recovery, safety and education activities for affected or impacted property homeowners and the broader ACT community in relation to the management of, and eradication of loose fill asbestos insulation from the Canberra community.

The ideal candidate we are looking for will be an exceptional collaborator, supervisor, strategist, and communicator with excellent demonstrated experience in delivering government and human services programs that respond to complex and sensitive issues but achieve quality engagement outcomes with clients as well as the broader community in their delivery.

The successful applicant will work as a senior member of small multi-disciplinary team, be comfortable working flexibly and adaptably across the team to address complex issues and to support broader community recovery from the impacts from loose fill asbestos insulation in Canberra homes.

Please see the position description for further information on the Coordination Team and responsibilities of the Director, Assistance and Acquisition role.

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

**Eligibility/Requirements**

The position occupant is required to not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

**Notes:** This is a temporary position available immediately until the 31st of December 2023

This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

Selection may be based on application and referee reports only.

**How to Apply:** Applicants should submit a two-page pitch (maximum) which outlines their suitability for the position and addresses the required Skills, Knowledge, Behaviour criteria through providing practical examples. As well as provide a copy of a current curriculum vitae and contact details of at least two relevant referees.

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

Contact Officer: Kathryn Looke (02) 6205 8680 Kathryn.Looke@act.gov.au

**Planning and Urban Policy**

**Planning Review and Reform Project and Communications, Engagement and Media**

**Assistant Director, Communications and Engagement - Planning Review and Reform Project**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58366)**

Gazetted: 04 August 2022

Closing Date: 18 August 2022

**Details:** Like working in a dynamic environment where you are encouraged to test new ideas?

The Planning and Urban Policy Division (PUP) is responsible for a wide range of policy, projects and programs across strategic planning, infrastructure planning, land strategy, housing policy and building policy and has strong links to work across the wider Directorate and with other government agencies.

The Assistant Director, Communications and Engagement - Planning Review and Reform Project will work collaboratively with a multidisciplinary team to develop, deliver and evaluate best practice communications and community engagement with the specific focus on the Planning Review and Reform Project. The successful

candidate will be able to further their experience by working with multiple line areas, each with a role in making Canberra a better place to live.

If this sounds like you, we would love to hear from you!

Please note, while this is a temporary position available immediately for up to 12 months with possibility of extension.

**Eligibility/Other Requirements:**

Relevant tertiary qualifications and a minimum of five years' experience working professionally in the fields of strategic engagement, strategic communications, media or public relations is preferred.

**Notes:** This is a temporary position available immediately for up to 12 months with possibility of extension for a further 12 months. Selection of suitable candidate may be made on application only. A Merit Pool will be established from this selection process and will be used to fill future vacancies.

**How to Apply:** To apply for this role please submit a **maximum two-page pitch** addressing the skills, knowledge and behaviours listed in the selection criteria and details of two referees.

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

Contact Officer: Amy Faulks (02) 6207 2096 Amy.Faulks@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.

**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)

**ACT Corrective Services**

**Operational Support**

**Project Management Office**

**Project Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38269)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

**Details:** ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals to fill the position of Project Officer (Administrative Services Officer Class 5), within Operational Support.

The Project Officer will support the management and delivery of selected projects for ACTCS. You will also be dedicated to supporting the Project Delivery Manager in delivering the ACTCS Blueprint for Change program.

The successful applicant will support development and maintenance of projects, including plans, reports, schedules and discussion papers to manage the flow of information. You will also undertake administrative activities to support project governance and other project activities including, planning and supporting meetings, consultations and dissemination of information.

Further to this, you will undertake research and analysis to support the development of key projects and the improvement of processes across ACTCS. You will manage and facilitate internal and external stakeholder engagement to complete various project activities and milestones.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

**Eligibility/Other requirements:**

Qualifications and/or experience working in a project environment is highly desirable.

The successful candidate will be required to undergo a criminal record check.

This position requires a Working with Vulnerable People Check.

Experience in Corrective Services is desirable

**How to Apply:** Applicants are required to submit two items:

A one-to-three-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); Please ensure you submit all items.

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

Contact Officer: Jordan Saragih (02) 6205 3082 [Jordan.Saragih@act.gov.au](mailto:Jordan.Saragih@act.gov.au)

## **ACT Government Solicitor**

### **Legal Practice**

#### **Principal Solicitor**

**Government Solicitor 3 \$159,186 - \$180,081, Canberra (PN: 34359, several)**

Gazetted: 10 August 2022

Closing Date: 26 August 2022

**Details:** Are you excited about growing and developing the breadth of your government legal expertise? If so, consider applying for roles at the ACT Government Solicitor (ACTGS).

The ACTGS is the ACT Government’s legal service provider and offers broad opportunities to successful candidates to excel as a Government Solicitor.

Together with the Office of the Solicitor-General, ACTGS operates as a legal practice providing legal services which aim to protect the interests of the Territory, its Ministers and agencies. ACTGS is seeking motivated lawyers with experience and interest in the following areas of practice:

Public and Constitutional Law; Citizen Rights and Welfare; Claims, Inquests and Inquiries; Commercial Advising and Commercial Dispute Resolution; Employment and Industrial Relations; Property, Land and Construction; and Regulation and Revenue.

#### **Role of Principal Solicitor**

Principal Solicitors will work as part of a team in a practice area, providing high quality and timely legal services in a professional and cost-effective manner. The practice groups operate under the supervision and leadership of a Practice Leader (GS4) and work collaboratively within and across various areas of professional legal practice.

The Principal Solicitors will contribute to ensuring responsive legal service delivery by a practice team. As a subject matter expert, you will:

Assist a Practice Leader and the Executive Group Manager in supervision, management and building the capacity of a practice area.

Draft, provide and settle advice on more complex and/or significant contracts, procurement documents and processes or property leases and land development documents.

Provide advice on more complex legal questions and on legal aspects of proposed policies.

Prepare or conduct more complex litigation in accordance with the Legal Services Directions and model litigant principles, briefing counsel as appropriate.

Represent the ACTGS and ACT Government at directions hearings, preliminary conferences, mediations, interlocutory matters and hearings involving more complex cases.

Assist others in the preparation and conduct of more complex and/or significant cases, and cases that may have a high community profile, visibility or impact before courts and tribunals.

Provide advice and reports on the more complex or significant decisions of courts and tribunals.

Analyse legal opinions and other legal material, conduct legal research and identify legal issues and risks.

Direct, train and supervise staff within a practice area, acting as a consultant or mentor to assigned government solicitors.

Perform a range of liaison, managerial and administrative tasks connected with the performance of professional legal work and office procedures.

#### **ACTGS Workforce and Career Development**

ACTGS actively encourages development of solicitors through movement between areas of practice. Development strategies also include transfers and outplacements with ACT Government agencies both at level and through higher duty opportunities.

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

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

Applicants must be admitted with at least five years post-admission experience as a lawyer.

Successful applicants must be available to commence in their new role within six weeks of acceptance of offer.

**Notes:** An order of merit may be established for the purposes of recruiting similar positions in the future.

Applicants may be selected on application only.

**How to Apply:** Applications are to include a current curriculum vitae and pitch demonstrating their ability and experience to perform the role, including the behavioural capabilities. The pitch is not to exceed two pages and the behavioural capabilities can found in the Position Description. The details of two referees that can be contacted are also required.

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

Contact Officer: Lyndal Bennett (02) 6207 0666 actgshr@act.gov.au

## **ACT Government Solicitor**

### **Legal Practice**

#### **Senior Solicitor**

#### **Government Solicitor 2 \$126,839 - \$152,194, Canberra (PN: 45445, several)**

Gazetted: 10 August 2022

Closing Date: 26 August 2022

**Details:** Are you excited about growing and developing the breadth of your government legal expertise? If so, consider applying for roles at the ACT Government Solicitor (ACTGS).

The ACTGS is the ACT Government's legal service provider and offers broad opportunities to successful candidates to excel as a Government Solicitor.

Together with the Office of the Solicitor-General, ACTGS operates as a legal practice providing legal services which aim to protect the interests of the Territory, its Ministers and agencies. ACTGS is seeking motivated lawyers with experience and interest in the following areas of practice:

Public and Constitutional Law; Citizen Rights and Welfare; Claims, Inquests and Inquiries; Commercial Advising and Commercial Dispute Resolution; Employment and Industrial Relations; Property, Land and Construction; and Regulation and Revenue.

#### **Role of Senior Solicitor**

As a Senior Solicitor, you will work as part of a team in a practice area, providing high quality and timely legal services in a professional and cost-effective manner. The practice groups operate under the supervision and leadership of a Practice Leader (GS4) and work collaboratively within and across various areas of professional legal practice.

As a Senior Solicitor you will assume carriage of some of the more complex litigation and advice work which may include: Prepare or conduct routine and some non-routine litigation, in accordance with the Legal Services Directions and model litigant principles, briefing counsel as appropriate.

Draft and provide advice on routine and some more complex contracts, procurement documents and processes or property leases and land development documents. Provide advice on routine and some more complex legal questions and on legal aspects of proposed policies.

Represent the ACTGS and ACT Government at routine and some non-routine directions hearings, preliminary conferences, interlocutory matters and hearings.

Assist in the preparation and conduct of more complex cases before courts and tribunals.

Prepare reports on decisions of courts and tribunals including advice on their legal implications.

Analyse legal opinions and other legal material, conduct legal research and identify legal issues and risks.

Perform a range of liaison, mentoring and administrative tasks connected with the performance of professional legal practice and office procedures.

#### **ACTGS Workforce and Career Development**

ACTGS actively encourages development of solicitors through movement between areas of practice. Development strategies also include transfers and outplacements with ACT Government agencies both at level and through higher duty opportunities.

ACTGS supports workforce diversity and is committed to creating an inclusive and flexible 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:** At least two years post-admission experience as a lawyer is highly desirable.

Successful applicants must be available to commence in their new role within six weeks of acceptance of offer.

**Notes:** An order of merit may be established for the purposes of recruiting similar positions in the future.

Applicants may be selected on application only.

**How to Apply:** Applications are to include a current curriculum vitae and pitch demonstrating their ability and experience to perform the role, including the behavioural capabilities. The pitch is not to exceed two pages and the behavioural capabilities can found in the Position Description. The details of two referees that can be contacted are also required.

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

Contact Officer: Lyndal Bennett (02) 62070666 [actgshr@act.gov.au](mailto:actgshr@act.gov.au)

## **ACT Law Courts and Tribunals**

### **Registry Operations**

#### **Civil Unit, Commencement**

#### **Team Leader**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 42378)**

Gazetted: 05 August 2022

Closing Date: 19 August 2022

**Details:** Here's your opportunity to become the next Team Leader of the Commencement Team in our Civil Section!

The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting thousands of enquiries and files which we handled.

Our work is unique, interesting and client-focused. Our people are our superpower. As a team, we are a diverse group of individuals but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely knit bunch who have each other's backs. And good administration and governance runs in our veins.

#### **Opportunity**

We have a rare long-term Team Leader vacancy come up in our Commencement Team in the Civil Section.

In this role, you will be leading and coordinating the work of the team, including dealing with a wide variety of clients, enquiries, transactions and documents across every civil jurisdiction for all Courts. You will never be bored in your job as no two days are the same. This is a great opportunity for anyone who's interested in a career in court administration. As we say, start here and go anywhere!

It is a very busy but a rewarding leadership and managerial role which will see you become a true Master of Civil procedures and court processes. Given the public facing and client service nature of these roles, you will also be in the thick of it, making decisions and calls on a range of matters, managing strict deadlines, quality assuring documents, receiving and accounting for public moneys, and dealing with and answering enquiries from parties, legal profession and members of the public who attend the Court. As you will be making decisions under various laws and rules, you will need to exercise powers as a Deputy Registrar of a particular court.

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/Requirements**

##### ***Who are we after?***

We'd take the right attitude over any technical expertise any day. *But* the role is a technical one with lots of moving pieces. So, you must be willing to learn a lot and learn it fast, and have a knack for following and applying rules and procedures. Also, as this is a team leader position, you'll have highly-developed managerial and leadership skills, as well as administrative skills, and be a great communicator. As you're the Registry's Ambassador with the legal profession and the public, your client service must be up there!

You'll be a self-starter who takes initiative, and works well in a small team. You must have a strong track record of meeting deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

If this sounds like you, **we'd love to hear from you.**

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

Candidates may be selected from application and referee reports only. The Selection Committee may also ask the candidates to complete a work sample test or attend an interview. A merit pool will be established from this selection process and it may be used to fill other similar vacancies in the branch over the next 12 months.

**How to Apply:** Please use the link in this ad to submit, in a PDF format, the following three documents:

Your **up-to-date curriculum vitae** (max 3 pages)

A **completed Referee Report** from your current or most recent (not older than 6 months) supervisor

please use this Referee Report template

([https://www.jobs.act.gov.au/data/assets/word\\_doc/0016/1243123/Referee\\_Report.doc](https://www.jobs.act.gov.au/data/assets/word_doc/0016/1243123/Referee_Report.doc))

your referee will need to rate your skills and abilities (using the Rating Scale in the template), and provide a comment (max 100 words) against each criterion set out under the 'Professional / Technical Skills and Knowledge' and 'Behavioural Capabilities' headings

**Tip:** we suggest that you pre-fill the template with the following before giving it to your referee to complete: *Applicant Details, Details of Position Applied For, Referee Details*, and insert each *criterion* (cut and paste from the Position Description as per above point) so to make it easier for your referee to provide ratings and comments

3. A **document with answers** to the following four selection questions:

**Question 1:** Provide an example of when you provided a client service in a complex matter while managing multiple competing demands. Why was this a complex matter? What made your approach successful? Reflecting on the situation, what could you have done differently, if anything?

**Question 2:** Please provide an example of when you had to deal with a client who was angry because your colleague made an error. How did you approach the situation? What was the outcome for the client? Did you provide any feedback to your colleague? If not, why not?

**Question 3:** Provide an example of when you interpreted a legislative provision, policy or guideline, and made a decision by applying it. What were your key considerations? How did you know you applied the provision correctly?

**Question 4:** Provide an example of when you used your initiative to learn and be across a large volume of materials in your workplace, in a short timeframe and with limited assistance from colleagues or supervisors. What method and tools did you use to support your learning? Was your learning successful and why/why not?

Each answer should be no more than 350 words (that is, 1,400 words all up). Please use headings to mark clearly and separate each answer (e.g., Answer to Question 1).

**Tip:** Please use the STAR model to structure your answers to selection questions. For more information, please refer to page 9 of the Applicant Information Kit available from: <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>. There is no need to address each capability separately.

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

Contact Officer: Renae Myers (02) 6207 1326 [Renae.Myers@courts.act.gov.au](mailto:Renae.Myers@courts.act.gov.au)

## **ACT Courts and Tribunal**

### **Registrar's Office (S.C)**

### **Registrar's office (S.C)**

### **Executive Director, Supreme Court**

### **ACT Courts and Tribunal Legal 3 \$172,620 - \$180,081, Canberra (PN: 52334)**

Gazetted: 05 August 2022

Closing Date: 30 August 2022

**Details:** The ACT Supreme Court is seeking an experienced lawyer to fill the role of Executive Director, Supreme Court.

The position is responsible for supporting the work of the Supreme Court Registrar. This includes hearing matters, managing staff, representing the Registrar at meetings and supporting the consideration and implementation of amendments to policies and procedures as well as exercising the most complex jurisdiction of the Registrar to hear and determine matters.

The successful applicant for this role will:

Provide legal advice and support to the Chief Justice, Registrar and Senior Executive of ACTCT on the implications of new policy proposals and options for implementation on complex or significant legislative amendments;

Provide support and direction to the Supreme Court Registry in answering time sensitive, complex queries from legal practitioners and court users;

Exercise the most complex jurisdiction of the Registrar to hear and determine matters under the *Court Procedures Rules 2006* and other legislation;

Support the Registrar in the daily case management of matters before the ACT Supreme Court;

Drive development and implementation of programs, practice and procedure to support the strategic, innovative and efficient operations of the ACT Supreme Court and the ACTCT;

Represent the ACT Supreme Court and the ACTCT at sensitive and /or strategic external meetings including but not limited to court user groups, professional bodies and the Directorate or Whole-of-Government working groups;

Lead a number of small teams of professionals and non-professionals to deliver ACTCT priorities across jurisdictions;



Develop and manage budgets within a jurisdiction of the ACTCT including the assessment and resolution of any resourcing issues that may arise;

Proactively initiate, plan and conduct legal research projects of extensive breadth, complexity or significance, and as appropriate, direct legal and other staff involved in legal research.

**Eligibility/Other Requirements:**

This position requires a degree in laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive Officer and Principal Registrar, is appropriate to the duties of the office.

This position requires admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory and at least five years' experience post qualification in law.

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

**How to Apply:** Please provide an application of no more than four pages which addresses the Professional/Technical Skills, knowledge and behavioural capabilities as contained in the position description. Applicants should also provide a current curriculum vitae with details of two referees.

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

Contact Officer: Jayne Reece and Jasmin Barker-Mitchell (02) 6207 1203 and (02) 6205 4634

Jayne.Reece@courts.act.gov.au Jasmin.Barker-Mitchell@courts.act.gov.au

**ACT Corrective Services**

**Corporate Services**

**Facilities Management Unit**

**Heating Ventilation Air-Conditioning and Refrigeration (HVACR) Supervisor**

**Building Trade Inspector \$101,055 - \$114,928, Canberra (PN: 38228)**

Gazetted: 05 August 2022

Closing Date: 23 August 2022

**Details:** ACT Corrective Services (ACTCS) is seeking a highly motivated, experienced and suitably qualified person to fill the position of Heating Ventilation Air-Conditioning and Refrigeration (HVACR) Supervisor (BTI). This position is based at the Alexander Maconochie Centre in Hume.

Working closely with the Facilities Management and Custodial Operations teams, the HVACR Supervisor will be responsible for planned and reactive maintenance, repairs, installation, renovations optimisation and upgrades to ACT Corrective Services heating, ventilation, air-conditioning and refrigeration infrastructure, control systems and fixtures, to ensure that facilities are safe, humane, compliant, comfortable, cost effective and of a high quality. In addition, you will supervise, coach, train, instruct and work with detainees, where practical, to develop their work skills in order to enhance their post-release employment opportunities, and contribute to the development of a cooperative, high performance work group.

Further to this, you will ensure compliance with manufacturers recommendations, Australian Standards, the Building Code of Australia, as well as local and Corrective Services specific regulations, Work Health and Safety Regulations and best practice guidelines.

To be successful, you will possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders and demonstrated expertise in electronic, computer and software-based control systems including building management systems, refrigeration, heating and commercial air-conditioning controllers.

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:**

3. Background, criminal history and security clearance checks will be conducted.
4. The occupant of this position will be required to:
  - Hold an Australian recognised occupational trade qualification in Airconditioning and Refrigeration (minimum Certificate III level) with a minimum five years trade experience post apprenticeship.
  - Hold a refrigerant handling and storage licence or have the ability to obtain.
  - Hold a restricted electrical licence.
  - Hold an unrestricted drivers licence (minimum class C).

- Hold an ACT Working with Vulnerable People registration without restrictions or have the ability to obtain.
- Pass a pre-employment medical.
- Undertake parts of the duties outside normal business hours.
- Work a rotating on-call roster.
- Provide backfill support to the Facilities Management unit.
- Work across all ACT Corrective Services sites.
- Qualifications in one or more of the following sectors is highly desirable:
- Australian recognised trade qualification in Electrical (Certificate III Level).
- Project Management.
- Experience working within a custodial or secure environment is highly desirable.

**How to Apply:** To apply, applicants are required to submit three items: (1) a one-to-three-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae, including the names and contact details of two referees (one of which should be your current supervisor); and (3) a copy of your driver's licence. Please ensure you submit all required items.

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

Contact Officer: Craig Batten (02) 6207 6770 [Craig.Batten@act.gov.au](mailto:Craig.Batten@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

### **Custodial Operations**

**Trainee Correctional Officer (automatically converted to a Correctional Officer Grade 1 upon successful completion of training)**

**Correctional Officer Trainee \$50,817, Canberra (PN: 13284, several)**

Gazetted: 05 August 2022

Closing Date: 13 September 2022

**Details:** Do you have what it takes to be a Correctional Officer? Do you have life experience and an interest in community safety? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you have the maturity to be assertive whilst remaining level-headed, non-judgemental, fair and respectful? If so, this may be the role for you!

Successful applicants will be required to complete a 12-week Correctional Recruit Training (CRT) course in the first instance and will receive a training salary of \$50,817 per annum for this period. The CRT will provide you with all the relevant training to be a competent and accomplished Correctional Officer. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. Following the successful completion of this training, you will automatically become a Correctional Officer Grade 1 earning a salary range between \$69,433 and \$82,797 per annum, plus superannuation and the potential for allowances. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months of your employment. These positions are based at the Alexander Maconochie Centre in Canberra.

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

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service.

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential.

Relevant tertiary qualifications desirable.

This position may require pre-employment medical testing and Police record check.

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

**Notes:** ACT Corrective Services (ACTCS) will be hosting an information session for people interested in learning more about these opportunities. Senior ACTCS staff will team up with current Correctional Officers to describe what it is like to work in a correctional environment. You will also have the chance to find out more about the opportunities for women, young people and people from diverse backgrounds, as well as details about the required training. (Please note, attendance at the information session is not mandatory).

The information session will be held at the Hellenic Club, Canberra City, on 24 August 2022 at 6:30pm. To attend this information session, please [register here](#).

For more information, please see the “Frequently Asked Questions” document available on the ACT Government jobs website.

**How to Apply:** To apply for this exciting opportunity, tell us in one page, why your life experience, skills and/or knowledge would make you perfect for this role.

In addition, you must submit the following:

An ACT Government Application Cover Sheet (auto generated via Apply Now);

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months;

A copy of your Driver’s Licence; and

A completed Association Declaration form.

Note: Applications that do not provide your pitch **PLUS** all four documents listed above may not be considered by ACTCS.

We encourage applications from a diverse range of individuals with varying work and life experiences, in particular applications from women and from Aboriginal and Torres Strait Islander people.

There are five stages to this recruitment process: (1) initial application assessment; (2) Language, Learning and Numeracy (LLN) testing and written assessment; (3) psychometric (psychological aptitude) testing; (4) interview; and (5) referee assessment.

You will be notified if you do not progress from one stage to the next.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the CRT. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

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

Contact Officer: Craig Campbell 6207 2839 ACTCSPeopleandCulture@act.gov.au

## **Indigenous Justice Branch**

### **Community Engagement Officer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58191)**

Gazetted: 04 August 2022

Closing Date: 15 August 2022

**Details:** The Justice and Community Safety Directorate (the Directorate) seeks to maintain a fair, safe and peaceful community in the ACT where people’s rights and interests are respected and protected.

The Community Engagement Officer will be responsible for improving cultural integrity and how the Justice and Community Safety Directorate works in partnership with the local Aboriginal and Torres Strait Islander community through establishing and maintaining respectful and strong relationships.

The Community Engagement Officer will work closely with the local Aboriginal and Torres Strait Islander community, community organisations and ACT justice agencies to develop, deliver and monitor a range of initiatives aimed at improving outcomes for Aboriginal and Torres Strait Islander people and their families engaged with the ACT criminal justice system.

This role will support the Executive Branch Manager, Indigenous Justice, Community Safety, in:

establishing and maintaining respectful and collaborative relationships with local Aboriginal and Torres Strait Islander community groups and promote positive relationships with internal and external stakeholders at all levels across the ACT Government and justice system.

coordinating culturally safe engagement with ACT Aboriginal and Torres Strait Islander people and organisations to work with Government to develop, implement and monitor culturally safe, gender and trauma informed; and evidence led justice initiatives.

working with stakeholders to identify barriers to meeting justice clients’ needs and opportunities to improve service delivery and support a solution focussed environment.

developing and managing funding arrangements for the delivery of justice programs in accordance with the relevant legislative, whole of Government and Directorate frameworks.

reporting on the progress of initiatives to JACS Executives, the Minister and relevant stakeholders and contribute to whole of Directorates reporting obligations.

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 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.

**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: Karen Doran (02) 6205 0567 Karen.Doran@act.gov.au

## **Security and Emergency Management Division**

### **Committees and Secretariat Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 14873)**

Gazetted: 04 August 2022

Closing Date: 22 August 2022

**Details:** We are looking for the right person to join our small, high-functioning team to provide committee and secretariat support to a range of committees managed by the Security and Emergency Management Division. The Division provides security and emergency management expertise, advice and leadership at whole of government level.

We are after someone that has great process, coordination and communication skills, and who can manage their own working day to get everything done on time. Key duties will include providing secretariat to high-level multidisciplinary committees, managing committee business and processes to optimise the efficiency of the Security and Emergency Management Division, and supporting the Director, Office of the Executive Group Manager to manage the flow of government business.

How you go about your work is important to us as we have worked hard to build a positive workplace culture in our division. You will need to be skilled at work collaboratively with colleagues and will be expected to contribute to maintaining our positive culture and upbeat momentum.

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

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

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

**How to Apply:** Please provide a two-page application addressing the Skills, Capabilities and the job specific criteria and a current curriculum vitae with details of two referees, including a current supervisor.

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

Contact Officer: Laila Kazak (02) 6207 9289 Laila.Kazak@act.gov.au

## **Major Projects Canberra**

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

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

### **Canberra Theatre Project**

#### **Director, Project Governance and Administration**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58268)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

**Details:** Are you our new Director, Project Governance and Administration?

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!

Major Projects Canberra is responsible for leading the design development and delivery of the redevelopment of the new Canberra Theatre Centre. Lead by the Project Director, Canberra Theatre, the team will be responsible for the procurement, planning, stakeholder and community engagement, design development and construction of a new Canberra Theatre Centre as the foremost Performing Arts Centre in the ACT.

The Canberra Theatre Project team will lead the project planning, procurement, and delivery in close collaboration with the Canberra Theatre Corporation, the Cultural Facilities Corporation, the City Renewal Authority, ArtsACT, and other key stakeholders in the delivery of this project and report through the Project Board to the Minister for Arts.

The Director, Project Governance and Administration is responsible for leading the management of the project governance and project administration functions for the Canberra Theatre Project. Some duties include:

- Play a lead role within the project team in managing the administration of all project related documentation
- Coordinate and draft high-quality input into the Canberra Theatre Project Team's input into papers for Canberra Theatre Project and associated sub-committees
- Coordinate with the Commercial and Delivery team on the risk management framework.
- Lead the creation and appropriate management of Canberra Theatre Project governance documents in accordance with the Territory Records Act.

The position description provides more details on this exciting opportunity.

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

**Eligibility/Other Requirements:**

Desirable:

- A good working knowledge of Records Management system such as Objective will be an advantage.
- A good working knowledge of Project Document Management system such as Aconex will be an advantage.
- Relevant tertiary qualifications (or equivalent experience) in Management, Project Management or Public Policy will be an advantage.

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

**How to Apply:** 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 directly via the Apply Now button below.**

Contact Officer: Kylie Bailey (02) 6205 4570 [Kylie.Bailey@act.gov.au](mailto:Kylie.Bailey@act.gov.au)

**Light Rail**

**Contracts Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50742)**

Gazetted: 09 August 2022

Closing Date: 23 August 2022

**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! We are searching for someone who is enthusiastic about all aspects of procurement.

The Contracts Officer role reports to the Assistant Director, Transaction Management, and is responsible for managing all evaluation aspects of the procurement the Light Rail project.

You will have excellent communication skills and the ability to build and maintain effective working relationships, as you work closely with our internal partners to ensure continuity of processes and guidelines for contract management across Light Rail. You will work collaboratively with the commercial team to promote Light Rail awareness and compliance with ACT Procurement Solutions and ensure contract management is undertaken.

You don't shy away from a challenge and thrive in a fast-paced environment with competing priorities and deadlines. You will be a strategic thinker, actively contributing to the development of Light Rail contract management guidelines and procedures.

Ticking all the boxes? We want to hear from you!

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

**Eligibility/ Other Requirements;** Desirable

Relevant tertiary qualifications in an administration or business field will be an advantage.

A good working knowledge of Objective will be an advantage.

An understanding of the ACT government business and administrative processes, or equivalent.

**Note:** This is a temporary position available immediately for up to 12 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on 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: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

**Canberra Theatre Project**

**Senior Project Manager**

**Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 58308)**

Gazetted: 05 August 2022

Closing Date: 19 August 2022

**Details:** Do you like a challenge and want to lead the planning and design of the Canberra Theatre Centre expansion and redevelopment?

This is your opportunity to join a fast-paced, high performing team delivering city shaping infrastructure projects for the revitalisation and renewal of the Canberra City centre.

Under limited direction and in line with corporate objectives, the Senior Project Manager will apply high order infrastructure project management and procurement skills to the delivery site investigations, planning and early design of the Canberra Theatre Centre redevelopment and expansion, with a focus on engineering services, master planning for the existing facility and the site within the City Centre environs.

To succeed in this role you will need outstanding project management and engineering expertise, and strong stakeholder liaison

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/Requirements**

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or,

Hold a relevant building degree; or,

Have significant building or Infrastructure knowledge and/or project management experience

**Notes:** This is a temporary position available immediately for up to six months with the possibility of extension up to 12 months.

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

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.

Please provide copies of relevant degree and qualifications.

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

Contact Officer: Dave Lawrence (02) 6205 9910 Dave.Lawrence@act.gov.au

### **Transport Canberra and City Services**

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

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

**Executive Branch Manager (Chief Financial Officer) Finance**  
**Temporary Vacancy (asap – 25 September 2022 with possibility of extension)**  
**Transport Canberra and City Services**  
**Chief Operating Group**  
**Position: E416**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 10 August 2022

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager (Chief Financial Officer) Finance commencing asap – 25/9/2022 with a possible extension. This process may also be used to backfill for the following 12 months.

The Executive Branch Manager Finance (CFO) reports to the Chief Operating Officer.

The EBM Finance leads the branch in facilitating the management of the Directorate's budget and providing financial advice to the relevant Ministers, the Executive Leadership Team, other executives and line managers. The EBM Finance plays a key role in developing strategic approaches to improving financial management practices, cost-effectiveness and resource allocation across the Directorate. The Finance branch also co ordinates the Directorate's financial plan, budget and financial processes.

The Financial technical accountabilities of the position are significant with considerable financial complexities. Broad executive level expertise in financial management and technical leadership is an essential and required capability for the position.

The position has significant contact with the Minister's Office, Director-General, Executive Leadership Team and ACT Treasury. The occupant requires a high degree of sensitivity and confidentiality, excellent negotiation and representational skills and ability to meet tight deadlines.

The 2019-2020 financial operating environment includes:

- expense budget of approximately \$630m
- capital budget of approximately \$230m

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Branch Manager will also contribute to broader whole of service initiatives relating to workforce management and planning.

**To apply:** Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Andrew Pedersen via email, [Andrew.Pedersen@act.gov.au](mailto:Andrew.Pedersen@act.gov.au) by COB Monday 15 August 2022.

**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 \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

**Contact Officer:** Andrew Pedersen (02) 6207 5389 [Andrew.Pedersen@act.gov.au](mailto:Andrew.Pedersen@act.gov.au)

### **Chief Operating Officer Group**

#### **Legal and Contracts**

#### **Freedom of Information and Subpoenas**

#### **Administrative Support Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 47109)**

Gazetted: 10 August 2022

Closing Date: 24 August 2022

**Details:** Transport Canberra and City Services is seeking applications from potential candidates for the position of Administration Support Officer in the Freedom of Information and Subpoenas team.

We are seeking a highly motivated team player to be responsible for timely and accurate administrative functions associated with Freedom of Information. The successful candidate will work closely with internal and external stakeholders to prepare and maintain information on the TCCS FOI disclosure log, assist in the assessment and publication of Open Access Information and other tasks as required.

**Note:** This is a temporary vacancy available immediately for up to six months.

Selection may be based on application and referee reports only.

This position is available to ACT Government officers and employees only.

**How to apply:** Please provide a pitch of no more than two pages outlining your experience against the capabilities required in the Position Description, along with your curriculum vitae and the details of two referees.

**Applications should be sent to the Contact Officer.**

Contact Officer: Nicole Bruan (02) 6205 5408 [Nicole.Bruan@act.gov.au](mailto:Nicole.Bruan@act.gov.au)

## **Transport Canberra and Business Services**

### **Transport Canberra**

#### **Strategy, Planning and Delivery**

#### **Project Officer, Planning and Delivery**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47378)**

Gazetted: 05 August 2022

Closing Date: 19 August 2022

Details: Are you motivated, interested in public transport, experienced in policy and planning and have amazing communication skills? Then we are looking for you!

The Strategy, Planning and Policy team is responsible for developing strategies, plans and policies for how public transport services are provided in the ACT in order to meet the social, economic and environmental goals of the Territory. The Strategy, Planning and Policy team do this by providing expert policy and planning advice to Government and other stakeholders on how to best design, plan, prioritise and invest in public transport to drive value for the Territory, deliver a quality customer experience and support a sustainable future as part of the integrated transport system.

The team is also responsible for business and commercial planning to optimise business operations and performance, strategic project development including feasibility studies, business cases coordination and identifying investment priorities. The team also articulate and monitor accountability measures to demonstrate that Canberra's public transport delivers value for money in achieving Government's objectives.

Working under the direction of the Director, the Project Officer will assist in the delivery of public transport projects, managing assets and undertaking procurement and contract management activities. The Project Officer will have knowledge of and ensure compliance with legislative frameworks, government decision-making and TCCS policy requirements.

Under limited direction, the Project Officer will draw on well-developed organisational and time management skills, experience in providing project support, procurement, and to assist in delivering projects. The Project Officer will exercise initiative and judgement in providing project support.

The Project Officer will actively engage with key stakeholders, interpret and apply relevant legislation, as well as drafting reports and other correspondence related to the project.

The successful applicant will have experience in providing project management support, well-developed verbal and written communication skills and be confident working both collaboratively and independently 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.

Notes: This is a temporary position available from the 5th of September for six months with the possibility of extension up to 12 months.

Selection may be based on application and referee reports only.

Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a current curriculum vitae with details of two referees and a response to the Selection Criteria no longer than two pages.

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

Contact Officer: Luke Powter (02) 6205 5017 [Luke.Powter@act.gov.au](mailto:Luke.Powter@act.gov.au)



### **Chief Operating Officer**

#### **Office of the Chief Operating Officer**

#### **Project and Change Manager, Procurement**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44126)**

Gazetted: 05 August 2022

Closing Date: 23 August 2022

**Details:** If you are a highly motivated team player keen to make a change in the way we do procurement in TCCS, then this is the job for you.

The person who is successful will work closely with key stakeholders to take them on the journey through the steps of change to embed a new procurement process with the initial focus on Roads ACT.

If you have experience in delivering projects that foster organisational change, we want to hear from you.

**Notes:** This is a temporary position available immediately for up to 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a pitch of no more than two pages outlining your experience against the capabilities that form the criteria in the Position Description, along with your Curriculum Vitae and the details of two referees.

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

Contact Officer: Christina Rose (02) 6205 9401 Christina.Rose@act.gov.au

### **City Services**

#### **Act NoWaste**

#### **Waste Regulation**

#### **Container Deposit Scheme Regulatory Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39236, several)**

Gazetted: 05 August 2022

Closing Date: 19 August 2022

**Details:** ACT NoWaste delivers the ACT Government's recycling and waste management program including: Strategy, planning and policy

Stakeholder collaboration at a local, regional, and national level to reduce waste, increase reuse and recycling, and contribute to action on climate change and the ACT's transition to a more circular economy

Design, delivery and evaluation of policies, services, and infrastructure

Service delivery including household collections, waste drop off and recycling facilities

Waste education, engagement, behaviour change and communications program

Regulation including single use plastics phase out, the ACT Container Deposit Scheme (CDS), regulation of all waste facilities and transporters of waste, and mandatory reporting of all waste activities conducted in the ACT

Management of all Territory-owned recycling and waste management infrastructure

Customer service, revenue collection and data analytics

ACT NoWaste is a unique organisation in Australia: we work across both state/territory and local government functions. We are a diverse, innovative, and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

#### **The Waste Regulation Team**

The *Waste Management and Resource Recovery Act 2016* (the Act) and *Waste Management and Resource Recovery Regulation 2017* (the Regulation) creates a regulatory environment that aims to promote and reward responsible practices in waste management and resource recovery. Additionally, it supports the Government's objective to reduce waste and minimise the volume of material going to landfill. The Waste Regulation Team is responsible for implementing and administering the Act and Regulation.

There are several programs operating under the Act and Regulation, including the ACT Container Deposit Scheme (CDS), regulation of all waste facilities and transporters of waste, and mandatory reporting of all waste activities conducted in the ACT. Additionally, new ICT systems are being developed to support ongoing efficient and effective administration of the Act and Regulation.

The current available positions are for PN 39236 and 45310 Container Deposit Scheme Regulatory Officers. This is a temporary role for at least six months with a possibility of extension. Future opportunities may arise across the

ASO 6 positions across Waste Regulation including Regulatory Reporting teams and Compliance and Assessment teams 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.

**Notes:** There are several temporary positions available for six months with the possibility of extension up to 12 months.

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

Selection may be based on application and referee reports only.

**How to Apply:** To apply, please write no more than a two-page pitch addressing the Selection Criteria in the attached document and attach your current curriculum vitae.

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

Contact Officer: Todd Elliott (02) 6205 5582 [Todd.Elliott@act.gov.au](mailto:Todd.Elliott@act.gov.au)

## **Worksafe ACT**

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

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

### **WorkSafe ACT**

#### **WorkSafe ACT**

#### **General Inspectorate**

#### **Senior Inspector**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 51515)**

Gazetted: 08 August 2022

Closing Date: 24 August 2022

**Details:** Do you have highly developed leadership skills? Are you passionate about leading a team to success? If you answered yes to these questions and want to work for an agency that is passionate about work health and safety, continue reading.

WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

We have an exciting permanent vacancy for an experienced and highly organised professional to fill the role of Senior Inspector within our General Inspectorate Team. The Senior Inspector will lead and monitor the daily work and outputs of a team of inspectors who are primarily responsible for compliance and enforcement activities under the WHS Act and its associated legislation. In this role you will prepare high level written materials and respond to incidents in accordance with WorkSafe ACT's strategic plan and the Agency's annual business plan to promote regulatory excellence for WorkSafe ACT.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

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

**How to Apply:** Applications from potential candidates should include a supporting pitch of no more than two pages addressing the Skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and contact details of two referees. Referee reports may be sought from shortlisted candidates.

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

Contact Officer: Robert Alford (02) 6205 4261 [Robert.Alford@worksafe.act.gov.au](mailto:Robert.Alford@worksafe.act.gov.au)

## APPOINTMENTS

### ACT Health

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Vimalan Ganeshan, Section 68(1), 3 August 2022

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Eldhose Kallidumbil Kurian, Section 68(1), 3 August 2022

**Senior Information Technology Officer Grade C \$114,928 - \$123,710**

Joel Sabadin, Section 68(1), 8 August 2022

### Canberra Health Services

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)**

Alexandra Balassopulo, Section 68(1), 4 August 2022

**Registered Nurse Level 2 \$100,957 - \$107,000**

Rose Brownstein, Section 68(1), 4 August 2022

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS Only \$57,246-\$61,992)**

Rolando Catucod, Section 68(1), 2 August 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Alison Coenen, Section 68(1), 5 August 2022

**Technical Officer Level 1 \$62,599 - \$65,631**

Cirwun Davies, Section 68(1), 8 August 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Yeshi Dorji, Section 68(1), 2 August 2022

**Registered Nurse Level 2 \$100,957 - \$107,000**

Genevieve Gerrett, Section 68(1), 2 August 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Rebecca Graham, Section 68(1), 13 August 2022

**Infrastructure Officer 5 \$163,315**

Owen Hughes, Section 68(1), 5 August 2022

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

Candice Jones, Section 68(1), 1 August 2022

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS Only \$57,246-\$61,992)**

Anish Jose, Section 68(1), 5 August 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Muthu Korala, Section 68(1), 11 August 2022

**Registered Nurse Level 2 \$100,957 - \$107,000**

Catherine Makings, Section 68(1), 3 August 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Briana Mott, Section 68(1), 5 August 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Nicole Oppelaar-Kelly, Section 68(1), 2 August 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Kellie Prescott, Section 68(1), 5 August 2022

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS Only \$57,246-\$61,992)**

Jineesh Puthanpurakkal, Section 68(1), 5 August 2022

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS Only \$57,246-\$61,992)**

Sarbjeet Kaur Rakhra, Section 68(1), 5 August 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Vincent Shaw, Section 68(1), 4 August 2022

**Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)**

Namita Tekam, Section 68(1), 11 August 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Elizabeth Webb, Section 68(1), 3 August 2022

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade B \$135,355 - \$152,377**

Matthew Challenger, Section 68(1), 10 August 2022

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Caitlin Grimmer, Section 68(1), 29 July 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Rohit Kumar, Section 68(1), 4 August 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Clever Obiuto, Section 68(1), 10 August 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Faiqa Saleem, Section 68(1), 9 August 2022

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Niraj Valia, Section 68(1), 9 August 2022

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Fiona Watts, Section 68(1), 8 August 2022

**Community Services**

**Health Professional Level 4 \$114,928 - \$123,710**

Tracey Carson, Section 68(1), 8 August 2022

**Child and Youth Protection Professional Level 2 \$78,014 - \$105,024**

Bonnie Penn, Section 68(1), 4 August 2022

### **Education**

**Senior Officer Grade B \$135,355 - \$152,377**

Benjamin Duggan, Section 68(1), 8 August 2022

**Health Professional Level 1 \$66,285 - \$86,842**

Grace Gruszka, Section 68(1), 5 August 2022

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Katarina Lokvicic, Section 68(1), 8 August 2022

**Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade)**

Nadia Morrison, Section 68(1), 1 August 2022

### **Environment, Planning and Sustainable Development**

**Park Ranger 2 \$76,255 - \$82,566**

Aurelia Webster-Hawes, Section 68(1), 5 August 2022

### **Justice and Community Safety**

**Senior Officer Grade C \$114,928 - \$123,710**

Amalia Fawcett, Section 68(1), 5 August 2022

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Leah House, Section 68(1), 4 August 2022

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Corinne Vale, Section 68(1), 8 August 2022

### **Transport Canberra and City Services**

**General Service Officer Level 3/4 \$53,867 - \$58,825**

David Curtis, Section 68(1), 27 July 2022

**Infrastructure Officer 2 \$91,428 - \$105,186**

Sergio Montes, Section 68(1), 9 August 2022

**General Service Officer Level 5/6 \$59,713 - \$65,718**

Nicholas Timmer, Section 68(1), 9 August 2022

### **Worksafe ACT**

**Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509**

Gary Hadson, Section 68(1), 18 July 2022

## **TRANSFERS**

### **Canberra Health Services**

**Alistair Bevan**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024  
Community Services

To: Health Professional Level 2 \$70,679 - \$97,028  
Canberra Health Services, Canberra (PN. 58158) (Gazetted 14 June 2022)

**Georgia Jermyn**

From: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services  
To: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services, Canberra (PN. 15076) (Gazetted )

**Canberra Institute of Technology**

**Jacinda Fehre**

From: Classroom Teacher \$76,575 - \$114,624  
Education  
To: Teacher Level 1 (EDS CIT) \$80,673 - \$107,642 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)  
Canberra Institute of Technology, Canberra (PN. 55219) (Gazetted 9 June 2022)

**Chief Minister, Treasury and Economic Development**

**Sarah Goodall**

From: Administrative Services Officer Class 6 \$91,315  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Chief Minister, Treasury and Economic Development, Canberra (PN. 09382) (Gazetted 1 July 2022)

**Community Services**

**Sadib Dowla**

From: Senior Officer Grade C \$114,928 - \$123,710  
Education  
To: Senior Officer Grade C \$114,928 - \$123,710  
Community Services, Canberra (PN. 37555) (Gazetted 6 June 2022)

**Education**

**Soja Mathew**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728  
Community Services  
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Education, Canberra (PN. 54456) (Gazetted 8 October 2021)

**PROMOTIONS**

**ACT Health**

**Policy, Partnerships and Programs**

**Policy Partnerships and Programs Executive**

**Funding Policy**

**Minh Bui**

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade A \$157,201  
ACT Health, Canberra (PN. 57094) (Gazetted 24 May 2022)

**Canberra Health Services**

**Indra Adams**

From: Registered Nurse Level 1 \$72,698 - \$97,112  
Canberra Health Services  
To: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services, Canberra (PN. 14017) (Gazetted 26 May 2022)

**Nerissa Askelin**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443  
Canberra Health Services  
To: Registered Nurse Level 1 \$72,698 - \$97,112  
Canberra Health Services, Canberra (PN. 39994) (Gazetted )

**Taryn Billing**

From: Health Professional Level 2 \$70,679 - \$97,028  
Canberra Health Services  
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 21994) (Gazetted 11 November 2022)

**Sandra Fisher**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Canberra Health Services  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Canberra Health Services, Canberra (PN. 21434) (Gazetted 5 July 2022)

**Emma Gaudron**

From: Registered Midwife Level 1 \$72,698 - \$97,112  
Canberra Health Services  
To: Registered Midwife Level 2 \$100,957 - \$107,000  
Canberra Health Services, Canberra (PN. 22292) (Gazetted 24 August 2021)

**Jetsu Jacob**

From: Health Professional Level 2 \$70,679 - \$97,028  
Canberra Health Services  
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 26296) (Gazetted 8 June 2022)

**Connor Lynch**

From: Registered Nurse Level 1 \$72,698 - \$97,112  
Canberra Health Services  
To: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services, Canberra (PN. 12282) (Gazetted 10 February 2022)

**Canberra Health Services**

**Evans Mwaba**

From: Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)  
Canberra Health Services  
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 41042) (Gazetted 31 May 2022)

**Ora-Anang Wattanatassi**

From: Dental Assistant Level 1 \$50,872

**Canberra Health Services**

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 29144) (Gazetted 2 June 2022)

**Lyndsie Wilson**

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 38713) (Gazetted 7 June 2022)

**Chief Minister, Treasury and Economic Development**

**Gambling and Harm Prevention**

**Tanya Armstrong**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 36060) (Gazetted 13 August 2022)

**Access Canberra**

**Engagement, Enforcement and COVID 19 Response**

**Parking Operations**

**Michael Bunt**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 03318) (Gazetted 17 March 2022)

**Digital Data and Technology Services**

**Strategic Engagement**

**ICT Finance - Costing and Analysis**

**Mei Chu**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 58398) (Gazetted 5 August 2021)

**Economic Development**

**National Arboretum Canberra and Stromlo Forest Park**

**National Arboretum Canberra**

**Simon Handley**

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Chief Minister, Treasury and Economic Development

To: General Service Officer Level 5/6 \$59,713 - \$65,718

Chief Minister, Treasury and Economic Development, Canberra (PN. 37853) (Gazetted 17 June 2022)

**Access Canberra**

**Fair Trading and Compliance**

**Andrew Hankin**

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development, Canberra (PN. 04937) (Gazetted 4 June 2022)

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.



**Digital Data and Technology Services**

**Technology Services Branch**

**ICT Security**

**Jeremy Hollis**

From: Senior Information Technology Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 54410) (Gazetted 13 December 2021)

**Economic Development Directorate**

**Venues Canberra**

**Ross McMillan**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 46871) (Gazetted 23 June 2022)

**Procurement ACT**

**Goods and Services Procurement**

**Whole of Government Contracts and Category Management Team**

**Inge Miladinovic**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 03686) (Gazetted 8 June 2022)

**Finance and Budget Group**

**Various**

**Akila Narayanan**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 35260) (Gazetted 8 October 2021)

**Digital, Data and Technology Solutions**

**Technology Services**

**Networks, Communications Services and ICT Facilities**

**Jackson Rupcic**

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 32555) (Gazetted 10 March 2022)

**ACT Insurance Authority**

**Risk, Insurance and Governance**

**Pearl Ting**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 55787) (Gazetted 15 June 2022)

**Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**CYPS Operations**

**Rowena Brockman**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728  
Community Services  
To: †Child and Youth Protection Professional Level 4 \$123,373 - \$132,376  
Community Services, Canberra (PN. 04354) (Gazetted 21 June 2022)

**Children, Youth and Families**  
**Child and Youth Protection Services**  
**CYPS Operations**  
**Irina Faust**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728  
Community Services  
To: †Child and Youth Protection Professional Level 4 \$123,373 - \$132,376  
Community Services, Canberra (PN. 26673) (Gazetted 21 June 2022)

**Children, Youth and Families**  
**Child and Youth Protection Services**  
**CYPS Operations**  
**Betty Kehrberg-Ostrasz**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728  
Community Services  
To: †Child and Youth Protection Professional Level 4 \$123,373 - \$132,376  
Community Services, Canberra (PN. 16901) (Gazetted 21 June 2022)

**Children, Youth and Families**  
**Child and Youth Protection Services**  
**Child and Youth Protection Services**  
**Joshua Leonard**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024  
Community Services  
To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728  
Community Services, Canberra (PN. 07457) (Gazetted 28 May 2021)

**Children, Youth and Families**  
**Child and Youth Protection Services**  
**CYPS Operations**  
**Yvonne Mair**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728  
Community Services  
To: †Child and Youth Protection Professional Level 4 \$123,373 - \$132,376  
Community Services, Canberra (PN. 07445) (Gazetted 21 June 2022)

**Children, Youth and Families**  
**Child and Youth Protection Services**  
**CYPS Operations**  
**Ariel Press**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728  
Community Services  
To: †Child and Youth Protection Professional Level 4 \$123,373 - \$132,376  
Community Services, Canberra (PN. 03854) (Gazetted 21 June 2022)

**Children, Youth and Families**  
**Child and Youth Protection Services**  
**Child and Youth Protection Services**  
**Eleanor Scott**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024  
Community Services  
To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services, Canberra (PN. 27434) (Gazetted 28 May 2022)

## **Education**

### **Business Services**

#### **People and Performance**

##### **Workplace Relations**

###### **Kyah Fulivai**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 52424) (Gazetted 27 July 2021)

### **Business Services**

#### **School Cleaning Service**

##### **Tundi-Rose Hammond**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 42237) (Gazetted 30 May 2022)

### **ACT Schools - Government**

#### **North and Gungahlin Network**

##### **Lyneham Primary School**

###### **Karen Loudon**

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 58181) (Gazetted 12 October 2021)

### **Service Design and Delivery**

#### **Various**

##### **Hao Wang**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 58395) (Gazetted 8 June 2022)

### **School Performance and Improvement**

#### **Belconnen Network**

##### **Giralang Primary School**

###### **Thea Young**

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 54360) (Gazetted 29 November 2021)

## **Environment, Planning and Sustainable Development**

### **Environment, Heritage and Water**

#### **Conservation Research and Evaluation**

##### **Bethany Dunne**

From: Technical Officer Level 3 \$78,051 - \$88,207

Environment, Planning and Sustainable Development

To: Professional Officer Class 2 \$90,099 - \$103,117  
Environment, Planning and Sustainable Development, Canberra (PN. 17705) (Gazetted 6 April 2022)

**Justice and Community Safety**

**ACT State Emergency Service**

**Alison McLeod**

From: Technical Officer Level 3 \$79,105 - \$89,398  
Environment, Planning and Sustainable Development  
To: †Senior Officer Grade B \$135,355 - \$152,377  
Justice and Community Safety, Canberra (PN. 44656) (Gazetted 18 February 2022)  
Direct Promotion under Section 20 of the Public Sector Management Standards

**ACT Emergency Services Agency**

**Finance**

**Finance and Budgets**

**Sukardi Sukardi**

From: Senior Officer Grade C \$114,928 - \$123,710  
Education  
To: †Senior Officer Grade B \$135,355 - \$152,377  
Justice and Community Safety, Canberra (PN. 42998) (Gazetted 1 July 2021)

**Major Projects Canberra**

**Infrastructure Delivery Partners**

**Civil Project Management**

**Masir Ahmadzai**

From: Infrastructure Officer 1 \$75,792 - \$89,551  
Major Projects Canberra  
To: †Infrastructure Officer 3 \$115,193 - \$126,450  
Major Projects Canberra, Canberra (PN. 24791) (Gazetted 9 June 2022)

**Transport Canberra and City Services**

**City Services**

**City Presentation**

**Joshua Bracey**

From: General Service Officer Level 5/6 \$59,713 - \$65,718  
Transport Canberra and City Services  
To: †General Service Officer Level 7 \$67,760 - \$71,554  
Transport Canberra and City Services, Canberra (PN. 09880) (Gazetted 11 April 2022)  
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.

**City Services**

**City Presentation**

**Mathew Grant**

From: General Service Officer Level 5/6 \$59,713 - \$65,718  
Transport Canberra and City Services  
To: †General Service Officer Level 7 \$67,760 - \$71,554  
Transport Canberra and City Services, Canberra (PN. 17888) (Gazetted 11 April 2022)  
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.

**City Services**

**City Presentation**

**William O'Sullivan**

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: †General Service Officer Level 7 \$67,760 - \$71,554

Transport Canberra and City Services, Canberra (PN. 17891) (Gazetted 11 April 2022)

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.

**City Services**

**City Presentation**

**Danny Williams**

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: †General Service Officer Level 7 \$67,760 - \$71,554

Transport Canberra and City Services, Canberra (PN. 33886) (Gazetted 11 April 2022)

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.