

OFFICIAL



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 12 January 2023**

## 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>

**Executive Branch Manager, Technology Operations  
Temporary Vacancy (30 January 2023 to 28 February 2023)  
Digital Solutions  
Position: E1024**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 17 January 2023

Following the successful implementation of the Digital Health Record, ACT Health Directorate is looking for an energetic, experienced and committed person to lead the Technology Operations Branch delivering support and Cybersecurity of these systems into the future.

The Executive Branch Manager role has oversight and direction of critical systems, voice, hosted service providers, Cybersecurity, helpdesk and ICT infrastructure projects for ACT Health.

The position requires a person with exceptional leadership and executive management skills to achieve effective lifecycle management, governance, issue management, collaborative partnerships and vendor management inside and out of Government. Strong strategic stakeholder engagement and negotiation skills are also necessary. Experience in dealing with an extensive range of policy, program delivery financial management, business operations, people management, a range of stakeholders is essential.

The successful applicant will model our values of respect, integrity, collaboration and innovation. They will be responsible for leading a positive culture based on respect and collaboration across the Health and Canberra Health service Directorates and the ACT Public Service. In addition, they will also have experience in working in Health Technology related fields, government, private partners and vendors to achieve change and deliver a robust and secure Health system environment.

To apply: Interested candidates are requested to submit an Expression of Interest of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Peter McNiven via email, [peter.mcniven@act.gov.au](mailto:peter.mcniven@act.gov.au) by COB Tuesday 24 January 2023.

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: Peter McNiven (02) 5124 9000 [peter.mcniven@act.gov.au](mailto:peter.mcniven@act.gov.au)

### **Digital Solutions Division**

#### **Technology Operations**

#### **Assistant Director, Protective Security Operations**

#### **Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60255)**

Gazetted: 18 January 2023

Closing Date: 1 February 2023

Details: Do you have experience in managing and co-ordinating a sophisticated security response team? Are you a tech savvy individual who understands protective security infrastructure and enjoys working in a diverse, fast-paced environment? Do you have good communications skills and the ability to build and maintain good working relationships? Do you work well in a team to achieve common goals?

Digital Solutions Division (DSD) is looking for a motivated individual to join the Security Hub's Protective Security and Infrastructure (PSI) Team. The PSI Team are responsible for implementing, maintaining and coordinating physical security, access, closed circuit television, Identity management and other related systems and infrastructure across the ACT Health Directorate.

In this role, you will:

Manage and coordinate of security guard services including proactive patrols and reactive response across multiple ACT Health sites.

Develop and maintaining relevant technical documentation and corporate policies.

Implement, maintain, and coordinate security, access, closed circuit television, Identity management and other related systems and infrastructure across ACT Health.

Liaise with service providers, vendors, and all relevant stakeholders in relation to system support, maintenance, and system enhancements.

Coordinate trades and system repairs.

Undertake investigation, research and audit activities relating to assigned tasks.

Undertake the role of Chief Fire Warden, First Aid Officer, and liaison with emergency services during incidents.

Be available for on-call, if required, to support the 24/7 critical nature of the ACT Health protective.

Eligibility/Other Requirements:

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

Highly Desirable

Current or previously held certification in the use of electronic security applications or equipment.

Higher education and/or experience in the fields of security risk assessments and training.

Experience in managing and training operational security staff.

Experience in the training and management of Occupational Violence.

Experience in Fire response and evacuations.

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

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

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

Contact Officer: Mick Smith 0468663496 mick.smith@act.gov.au

## **Population Health Division**

### **Population Health Policy**

#### **Public Health and Regulation**

##### **Assistant Director**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29639)**

Gazetted: 18 January 2023

Closing Date: 8 February 2023

Details: The Public Health and Regulation (PHR) section of the Population Health Policy Branch is seeking an experienced policy officer to contribute to the development, implementation and evaluation of health protection policy and regulation.

PHR is responsible for the development and implementation of a wide range of health protection policy, regulatory policy and legislative items relating to population health e.g. food safety, recreational water quality, insanitary conditions, medicines and poisons tobacco control and radiation safety.

The position has a strong focus on work relating to sexually transmissible infections and blood borne viruses, administration of service-level funding agreements and stakeholder engagement. The ideal candidate for this position will have well-developed communication skills, an understanding of risk-based regulation and public health issues and be able to apply this knowledge in a policy setting.

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: Previous experience in public health policy or regulatory policy are highly desirable.

Notes: This is a temporary position available immediately until 23 November 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should provide a written application of up to two-pages that addresses the Professional/Technical Skills and Knowledge and Behavioural Capabilities (see attached Position Description) as they relate to the advertised role.

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

Contact Officer: Adam Duffy (02) 5124 9117 Adam.Duffy@act.gov.au

**Population Health  
Programs and Projects  
Business Management  
Administrative Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 29423)**

Gazetted: 17 January 2023

Closing Date: 24 January 2023

Details: Business Management provides administrative support to the Population Health Division, including licensing and registration activities; customer service; general administrative duties; fleet management; information technology; and financial matters. Business Management also provides support and coordination of business and quality improvement and database management for the branch.

Administrative Officers in the Business Management Administrative Team provide critical support to each of the business units of the Health Protection Service. The team provides frontline customer service and assists the public to receive responses to their enquiries, and to apply for the various licences, permits, registrations and approvals. This role is required to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This selection process may be used for permanent and temporary positions.

How to Apply: Please submit a response addressing criteria plus a curriculum vitae.

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

Contact Officer: Cathie Smith (02) 5124 9118 Cathie.Smith@act.gov.au

**Population Health  
Business Management  
Team Leader**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 29468)**

Gazetted: 17 January 2023

Closing Date: 24 January 2023

Details: Business Management provides administrative support to the Population Health Division, including licensing and registration activities; customer service; general administrative duties; fleet management; information technology; and financial matters. Business Management also provides support and coordination of business and quality improvement and database management for the branch.

The Team Leader positions provide support, guidance, and training, including problem solving, to staff undertaking critical administrative support to each of the business units of the Health Protection Service. The team provides frontline customer service and assists the public to receive responses to their enquiries, and to apply for the various licences, permits, registrations and approvals. This role is required to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement.

How to Apply: Please submit a response addressing criteria plus a curriculum vitae.

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

Contact Officer: Cathie Smith (02) 5124 9118 Cathie.Smith@act.gov.au

**Corporate and Governance  
People Strategy and Culture  
People Support Services  
HR Officer**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 60252)**

Gazetted: 17 January 2023

Closing Date: 31 January 2023

Details: The ACT Health Directorate has an opportunity for a Human Resource (HR) Generalist with a broad background and passion for translating challenges into implementable strategy. The HR Officer will maintain the accuracy and integrity of data contained in the Directorates time and attendance system (Kronos) and provide administrative support to business units within the Directorate, and external stakeholders. Your demonstrated ability to think on your feet and adapt your approach as projects progress is critical. The successful candidate will work closely with staff and stakeholders at all levels to support the successful delivery of Kronos in ACT Health.

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

Note: This is a temporary position available from 1 March 2023 until 29 February 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If this sounds like you, please send your current curriculum vitae, the contact details of two referees (one being your most recent supervisor) and a written pitch. Your pitch should clearly address the Professional/Technical Skills and Knowledge and Behavioural Capabilities as per the Position Description, telling us why you are the right person for the job and should not be longer than two pages.

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

Contact Officer: Andrew Stafford (02) 5124 7128 Andrew.Stafford@act.gov.au

## **Corporate and Governance**

### **Governance and Risk**

#### **Audit, Procurement and Risk**

##### **Assistant Director, Health Procurement and Procure-2-Pay (P2P)**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60156)**

Gazetted: 17 January 2023

Closing Date: 24 January 2023

Details: ACT Health undertakes a wide range of procurement activities to assist in achieving the Directorate's goals. The Assistant Director, Health Procurement and P2P will assist in providing oversight of Health Procurement processes including maintain policies, procedures and training material to support the use of the Whole of Government Procure-2-Pay (P2P) system. The position will also play a large role in the implementation of innovative business systems and reporting tools that will assist improvements to align to the Procurement Reform Program changes.

Eligibility/Other Requirements:

An understanding and/or experience with government procurement processes, including the *Government Procurement Act 2001*, *Government Procurement Regulation 2007* and *Financial Management Act 1996* is desirable.

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

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

How to Apply: Provide no more than a two-page (A4) pitch responding to the Professional/Technical Skills and Knowledge as well as Behavioural capabilities form the selection criteria. In addition, please provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: CameronJ Smith (02) 5124 9967 CameronJ.Smith@act.gov.au

## **Population Health**

### **Programs and Projects**

#### **Business Management**

##### **Manager, Regulatory Administration Team**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54294)**

Gazetted: 17 January 2023

Closing Date: 24 January 2023

Details: The Administration Manager, Business Management is responsible for supervision of the Business Management Administrative Team, setting and achieving priorities, monitor workflow and manage staffing resources to meet organisational objectives. The team provides frontline customer service and assists the public to receive responses to their enquiries, and to apply for the various licences, permits, registrations and approvals. This role is required to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement. The position occupant liaises daily with operational areas of the Health Protection Service (HPS) and other customers including members of the public, to provide high level support functions.

How to Apply: Please provide a written response addressing your experience against the criteria and a curriculum vitae.

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

Contact Officer: Cathie Smith (02) 5124 9118 Cathie.Smith@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, Office of the Chief Psychiatrist**  
**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57596)**

Gazetted: 12 January 2023

Closing Date: 26 January 2023

Details: Suitably qualified and experienced applicants are encouraged to consider playing an exciting key role in the ACT Office of the Chief Psychiatrist. This role will be responsible for providing high level strategic and clinical advice to enable the Chief Psychiatrist to fulfil his responsibilities. We are looking for someone with a deep level of understanding and experience in mental health and involuntary mental health care, including fulfilling legislative requirements for mental health treatment, care, and support in accordance with the *Mental Health Act 2015*. Proven interpersonal and organisational skills are also critical to engage and consult with stakeholders and support programs of work.

The Office of Chief Psychiatrist has a decentralised internal structure with a focus on supporting team members to deliver to their full potential with a high level of independence and efficiency. We work collaboratively across the whole of the ACT and highly value our positive workforce culture.

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

Eligibility/Other Requirements:

Professional/ Technical Skills and Knowledge:

Well-developed understanding of provision of mental health care in general, involuntary mental health care in particular and legislation requirements for mental health treatment, care, and support.

Proven strong and effective listening, oral and written communication skills, including the ability to liaise and negotiate effectively with a broad range of stakeholders.

Demonstrated ability to lead a program of work against specified timelines, including the effective coordination of a number of projects simultaneously.

Demonstrated ability to work both collaboratively and independently and exercise initiative, including making appropriate judgments as to when to involve others.

Desired:

A tertiary qualification in a health-related field and/or experience in providing treatment, care and support to mental health consumers will be highly regarded.

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

How to Apply: Please submit a current curriculum vitae, contact details of two referees (one being a current supervisor) and a written statement in the form of a pitch of no more than two pages addressing the Selection Criteria. The statement should provide examples that explain how you have the technical skills, necessary experience and knowledge to perform in this role.

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

Contact Officer: Sarah Cramond (02) 5124 9978 Sarah.Cramond@act.gov.au

**Corporate and Governance**  
**People Strategy and Culture**  
**People Support Services**  
**Senior Advisor**  
**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60253)**

Gazetted: 12 January 2023

Closing Date: 26 January 2023

Details: The ACT Health Directorate has an exciting opportunity for a HR professional to expand and apply their skills to HR systems. The Senior Advisor will play a critical leadership role in the establishment and development of Kronos within the Directorate. Under broad direction of the Assistant Director, the successful candidate will manage the operations of Kronos including system administration, process improvement and be a subject matter expert in the administrative processes relating to pay and rostering matters. They will also lead change

management practices associated with developing Kronos functionality and review future requirements of the system.

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 01 March 2023 to 29 February 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If this sounds like you, please send your current Curriculum Vitae, the contact details of two referees (one being your most recent supervisor) and a written pitch. Your pitch should clearly address the Professional/Technical Skills and Knowledge and Behavioural Capabilities as per the Position Description, telling us why you are the right person for the job and should not be longer than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Stafford (02) 5124 7128 [Andrew.Stafford@act.gov.au](mailto:Andrew.Stafford@act.gov.au)

### **ACT Long Service Leave Authority**

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

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

#### **Compliance**

##### **Compliance Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60259)**

Gazetted: 16 January 2023

Closing Date: 1 February 2023

Details: The Long Service Leave Authority (the Authority) is a small organisation established to administer portable long service leave benefit schemes under the Long Service Leave (Portable Schemes) Act 2009, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries. The Compliance Team within the Authority deals with regulatory and compliance issues and has responsibility for ensuring that employers and workers for each covered industry are registered and quarterly returns are submitted and paid in accordance with the legislation. The Compliance Team also engages in industry education and information activities to support the work of the Authority.

The role of the Compliance Officer is to provide assistance to clients by undertaking activities including compliance education, maintaining accurate and up to date records in the Authority's employer and employee registers, conducting employer/site visits and other external compliance audit activities as required.

The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and teamwork skills, be willing to continuously improve, be outcome focused and accountable for their actions.

Further information relating to the ACT Long Service Leave Authority can be found at

<http://www.actleave.act.gov.au>

Eligibility/ Other Requirements: Current driver's licence.

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

How to Apply: Please provide no more than a two-page written response which addresses the Selection Criteria located in the Position Description and provide a current curriculum vitae and names and contact details of two referees.

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

Contact Officer: Jennea Drake-Brockman 0423 954 782 [Jennea.drake-brockman@actleave.act.gov.au](mailto:Jennea.drake-brockman@actleave.act.gov.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)

**Canberra Health Services  
Medical Services Group  
Medical Imaging  
Radiographer**

**Medical Imaging Level 2 \$70,679 - \$97,028 , Canberra (PN: 25958, several - 02830)**

Gazetted: 16 January 2023

Closing Date: 01 February 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)

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our 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 Radiographer position is a clinical role and is responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography.

The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

**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 strong work ethic with an ability to work within a multi-disciplinary team

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

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders

**Position Requirements/Qualifications:**

**Mandatory:**

Tertiary qualifications in Medical Radiation Science (Radiography) or equivalent

Be registered or be eligible for registration as a Medical Radiation Practitioner in the division of Radiography with the Australian Health Practitioner Regulation Agency (AHPRA)

Be eligible for an ACT Radiation licence

**Desirable**

Experience in a trauma and teaching hospital

**Other:**

The successful applicant will need to be available for weekend and after-hours work, including the potential or occasional night duty, and participation in on-call and close-call rosters.

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

Notes



There are several permanent positions available. A merit list may be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Sam Wilson 51244328 sam.wilson@act.gov.au

## **Allied Health**

### **Allied Health**

#### **Therapist - Psychologist or Social Worker**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 43845 - 0286W)**

Gazetted: 18 January 2023

Closing Date: 2 February 2023

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 Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the HP3 Therapist position is responsible for conducting skilled clinical assessments and delivering high-intensity psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff.

The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

#### **DUTIES**

Under limited direction of the ACMHS Therapies Team Manager you will perform:

Provide appropriate assessment and interventions using established principles, techniques and methods, to people with complex and serious mental health conditions. Clinical assessment and intervention includes but is not limited to:

Case formulation and treatment planning.

Psychoeducation and structured psychological therapy interventions in two evidence-based therapies for complex mental health conditions and trauma.

Specialist assessments and reports, including psychometric testing and outcome measures, and structured clinical interviews.

Crisis management and safety planning based on psychological principles.

Include carers, children, Nominated Persons, GPs, and other service providers in the recovery planning process, as required.

Adhere to risk management processes and identify risks, suggest mitigating actions and escalating issues appropriately.

Complete clinical records and administrative data collection to standards.

5. Participate in clinical supervision, continuing professional development and personal performance review process. Provide professional supervision and training to Health Professionals Level 1&2, Health Professionals Level 3 as appropriate, students and other support staff. Provide education to internal and external stakeholders.
6. Initiate, coordinate and contribute to the implementation of clinical governance activities, quality improvement projects, research programs, and health promotion in areas relevant to service.
7. Undertake other duties appropriate to this level of classification and within the approved scope of clinical practice which contribute to the operations of the section.
8. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

#### 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.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for mental health consumers.

#### Position Requirements/Qualifications:

##### For Psychology

##### Mandatory:

- Hold General Registration with the Psychology Board of Australia.
- Minimum of three years (ideal five years) post qualification.

##### Desirable:

- Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor.
- Current driver's licence.

##### For Social Work

##### Mandatory:

- Degree in Social Work.
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- Registration under the ACT Working with Vulnerable People Act 2011.
- Minimum of three years (ideal five years) post qualification.

##### Desirable:

- Current driver's licence.
- Accreditation as a Mental Health Social Worker with the AASW.

##### For Occupational Therapy

##### Mandatory:

- Hold registration with the Occupational Therapy Board of Australia.
- Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA).
- Minimum of three years (ideal five years) post qualification.

##### Desirable:

- Current driver's licence.
- Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.

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

- comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals,
- comply with ACT Health occupational screening requirements related to immunisation, and
- undergo a pre-employment Police check.
- 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:

- Reference checks
- Undergo a pre-employment National Police Check.

Note: This position is a temporary part-time position available three days per week for a period of months with possibility of extension and or permanency. Extra hours up to full time may be available temporarily, this will be discussed with the successful candidate. The full time salary noted above will be paid pro rata for part time hours. Contact Officer: Suzanne Vivian 02 51241750 [suzanne.vivian@act.gov.au](mailto:suzanne.vivian@act.gov.au)

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

#### **Acute Services**

#### **Adolescent Intensive Home Treatment Team**

#### **Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48189 - 02894)**

Gazetted: 18 January 2023

Closing Date: 1 February 2023

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

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

These services include:

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.

This role will be based within CAMHS Acute Services, CAMHS Adolescent Intensive Home treatment team (AIHTT).

The service provides assessment to children, young people, and adolescents who have presented with a mental health vulnerability and are not currently case managed in the community. The service is across a six-day roster.

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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:

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.

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's licence.

For Psychology:

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

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

Must hold a current driver's licence.

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

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

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

Prior to commencement successful candidates will be required to:

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 ACT Health credentialing and scope of clinical practice requirements.

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

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

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

### **Clinical Services**

**Specialist 1-5 / Senior Specialist / Visiting Medical Officer / Psychiatrist Adult Acute Mental Health**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 25137 - 027YH)**

Gazetted: 17 January 2023

Closing Date: 14 February 2023

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

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

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

Services include:

Adult Mental Health Unit (AMHU) at The Canberra Hospital and Acacia Mental Health Unit at Calvary Public Hospital provide a safe and supportive environment for persons receiving short term individualised care with acute mental illness or disorder to return to the community.

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

Mental Health Consultation and Liaison (MHCL) provides as mental health triage, crisis and risk assessment, treatment, education and management planning to patients at the Emergency Department, Canberra Hospital. The successful applicant will have 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 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 & Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [smp@anu.edu.au](mailto:smp@anu.edu.au)

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/>

Visiting Medical Officers are engaged as independent contractors. Contracts will be for a 1 to 3 year term.

Note: If applying for a specialist role the successful candidate will receive the Psychiatry Group ARIN, On-Call Allowance & Private Practice Scheme A. If applying for a VMO role, the doctor will not be eligible for these allowances.

#### 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.

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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#### 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.

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

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Current driver licence is preferred.

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

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:

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

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

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

14. 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.

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

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

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

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

Undergo a pre-employment Police check.

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

Contact Officer: Dr Florian Wertenauer (02) 5124 0000 Florian.Wertenauer@act.gov.au

## People and Culture

### Workforce Capability



**Transition to Practice Program Clinical Development Nurse**  
**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 40832 - 02865)**

Gazetted: 17 January 2023

Closing Date: 2 February 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:

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Transition to Practice Program for Graduate Registered and Enrolled Nurses

Temporary part-time (4 days per week) opportunity for leave relief (up to 12 months with the possibility of extension).

Expressions of interest are being sought from dynamic RN CDNs with demonstrated expert knowledge and practice and highly developed interpersonal skills, to undertake the role of teaching and supporting graduate nurses in the workplace. This role requires excellent communication skills and a passion for education. This position will provide leadership and support to graduate nurses, the Transition to Practice Program (TPPP) Teams, the TPPP Coordinator/Educator and Workforce Capability.

Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education. Holds or working towards nationally recognised vocational competency units in competency assessment and work-based training, or tertiary units/post graduate qualifications in clinical teaching and assessment. Recent experience in a CDN role is helpful. The successful applicant will be required to work a rotating roster (morning, evening and weekend shifts).

Applicants are requested to submit their application for this position in writing in no more than 2 pages addressing the selection criteria attached, demonstrating how they would be suitable for this position by close of business 2 February 2023. Please include a current CV and the names and contact numbers of two referees.

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity, and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards, and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (L&D) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS. The CHS Transition to Practice Program (TPPP) for Enrolled and Registered Nurses is a 12-month structured program designed to provide a smooth transition from student to registered practitioner via orientation workshops, clinical and professional support, feedback and guidance during the first year of clinical practice in the workforce. This program is facilitated by Workforce Capability (WC).

The role also works closely with clinical educators and managers across Divisions to support the learning, development and psychosocial needs of TPPP nurses.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, 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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and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### Behavioural Capabilities

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

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

Strong ability, skills and enthusiasm for adult learning and provision of educational needs of novice nurses.

#### Position Requirements/Qualifications:

##### Mandatory

Extensive clinical experience, with a minimum of 3 years post graduate, competency in advanced nursing practice and ability to provide guidance to less experienced nursing staff.

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

Experience in the development and facilitation of education and clinical assessments including clinical debrief.

Hold a Certificate IV in Workplace Training and Assessment or certificates for relevant skills sets.

##### Current ACT Drivers Licence

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##### Desirable

Current clinical experience as a CDN is highly desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for 6 months with possibility of extension and/or permanency. Please note selection may be based on written application and referee report only.

Contact Officer: Helen Cutler 0251247097 helen.cutler@act.gov.au

## Women, Youth and Children

### Maternity and Gynaecology Outpatients

#### Endometriosis and Pelvic Pain Nurse

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 15959 - 02861)**

Gazetted: 17 January 2023

Closing Date: 31 January 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

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A unique and exciting opportunity has arisen for a suitably experienced registered nurse or registered nurse/midwife to work within a dynamic and evolving Women's Health Unit at the Centenary Hospital for Women and Children in the field of menstrual disorders, endometriosis and pelvic pain.

The Endometriosis and Pelvic Pain Nurse will coordinate and provide an innovative evidenced based health program for women experiencing gynaecological conditions, endometriosis and pelvic pain, by contributing to clinical practice guideline development, clinical service provision, education, research and ongoing management and development of the service.

This would include the support of menstrual health education and self-screening programs for teenagers, collaborating with school nurses at Canberra high schools.

The position involves working weekdays in the gynaecology outpatient department and consulting or providing education in other outpatient, inpatient and community locations as needed. This role functions as part of the multidisciplinary team for endometriosis and complex pelvic pain and services the people of ACT and surrounding regions.

#### ABOUT YOU

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#### Behavioural Capabilities

The desire to work with complex conditions and clients

Strong organisational skills with a high degree of drive

Broad thinking approach to problem solving and flexibility to meet challenges and provide responsive services to meet clients' needs

#### Position Requirements/Qualifications:

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

Evidence of post graduate study or qualifications, with research or clinical audit experience.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with 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)

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

Contact Officer: Julianne Nissen 02 5124 7368 [Julianne.nissen@act.gov.au](mailto:Julianne.nissen@act.gov.au)

#### Medical Services

##### Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU)

##### Manager Medical Education and Simulation

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29855 - 02820)**

Gazetted: 17 January 2023

Closing Date: 31 January 2023

#### Details:

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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 CHS Medical Services Group (MSG) includes Medical Imaging, ACT Pathology, Pharmacy, Healthcare Technology Management, MOSCETU, the GP Liaison Unit (GPLU) and the CHS Library.

MOSCETU has responsibility for:

The development, co-ordination, management, and facilitation of the Junior Medical Officer (JMO) Education and Training Program including welfare and support.

The Simulation Unit provides assistance for clinicians to practice skills and processes in a safe learning environment. Simulation allows practice of both technical and non-technical skills without the fear of causing

harm. Simulation is able to enhance the confidence of learners, boost morale, and improves patient safety and outcomes. The Simulation Unit is responsible for assisting with and supporting the development, implementation, and evaluation of simulation.

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, Canberra Health Services Chief Executive Officer and ACT Health's Director-General.

The Medical Education Unit (MEU) sits within MOSCETU at Canberra Health Services. The MEU oversees the training and supervision of medical officers in their first and second postgraduate years in accordance with the requirements of the Canberra Region Medical Education Council (CRMEC).

#### ABOUT YOU

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Behavioural Capabilities

Excellent troubleshooting and analysis skills.

Strong organisational skills with a high degree of drive.

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

Excellent interpersonal and oral communication skills.

Position Requirements/Qualifications:

Desirable Possession of tertiary qualifications or equivalent in an education, health or related discipline is desirable.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Janelle Corey 0251242507 Janelle.Corey@act.gov.au

#### Infrastructure and Health Support Services (IHSS)

##### Facilities Management

##### Director Project Commissioning

##### Senior Officer Grade A \$157,201, Canberra (PN: 60093 - 027X8)

Gazetted: 16 January 2023

Closing Date: 30 January 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

The Director Project Commissioning is an exciting new role at Canberra Health Services and provides a great opportunity to work in the largest healthcare infrastructure project undertaken in the Territory's history.

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).

#### POSITION OVERVIEW

The Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The Canberra Hospital Expansion Project includes the design and construction of a new 44,000m<sup>2</sup> acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds.

The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

Construction completion of the CSB project is Q1 2024 and go live of the facility for clinical services is Q3 2024.

The Facilities Management branch within IHSS will be responsible for all planned and on demand maintenance activities. The Director Project Commissioning will be responsible for developing a commissioning project plan and ensure key timeframes and deliverables are met by engaging with key stakeholders.

This role will oversee and co-ordinate all building commissioning activities for the CSB and whilst reporting to the Facilities Management (FM) Executive Branch Manager (EBM), will work closely with the Executive Group Manager, Campus Modernisation on CSB related matters. The role will lead the Facilities Management requirements in preparation for Go Live of the CSB.

#### ABOUT YOU

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Behavioural Capabilities

Effective change and stakeholder management skills.

Strong interpersonal written and skills to successfully liaise and negotiate with a wide range of stakeholders.

Strong skills in being able to manage competing priorities successfully and in having a flexible approach to decision making.

Position Requirements/Qualifications:

Mandatory:

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Desirable:

Relevant qualifications in Project Management or 10-years' relevant experience.

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

The successful applicant will:

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.

Notes: This is a temporary position available for two years.

Contact Officer: Matthew Smee 0439 074 251 [Matthew.smee@hudson.com](mailto:Matthew.smee@hudson.com)

#### Division of Surgery

#### Intensive Care Unit

#### Assistant in Nursing

**Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 53834, several - 02813)**

Gazetted: 13 January 2023

Closing Date: 27 January 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

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

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

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

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

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

Assistant in Nursing works under the supervision of a Registered Nurse to deliver person-centered nursing care within a dynamic health environment. They provide support services to registered nurses and allied health as well as general personal care of patients in the Intensive Care Unit. As a valued member of the critical care team, it is essential that you respond appropriately and report sudden changes of patient's status to the Registered Nurse/Clinical Care Coordinator.

#### 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 independently and as part of a multidisciplinary team.

Strong organisational skills with a high degree of drive

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

High level of customer service and excellent time management skills

#### 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.

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.

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

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

Committed in protecting and promoting patient-centred care through fostering safe and healthy working environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Amanda McCarthy (02) 5204 2756 [Amanda.McCarthy@act.gov.au](mailto:Amanda.McCarthy@act.gov.au)

#### Women Youth and Children

##### Paediatrics

##### Registered Nurse Level 2

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 26880 - 02751)**

Gazetted: 13 January 2023

Closing Date: 27 January 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)

Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and adolescents up to their 16th birthday from the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room.

#### ABOUT YOU

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#### Behavioural Capabilities

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

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

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

#### Position Requirements/Qualifications:

Relevant tertiary qualifications or equivalent in Paediatric or Child Health Nursing qualifications and a minimum of three years' experience working professionally in Paediatric, adolescent or Child Health Nursing is preferred.

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

The successful applicant will need to be 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.

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.

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

Contact Officer: Elizabeth Connan 0481053411 Libby.Coonan@act.gov.au

#### **Nursing and Midwifery - CAS**

##### **BreastScreen ACT**

##### **Registered Nurse BreastScreen ACT**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 42751 - 0283P)**

Gazetted: 13 January 2023

Closing Date: 27 January 2023

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)

The Cancer, Ambulatory and Community Health Support Division provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration support to Ambulatory and Community centres across Canberra Health Services.

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years.

BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic.

BreastScreen ACT has an exciting opportunity for an experienced and motivated level 2 Registered Nurse to work as part of a multi disciplinary team to achieve the National BreastScreen Program objectives.

#### ABOUT YOU

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#### Behavioural Capabilities

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

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

High level communication and interpersonal skills and the ability to critically think and exercise a high level of judgement.

Highly self-motivated and organised

Able to maintain organisation specific software

#### Position Requirements/Qualifications:

Relevant working towards a qualification in women's health or breast cancer nursing and a minimum of 3 years experience working professionally in women's health or breast cancer service is preferred.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Note: This is a part-time position of 22.8 hours per week. The above noted salary will be paid pro-rata.

Contact Officer: Julianne Siggins 0422390606 [Julianne.siggins@act.gov.au](mailto:Julianne.siggins@act.gov.au)

#### Allied Health Services

##### Acute Allied Health Service

##### Paediatric Care Navigator

##### Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 60006, Several - 02850)

Gazetted: 13 January 2023

Closing Date: 27 January 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 Paediatric Liaison and Navigation Service (PLaNS) is a new service that provides information, coordination, and navigation for children with complex health care needs aged 0-18 years old. The focus of the service is on improving the child's and family's experience, and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community service. Children and their families will be eligible for the service when there is a combination of health care needs across medical and psychosocial issues that require access and support from multiple providers across the health and community sectors. This will include children who have a shared care arrangement between ACT and interstate health services.

The PLaNS comprises of a multidisciplinary team with positions located within a range of CHS service areas. There is a matrix model of governance with the Program Director of Integrated Care leading and managing PLaNS whilst the day to day and professional management is undertaken through the clinical area the team member is based in. The Allied Health Care Navigators are members of the Acute Allied Health Service, Division of Allied Health, reporting to the Director of Allied Health.

Under the direction of the Director of Allied Health, the Allied Health Paediatric Care Navigator will work to assist children and families navigate the multiple services involved in their paediatric care. The service will provide, and support child and family centred, integrated, and coordinated care.

The role will maintain a 0.5 FTE clinical workload specific to the discipline of the successful applicant. The role will also undertake assessment from an interdisciplinary perspective and coordination of treatment/therapies from the allied health perspective to ensure the facilitation of a timely and safe service.

This role involves liaising and working with all health services involved in the child's care focusing on an approach of improving the quality of care and experience of a child and their family and continuous service improvement. The role will contribute to the supervision and training of fellow Health Professionals and Students. The Allied Health Care Navigator will have highly developed professional knowledge of a range of Paediatric conditions with the ability to lead and provide education and supervision to a broad range of staff.

This unique role is an opportunity to build relationships with families and children, and with diverse acute and community services, to anticipate and reduce the challenges that children and young people with complex health needs, and their families, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when families and children need it, so that they can navigate the complexities of their care. The role will be a point of coordination with interstate hospitals and work with the CHS services and the current specialty care coordinators to support individual families and improve the formal networks and pathways for information sharing, coordination and ED diversion.

The Paediatric Care Navigator will take on a key role in the staged development and implementation of the service. The role will work collaboratively with colleagues, consumers, and external agencies to contribute to/guide the ongoing design of this innovative family-centred service

#### ABOUT YOU

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#### Behavioural Capabilities

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

The ability to listen to, connect with, build rapport and understand the clinical and psychosocial needs of children, adolescents and their families with complex presentations

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

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

#### Position Requirements/Qualifications:

##### Mandatory:

Hold an undergraduate or postgraduate qualification in a relevant Allied Health profession or relevant experience  
Where applicable be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Substantial clinical experience in the acute health setting of greater than 5 years.

Be registered under the Working for Vulnerable People Act.

Hold a current Driver's Licence.

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.

Other:

Extensive clinical experience within professional field working with children and young people.

Experience in providing or coordinating care across acute and primary care settings

Experience which provides insight into the consumer perspectives of families managing complex ongoing healthcare for children.

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.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Andrew Slattery 0251245135 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

### **CHS - Division of Surgery**

#### **Ophthalmology Outpatients**

#### **Orthoptist**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 15923, Several - 0284Q)**

Gazetted: 13 January 2023

Closing Date: 27 January 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 Ophthalmology Outpatient Clinic (Eye Clinic) is a multidisciplinary clinic of the Division of Surgery at the Canberra Hospital. This clinic comprises of Staff Specialist and VMO Ophthalmologists, Ophthalmology Registrars, nurses, orthoptists and administration staff. The Ophthalmology Outpatient Clinic is responsible for the coordination and delivery of emergency eye services along with select non-emergent ophthalmic health care in the ACT. Non-emergent Clinics include corneal, retinal, neuro-ophthalmic, and uveitis-immunology, along with select procedure clinics. Our aim is to provide effective and efficient patient care in line with the Canberra Health Service values.

#### **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.

Adaptability and flexibility to accommodate change and working within a multidisciplinary environment.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications and a minimum of 1 years' experience working continuously and professionally in Orthoptics.

Be registered or be eligible for registration with the Orthoptists Board of Australia.

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.

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))

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.

Note: Both full-time and part-time roles are available to be part of a dynamic multidisciplinary Ophthalmology Outpatient Clinic team providing high quality ophthalmic care to patients from Canberra and the surrounding region. The positions are for up to 6 months with the possibility of extension or permanency and may be awarded on Selection Criteria Address/application alone.

Contact Officer: Barb O'Brien Barb O'Brien 0251245870 [barb.o'brien@act.gov.au](mailto:barb.o'brien@act.gov.au)

## **Allied Health**

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

#### **Dietitian**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 26451 - 0283U)**

Gazetted: 13 January 2023

Closing Date: 31 January 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

This is an exciting opportunity for an experienced dietitian to join an innovative and progressive dietetic team who provide high quality, effective, person-centred care to inpatients and outpatients in the Australian Capital Territory (ACT) and surrounding regions. This position will provide clinical dietetic services primarily in paediatrics however is required to work flexibly across a variety of clinical areas.

#### **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 Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

Clinical Dietetic Services to:

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

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

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

This position works primarily in paediatrics however 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.

#### 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 and interpersonal skills with a high degree of drive.

Strong clinical leadership and supervision skills.

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

#### Position Requirements/Qualifications:

##### Mandatory

Relevant undergraduate or postgraduate qualification in Nutrition and Dietetics and a minimum of 3 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 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))

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

Contact Officer: Sarah Gordon 0251242567 [sarah.gordon@act.gov.au](mailto:sarah.gordon@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)**

#### **E&TS - Education and Training Services**

##### **PTWY - Pathways College SSPT - Student Support Mentor for Students**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705 , Canberra (PN: 41219)**

Gazetted: 18 January 2023

Closing Date: 25 January 2023

Details: This is a part-time seasonal position available to mentor students across a range of CIT programs (including apprentices/trainees, JobTrainers, and targeted student groups).

This work aims to support students with both their study and personal issues, advise, and refer students to appropriate services. Applicants need to possess the ability to be flexible, engage well with people with a wide

range of competing demands, and work to identified needs in the departments they are placed in. Experience working in the VET/CIT environment is an advantage.

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

Eligibility/Other requirements: Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-taboverview)) (<https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-taboverview>)

Notes: This is a temporary position available from 13 February 2023 until 12 February 2024 with the possibility of extension and/or streamlining.

This position is part-time at 24 hours per week and the full-time salary noted above will be pro-rata. Temporary employment offered will include active and inactive periods in line and compliant with the relevant Enterprise Agreement.

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

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

Selection may be based on application and referee reports only.

How to Apply: Please provide:

a maximum of two-page response to the attached Selection Criteria  
a curriculum vitae

two referee reports using the attached referee report template.

There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Wallis (02) 6205 9628 [Belinda.Wallis@cit.edu.au](mailto:Belinda.Wallis@cit.edu.au)

## **Corporate Services**

### **Human Resources**

#### **Senior Staffing Advisor**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54218)**

Gazetted: 12 January 2023

Closing Date: 19 January 2023

Details: A short-term opportunity exists for a Senior Staffing Advisor with CIT Human Resources. Main responsibilities include the preparation and management of casual teacher employment processes, provision of expert advice and guidance to clients across a range of HR functions, leadership and guidance to team members ensuring high quality client service and best practice is demonstrated in relation to policies and processes applicable to recruitment functions and maintaining the HR group email account.

Eligibility/Other Requirements: Relevant qualifications to the Human Resources environment are desirable.

Experience in using information systems (such as Chris21 and Banner) is highly desirable.

Notes: This is a temporary position available from 30 January 2023 to 24 February 2023. This position is available to ACT Government officers and employees only.

How to Apply: Please provide a current curriculum vitae, details of two referees (one of which must be your current manager/supervisor and expression of interest, maximum of one page.

Applications should be emailed to the contact officer.

Contact Officer: RaphaelaJ Higginbotham (02) 6205 0290 [raphaelaj.higginbotham@cit.edu.au](mailto:raphaelaj.higginbotham@cit.edu.au)

## **Education and Training Services**

### **CIT Trade Sills**

#### **Construction**

##### **Project Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53799)**

Gazetted: 16 January 2023

Closing Date: 29 January 2023

Details: This is an exciting opportunity to join the Construction Department at the Canberra Institute of Technology (CIT) supporting the delivery of Commercial and government supported training programs and apprenticeships in the ACT and region.

We are seeking applications for the position of Project Officer to support the Department with stakeholder engagement and high-level customer service

We are looking for a confident, self-motivated, and highly experienced Project Officer to support the department leadership team in coordinating a range of programs and projects that support to strategic outcomes of the organisation. This position will also prepare a range of reports and briefs as well as contribute to the preparation of departmental compliance documentation.

The successful candidate will demonstrate experience in project management with high-level communication and negotiation capability. Your experience in preparing a range of compliance and reporting documents along with drafting business cases will be highly valued

Your passion for customer centric practices will be second to none and building capability within department to deliver a range of projects will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success in this position will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff, clients and industry stakeholders.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as 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: Please submit a written response addressing the selection criteria. Your suitability will be assessed based on your skills and knowledge in relation to the selection criteria outlined in the Position Description. Please provide two referee reports along with a current curriculum vitae.

For further information please contact Keith Brown on 0429 111 603

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

Contact Officer: Keith Brown (02) 6207 8063 Keith.Brown@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)

#### **Shared Services**

#### **Partnership Services**

#### **Service Centre**

#### **Customer Service Agent**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566 , Canberra (PN: 36216, several)**

Gazetted: 18 January 2023

Closing Date: 01 February 2023

Details:

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

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

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

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

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

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



This is an opportunity to work for the ACT Government, one of the biggest employers in Canberra. The Government employs an inclusive and diverse workforce, with a fun and supportive environment and flexible work options.

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: Successful candidates are required to hold, or be eligible to hold, an ACT Government Baseline Security Clearance.

Candidates found suitable for interview will be required to undergo a comprehensive interview process involving questions, an activity and role play scenario.

If you are successful, you will be placed on a six-week paid training program where you will get a taste for Service Desk life and learn from our experienced customer service agents. On successful completion of training, you will be offered a longer-term temporary position with the ACT Public Service which may have the possibility of permanency and an opportunity for working with a great group of professionals.

Notes: This is a temporary position available immediately for six weeks with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this process to fill identical temporary and permanent positions.

How to Apply: please complete the attached application questions in no more than one-page length and provide them along with your curriculum vitae and contact details of at least two referees. Candidates are encouraged to discuss the position with the contact officer (via email preferably) before applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessikah Clarke (02) 62051503 [Jessikah.Clarke@act.gov.au](mailto:Jessikah.Clarke@act.gov.au)

## **Workforce Capability and Governance**

### **Industrial Relations and Public Sector Employment**

#### **Public Sector Employment**

##### **Redeployment Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 16423)**

Gazetted: 17 January 2023

Closing Date: 14 February 2023

Details: The Industrial Relations (IR) and Public Sector Employment (PSE) team are looking for people who have the capacity to understand the rules and parameters of the ACTPS employment framework but also to comprehend the human and interpersonal impacts of our framework in practice by understanding what is at stake for affected employees.

Through exceptional stakeholder management, you will deliver a wholistic service of providing guidance, having difficult conversations, and reaching practical outcomes through our redeployment framework. You will thrive with sound empathy, resilience and integrity when using your knowledge and skills to navigate complex and sensitive situations.

You will uphold professionalism, impartiality and discretion when dealing with stakeholders and will often have to manage differing opinions. Above all, you will have emotional intelligence and integrity to understand and implement legislative obligations whilst managing all situations in an ethical manner.

What can we offer in return?

The IR&PSE team value strong work ethic but also have a solid sense of humour. The team has a highly connected and collaborative work culture and would welcome a person who has the interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

We are committed to you and your development and will always support your growth and wellbeing. We have a transparent and empowering approach to ensuring you are successful in your role and are given opportunities for continuous improvement. Your input will be valued across the diverse workload that the IR&PSE team is engaged in, and you will be appreciated and acknowledged for what you bring to the 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, current and former ADF members, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Hear about CMTEDD from some of our staff.

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. The workplace is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.



How to Apply: Suitability for this position will be assessed on your skills, knowledge and behavioural capabilities in relation to the duties/responsibilities listed in the position description. Please submit a personal pitch (of no more than two pages) in response to your suitability for this position and curriculum vitae.

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

Contact Officer: Sharna Groot (02) 6205 4553 Sharna.Groot@act.gov.au

#### **Access Canberra**

##### **Strategy and Planning**

##### **Business and Regulatory Reform and Design**

##### **Assistant Director**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55661)**

Gazetted: 12 January 2023

Closing Date: 26 January 2023

Details: Access Canberra is the front door to the ACT Government, being a service and regulatory provider that impacts most Canberrans at least once across the lifespan. The efficient and effective delivery of its services makes Canberra a safer, more liveable city for us all.

An opportunity exists in Access Canberra to be a part of a significant reform program that seeks to ensure Access Canberra is able to evolve with changing times, demographics, and expectations and future proof its operations.

A Rubik's Cube has less moving parts than this project, and the stakes are higher than grandpa's pants. So we are looking for someone who is motivated to make a difference to the lives of others; who can manage their time, people, and expectations; and aspire to find new ways of doing things better.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

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

How to Apply: If this sounds like you, send your curriculum vitae along with a pitch of no more than two pages, describing the skills, knowledge and behavioural capabilities you have which make you the most suitable person for the position.

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

Contact Officer: Callan McPhan (02) 6207 0195 Callan.McPhan@act.gov.au

#### **Access Canberra**

##### **Construction, Utilities and Environmental Protection Branch**

##### **Construction Licensing and Governance**

##### **Assistant Director, Licence Compliance**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38139)**

Gazetted: 12 January 2023

Closing Date: 9 February 2023

Details: Are you a critical thinker who enjoys finding solutions to complex problems? Do you have great leadership skills? Are you looking for a supportive team that works hard but has fun too? If this is what you are looking for, we may have the perfect role for you!

The Construction Licensing and Governance unit is part of the Construction, Utilities & Environment Protection Branch at Access Canberra. We assess and maintain licences and registrations under a variety of legislation including the *Construction Occupations (Licensing) Act 2004* (COLA), the *Architects Act 2004* and the *Work Health and Safety Act 2011*. The unit performs these functions on behalf of statutory officers: The Construction Occupations Registrar, the ACT Architects Board and the Commissioner of Work Health and Safety. The unit also undertakes compliance activities relating to licensed entities under COLA and Crown lease provisions under the *Planning and Development Act 2007*, including the processing of extension of time applications.

The Assistant Director role in the Licence Compliance team will lead a team of senior assessment officers to undertake licence compliance assessments, deliver key projects and government commitments for the Branch and engage with industry, registered training organisations, and compliance officers in the delivery of the unit's work. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Notes: A merit pool will be established from this process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application only.

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 for two referees.

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

### **Economic Development**

#### **National Arboretum Canberra and Stromlo Forest Park**

##### **Work Health and Safety Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39358)**

Gazetted: 12 January 2023

Closing Date: 26 January 2023

Details: The National Arboretum Canberra was opened in 2013 and comprises a collection of approximately 44,000 trees in 94 forests featuring different types of rare, threatened and symbolic trees from around Australia and the world. It also houses the National Bonsai and Penjing Collection Australia and includes the award-winning Village Centre, Margaret Whitlam Pavilion, Pod Playground, display gardens, unique sculptures and a range of other facilities to enhance the visitor experience.

Officially opened in 2007, Stromlo Forest Park is a world-class, multi-use recreational sporting facility available to both recreational and professional users. Stromlo Forest Park boasts a purpose-built event pavilion, a 1.2km road criterium cycling circuit, a 2.5km grass cross country running track, a network of equestrian trails and over 40km of mountain bike trails suitable for riders of all abilities.

The primary responsibility of the Workplace Health and Safety Officer is to liaise and communicate, coordinate and provide support to operational, technical and professional staff, as well as contractors and volunteers across all sections of the National Arboretum Canberra and Stromlo Forest Park in relation to workplace health and safety.

The role is also responsible for the development, monitoring and application of WHS systems for the National Arboretum Canberra and Stromlo Forest Park, and conducting other relevant duties as required.

The successful applicant will be based at the National Arboretum Canberra and will report directly to the Business Development Officer. This is a temporary position with the possibility of extension. The National Arboretum Canberra is open 7 days a week and regularly hosts out of hours events and functions, so flexibility around working hours including evenings and weekends is required.

If you are an innovative thinker with experience in Work Health and Safety (WHS) and would like to join a positive and energetic team, 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

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

Relevant qualifications in Work Health and Safety and/or demonstrated experience in the industry.

Current Driver's License – essential

Medium Rigid Truck License – desired

Knowledge of ACT Government processes – desired

Understanding of or background in facilities maintenance – desired

Notes: This is a temporary position available immediately until 2 June 2023 with the possibility of extension up to six months. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response of no more than three pages addressing the selection criteria and a current curriculum vitae with referee contacts.

*Applications should be sent to the Contact Officer.*

Contact Officer: Catherine Cunningham (02) 6205 9687 Catherine.Cunningham@act.gov.au

### **Access Canberra**

#### **Training Assistant**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58664)**

Gazetted: 12 January 2023

Closing Date: 19 January 2023

Details: Do you enjoy the training environment? Would you like to assist the training officer with the preparation of training programs?

We are looking for a hardworking team player with excellent interpersonal skills to fill the Training Assistant role within the Business Support team. The position is responsible for assisting with the development of training and the facilitation of training courses for the Road Transport Authority (RTA) and the rego.act computer system, along with the preparation of training schedules, databases, materials, and assessments – to name a few!

The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system. It is a high performing team focused on quality outcomes and service delivery in a fast-paced 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Note: This is a temporary position available immediately for up to six months with the possibility of extension for up to 12 months. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is within 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 supporting statement of no more than two pages outlining your experience and abilities against the Skills, Knowledge and Behaviours outlined in the Position Description;

your curriculum vitae; and

the names and contact details for two referees.

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

Contact Officer: Sue Piper (02) 6207 5633 Sue.Piper@act.gov.au

#### **Access Canberra**

#### **Fair Trading and Compliance**

#### **Assistant Manager**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 13861)**

Gazetted: 12 January 2023

Closing Date: 26 January 2023

Details: Would you like to make a difference and contribute to safer roads for Canberrans? Can you lead, manage and support your team to deliver high quality customer service? Are you interested in court proceedings for road transport matters? If the answer is yes, then you may be the person we are looking for. The Access Canberra Infringement team is responsible for the review of Parking and Traffic infringement notices. We help with general enquiries, take payments, set up plans, adjudicate traffic events and comply with legislated timeframes and guidelines.

As an Assistant Manager in the Infringement team, you will be available to support team members regarding a variety of infringement matters and provide excellent customer service to clients with more complex enquiries. You will be responsible for the ongoing training and development of your team members and be able to manage competing priorities successfully while fostering a positive team culture. You will have excellent communication and organisational skills needed to support successful court outcomes, compile evidentiary documents, liaise with the Office of the Director of Public Prosecutions and represent the authority in court 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Note: This is a temporary position available for a period of six months. Selection may be based on application only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is available to ACT Government officers and employees only.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than one page, responding to the statements below. We will also need contact details of at least two referees and a current Curriculum Vitae.

Detail your demonstrated ability, ingenuity, experience and qualifications and how these make you a great fit for the role.

Link your response back to the Skills, Knowledge and Behaviour selection criteria and the specific duties and responsibilities of the role.

*Applications should be submitted to the Contact Officer.*

Contact Officer: Valerie Kitson (02) 6205 9429 Valerie.Kitson@act.gov.au

### **Access Canberra**

#### **Corporate Support and Capability**

#### **Gambling and Harm Prevention**

#### **Senior Administrative & Project Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40751, Several)**

Gazetted: 16 January 2023

Closing Date: 6 February 2023

Details: Do you enjoy working in a team to find new ways to deliver results? Are you looking for an opportunity to make real change in the community? Does the opportunity to think about the big picture whilst working closely with the community and key stakeholders appeal to you? If the answer to these questions is yes, then Access Canberra has an opportunity for you within the Gambling and Harm Prevention team. The ACT Gambling and Racing Commission (the Commission) has the aspiration of achieving a Canberra free from gambling harm and has adopted a public health approach to realising this vision.

The Gambling and Harm Prevention team within Access Canberra is responsible for supporting the Commission and is seeking individuals who can help implement gambling harm prevention initiatives and work on Commission projects. To be successful you should embrace 'change as being the new normal', support and nurture innovation and collaboration with a renewed focus on outcomes. You will need to be a good communicator with excellent interpersonal skills and the ability to manage multiple tasks and projects.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Notes: There are two temporary vacancies – one available up to 14 July 2023 and one up to 8 September 2023, with the possibility of extension up to 12 months and/or permanency. Access Canberra operates under activity-based working (ABW) arrangements. Under ABW arrangements, officers do 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 this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviour listed in the selection criteria, your current curriculum vitae and details of two referees, one being your current supervisor.

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

Contact Officer: Tanya Armstrong (02) 6207 8220 Tanya.Armstrong@act.gov.au

### **Property and Shared Services**

#### **Finance Services Branch**

#### **Finance Services Executive**

#### **Branch Coordination Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60243)**

Gazetted: 17 January 2023

Closing Date: 24 January 2023

Details: Have you got excellent organisation, communication, and collaboration skills?

Do you like working in a rapidly changing and dynamic environment?

Can you manage competing priorities and meet tight deadlines?

Do you have experience in providing high-level executive support, and the ability to deal with matters of a sensitive and confidential nature?

If you said 'YES' to all the above questions, this job might be perfect for 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

How to Apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees. The pitch should include experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description.

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

Contact Officer: Calvin Robinson (02) 6205 3819 Calvin.Robinson@act.gov.au

### **Economic Development**

#### **National Arboretum Canberra and Stromlo Forest Park**

#### **Stromlo Forest Park**

#### **Turf and Horticultural Maintenance Officer**

#### **General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 60245)**

Gazetted: 18 January 2023

Closing Date: 17 February 2023

Details: Stromlo Forest Park (SFP) is managed jointly with the National Arboretum Canberra and enjoys strong community support with a variety of different park users.

The successful applicant will be based at SFP, and will report directly to the Senior Land Management Officer. The position may include occasional weekend work. This is a full-time temporary position for twelve (12) months with the possibility of permanency at the end of this period.

We are looking for a self-motivated person who can work independently, with skills and experience in turf, horticulture, and land management to undertake the maintenance and presentation of the 2.5km turf running track, Bushfire Memorial, Pavilion and surrounds to a high degree; as well as conduct integrated weed management, vegetation control and other landscaping and land management duties around the site. Applicants must have the right to work in Australia, and willingness to work in a small, dynamic, and high performing 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary qualifications in Turf/Horticulture

ChemCert accreditation

Current Driver's Licence

Highly Desirable:

Irrigation and water management experience

MR truck licence

Plant operator's licences – Skid steer, excavator, mower/s etc.

Side by side ATV licence

WH&S/Construction industry White Card

Other Requirements:

First aid certificate or willingness to obtain

This position requires a pre-employment medical

This position may periodically involve direct supervision of staff or volunteers

This position may involve occasional weekend or after-hours work

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

How to Apply: Please supply a written response of no more than three pages that addresses each of the selection criteria outlined in the position description. Please also include a current curriculum vitae with at least two referee contact details.

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

Contact Officer: Darren Rope 0466342954 darren.rope@act.gov.au

### **Economic and Financial Group**

#### **Housing Policy Branch**

#### **Senior Policy Officer, Housing Policy**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55374)**

Gazetted: 17 January 2023

Closing Date: 24 January 2023

Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex social and economic policy issues head on? This is a fantastic opportunity for you to contribute to achieving great outcomes for the ACT community.

A new team is being established within Treasury with responsibility for housing strategy and policy. We are looking for enthusiastic and committed self-starters to join our team, with an aptitude for undertaking policy research, analysis and development.

As a member of the team, you will contribute to the wellbeing of Canberrans through your advice on a range of projects and policy proposals.

As a Director, you will lead and oversee policy advice and development on complex issues, build and maintain strong and productive working relationships, and assist the Executive Branch Manager with the management of the team.

As an Assistant Director, you will work effectively with limited supervision to produce high quality policy advice and development of new policy, work across government to deliver outcomes, and assist with the supervision of junior team members.

As a Senior Policy Officer, under the supervision of senior staff, you will produce high quality analysis and policy advice and contribute to a range of policy processes.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/other Requirements: To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Note: This is a temporary opportunity available immediately for a period of 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: Submit your one-page pitch (maximum) outlining your suitability for the position with reference to the selection criteria, a current curriculum vitae and details of two referees. You may apply for more than one of the advertised positions.

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

Contact Officer: NathanL Brown (02) 6207 3531 [nathanl.brown@act.gov.au](mailto:nathanl.brown@act.gov.au)

## **Economic and Financial Group**

### **Housing Policy Branch**

#### **Director, Housing Policy**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 32985)**

Gazetted: 17 January 2023

Closing Date: 24 January 2023

Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex social and economic policy issues head on? This is a fantastic opportunity for you to contribute to achieving great outcomes for the ACT community.

A new team is being established within Treasury with responsibility for housing strategy and policy. We are looking for enthusiastic and committed self-starters to join our team, with an aptitude for undertaking policy research, analysis and development.

As a member of the team, you will contribute to the wellbeing of Canberrans through your advice on a range of projects and policy proposals.

As a Director, you will lead and oversee policy advice and development on complex issues, build and maintain strong and productive working relationships, and assist the Executive Branch Manager with the management of the team.

As an Assistant Director, you will work effectively with limited supervision to produce high quality policy advice and development of new policy, work across government to deliver outcomes, and assist with the supervision of junior team members.

As a Senior Policy Officer, under the supervision of senior staff, you will produce high quality analysis and policy advice and contribute to a range of policy processes.

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 and linguistically



diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

**Eligibility/other Requirements:** To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

**Note:** This is a temporary opportunity available immediately for a period of 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:** Submit your one-page pitch (maximum) outlining your suitability for the position with reference to the selection criteria, a current curriculum vitae and details of two referees. You may apply for more than one of the advertised positions.

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

Contact Officer: NathanL Brown (02) 6207 3531 nathanl.brown@act.gov.au

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

### **Technology Services Branch**

#### **NETWORKS, COMMUNICATIONS SERVICES and ICT FACILITIES**

##### **Service Delivery Business Support Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 14276)**

Gazetted: 18 January 2023

Closing Date: 25 January 2023

**Details:** We are looking for a team player who values and respects others' contributions to the workplace and in turn contributes knowledge and skills for the greater good. You will be a process driven Officer with strong communication skills including the ability to liaise and negotiate effectively with a broad range of stakeholders. Under limited direction, broadly the position will coordinate and undertake procurement activities, and administrative duties as required for the NCS Client Services team.

The Support Officer within Network Communication Services (NCS) will play a critical role in supporting the efficient operation of the team in meeting its operational requirements. In a busy and dynamic environment, the Support Officer may work closely with the Senior Director of NCS and other key staff to manage the team's workflow.

You will require demonstrated experience business unit support, undertaking successful procurement and/or contract management activities, or appropriate transferable skills with the proven ability to quickly learn and acquire these skills.

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

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

**Notes:** This is a temporary position available immediately until 9 April 2023, with possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on applications and referee reports only.

**How to Apply:** After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Steve Arundell (02) 6207 4790 Steve.Arundell@act.gov.au

## **Economic and Financial Group**

### **Housing Policy Branch**

#### **Assistant Director, Housing Policy**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 01907)**

Gazetted: 17 January 2023

Closing Date: 24 January 2023



Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex social and economic policy issues head on? This is a fantastic opportunity for you to contribute to achieving great outcomes for the ACT community.

A new team is being established within Treasury with responsibility for housing strategy and policy. We are looking for enthusiastic and committed self-starters to join our team, with an aptitude for undertaking policy research, analysis and development.

As a member of the team, you will contribute to the wellbeing of Canberrans through your advice on a range of projects and policy proposals.

As a Director, you will lead and oversee policy advice and development on complex issues, build and maintain strong and productive working relationships, and assist the Executive Branch Manager with the management of the team.

As an Assistant Director, you will work effectively with limited supervision to produce high quality policy advice and development of new policy, work across government to deliver outcomes, and assist with the supervision of junior team members.

As a Senior Policy Officer, under the supervision of senior staff, you will produce high quality analysis and policy advice and contribute to a range of policy processes.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/other Requirements: To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Note: This is a temporary opportunity available immediately for a period of 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: Submit your one-page pitch (maximum) outlining your suitability for the position with reference to the selection criteria, a current curriculum vitae and details of two referees. You may apply for more than one of the advertised positions.

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

Contact Officer: NathanL Brown (02) 6207 3531 [nathanl.brown@act.gov.au](mailto:nathanl.brown@act.gov.au)

## **Economic & Financial Group**

### **Macroeconomics, Modelling and Federal Financial Relations**

#### **Econometrician / Economist**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60219, Several)**

Gazetted: 18 January 2023

Closing Date: 1 February 2023

Details: ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), has a vacancy for a Senior Economist / Senior Research Officer.

You will undertake econometric modelling and quantitative analysis to support forecasts of economic variables and revenue estimates that are published in the ACT Budget. You will also prepare quantitative economic research to support our forecasts and policy advice including high quality written material explaining and supporting your research conclusions and provide material documenting your quantitative approach. There will be opportunities to be involved in a range of economic forecasting and policy projects in this part of Treasury.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/other requirements: This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. If you do not wish to be placed in the merit pool, please indicate this with the contact officer.

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: Paul Roberts (02) 6205 0660 Paul.Roberts@act.gov.au

### **Economic and Financial Group**

#### **Macroeconomics, Modelling and Federal Financial Relations**

##### **Director**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60221)**

Gazetted: 18 January 2023

Closing Date: 1 February 2023

Details: ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), has a vacancy for a Senior Economist / Senior Research Officer.

You will undertake econometric modelling and quantitative analysis to support forecasts of economic variables and revenue estimates that are published in the ACT Budget. You will also prepare quantitative economic research to support our forecasts and policy advice including high quality written material explaining and supporting your research conclusions, and provide material documenting your quantitative approach. There will be opportunities to be involved in a range of economic forecasting and policy projects in this part of Treasury.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Notes: This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. If you do not wish to be placed in the merit pool, please indicate this with the contact officer.

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: Paul Roberts (02) 6205 0660 Paul.Roberts@act.gov.au

### **Corporate Support and Capability**

#### **Projects and ICT**

##### **Strategic ICT**

##### **Project Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57587)**

Gazetted: 18 January 2023

Closing Date: 25 January 2023

Details: The Projects and ICT Section is committed to supporting Access Canberra's delivery of services to the community through the management of a program of works that aims to improve service delivery to Access Canberra customers. The Section maintains a range of digital capabilities and ICT systems enabling and supporting the ongoing evolution of services provided by Access Canberra. The team contributes to strategic planning processes and supports the successful implementation of projects with points of contact or interaction with customers.

The team is looking for a suitable, well-rounded and energetic Project Support Officer that will play a significant role in the delivery of projects for Access Canberra, with an emphasis on managing resources and timeframes, as well as organisational skills.

To be successful, you would be someone with:

Strong analytical and reporting skills and ability to analyse information and data from a range of sources to identify gaps and suggest improvements.

Demonstrated relationship, influencing and all-round communication skills.

Well-developed organisational skills including the ability to adapt to change, work with limited direction and manage competing priorities.

Tenacious, flexible, passionate, and resilient and results/outcome driven with a persuasive personality.

An advantage may be based on applications only. You would have a working knowledge of project methodologies such as PRINCE2 or Agile.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: This is a temporary position available immediately up until 30 June 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on applications only.

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

Your curriculum vitae;

Names and contact details of two professional referees; and

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Millett (02) 6207 6942 [Jennifer.Millett@act.gov.au](mailto:Jennifer.Millett@act.gov.au)

### **Workforce Capability and Governance**

#### **Professional Standards Unit**

##### **Senior Investigator**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 33464)**

Gazetted: 16 January 2023

Closing Date: 3 February 2023

Details: We are seeking a high-performing and results-orientated Senior Investigator to join our team. Our ideal candidate has relevant experience in workplace performance and misconduct issues and/or relevant investigative experience. You will be values driven and demonstrate a strong focus on the impacts of misconduct and workplace complaints on people and their relationships.

As a Senior Investigator, you will facilitate formal misconduct investigations across the ACTPS, presenting a valuable opportunity to develop a broad range of relationships and networks. You will research and gather evidence, analyse information, and present persuasive arguments to delegates with recommendations about the occurrence of misconduct.

Your innovation skills will facilitate continuous improvement of behaviour and integrity related outcomes across the whole ACTPS, with opportunities for you to identify systemic issues, and contribute to contemporary whole-of-government policy, training and education requirements.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

Compliance Requirements / Qualifications

Relevant investigative qualifications such as a Certificate IV in Government Investigations are highly desirable.

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

Criminal history checks will be conducted prior to employment.

Notes: 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: In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of no more than two pages outlining your background, capabilities, and experiences and how these align with the duties (what you will do), and capabilities and behaviours (what you require) required to be successful for this role. You should also provide a curriculum vitae to a maximum of four pages.

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

Contact Officer: Gemma Hogben (02) 6205 9546 [Gemma.Hogben@act.gov.au](mailto:Gemma.Hogben@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)

**Executive Branch Manager, Infrastructure and Contracts**

**Temporary Vacancy (multiple dates covering study leave between February and November 2023)**

**Housing ACT**

**Position: E1062**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 18 January 2023

An exciting backfill opportunity exists to lead the Executive functions of Infrastructure and Contracts, Housing Assistance in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours.

Housing Assistance is committed to excellence and the highest ethical standards in dealing with clients and other stakeholders. The principles most highly valued by the organisation are problem solving, empathy, teamwork, professionalism, and leadership. Housing Assistance provides public housing and rental assistance to clients and aims to be an innovative and effective social housing provider, responsive to the needs of its clients.

This role will work closely and collaborate with Executive Branch Manager Housing and Homelessness Program Management and Executive Branch Manager Client Services to ensure asset and contract management are closely aligned to current and emerging client requirements. In addition to agency and broader government stakeholders, it is expected that the Executive Branch Manager will lead and demonstrate collaborative and influential relationships with local design, construction, and maintenance industries.

There are multiple periods of vacancy over 12-months due to study leave arrangements and backfilling requirements. Dates can be given to interested applicants by contacting the Contact Officer.

To be successful in this role, you will have demonstrable skills in management, community sector reform and development, business and project planning, and effective leadership.

To apply: Interested applicants are requested to submit a one-page pitch, a current curriculum vitae and contact details for two referees to Louise Gilding via email, [Louise.Gilding@act.gov.au](mailto:Louise.Gilding@act.gov.au) by COB Wednesday 25 January 2023.

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: Louise Gilding (02) 6207 1514 [Louise.Gilding@act.gov.au](mailto:Louise.Gilding@act.gov.au)

**Community Services Housing**

**ACT Housing and Homelessness Programs**

**Quality Risk and Review Team Leader - Complaints Administrative Services Officer Class 6 \$91,315 - \$104,509 , Canberra (PN: 40734)**

Gazetted: 17 January 2023

Closing Date: 31 January 2023

Details: As the Team Leader, you will manage and supervise a small team of officers and undertake a range of assigned duties to deliver team objectives. This includes manage the intake and triage activity, through all communication channels, including handling of escalated complaints. Assist with the case management of complex complaints, case conferencing, and action planning, to deliver positive outcomes. Produce and coordinate high quality written correspondence for a range of audiences, including formal responses for clients, complainants, the Minister and Executives.

Notes: A Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

How to Apply: Please submit a two-page pitch addressing the selection criteria, along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Bink (02) 6205 3878, 0466 935 437 [Paul.Bink@act.gov.au](mailto:Paul.Bink@act.gov.au)

**Corporate Services**

**People, Capability & Culture**

**Business Coordinator**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37814)**

Gazetted: 12 January 2023

Closing Date: 19 January 2023

Details: The Community Services Directorate (CSD) is seeking a Business Coordinator (ASO6) within the People, Capability and Culture Branch.

Key focus areas for the role include coordinating Branch activity to achieve timely and complete outcomes. Supporting the Executive Branch Manager and Senior Managers of People, Capability and Culture Branch as directed.

Facilitate timely responses on behalf of the Executive Branch Manager and Senior Directors to action items sought by the CSD Director General's Office, Directorate Divisions, ACT Public Service Agencies and a range of ACT Government Boards and Committees.

In consultation with other members of the Executive team and the Executive Officer, Corporate Services, manage Executives calendars, coordinate branch requests, including FOI, Ministerial and Reportable Conduct and monitor and report on deliverable achievement and/or delay. This position is also responsible for co-ordinating annual reports, State of Service survey responses and budget estimate briefs. Provide administrative support for a range of branch functions, including financial payments using the Accounts Payable Invoice Automation System (APIAS), management of relevant Inboxes, and reviewing the fortnightly pay reports to ensure accuracy of the data, correcting inaccuracies as required.

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

How to Apply: If this role is a match with your experience and expertise, please submit a two-page pitch addressing your suitability against the skills, knowledge and behaviours articulated in the position description, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Maggie Drejer-White (02) 6205 2436 Maggie.Drejer-White@act.gov.au

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Operations Manager, First Nations Family Support Team**

#### **Child and Youth Protection Professional Level 5 \$142,095 - \$159,543, Canberra (PN: 60209)**

Gazetted: 16 January 2023

Closing Date: 6 February 2023

Details: Child and Youth Protection Services (CYPS) are offering an exciting opportunity to drive change for First Nations Families in the ACT.

CYPS is committed to establishing a dedicated and experienced team of workers with demonstrated cultural experience and willingness to come together with families and communities to ensure First Nations children and young people are safe and well. This work is critical to the delivery of the *Our Booris Our Way* recommendations. CYPS is seeking an experienced Operations Manager to contribute to the development of a new First Nations Practice Framework, and implement the framework with a new team within CYPS – the First Nations Family Support Team. The team will be guided by the Aboriginal and Torres Strait Islander Child Placement Principle and will be supported with access to tools including Structured Decision Making and the North Carolina Family Assessment Scale.

We are seeking someone who is passionate about working with First Nations Families, and with the vision to work with CYF Executive and Community stakeholders to define the role and function of the team. This is a unique opportunity with great professional development, training and supervision.

Eligibility/other requirements:

Essential qualifications and experience:

Proficiency in working with Aboriginal and Torres Strait Islander children, young people and families.

At least 5 years practice experience working with children, young people and their carers or families.

Experience in collaboration to address needs, safety and wellbeing of children and young people.

Previous program management experience to achieve team outcomes.

Demonstrated leadership and service design experience.

Current Driver's Licence.

Desirable qualifications and experience:

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

*As per section O1.5 of the Technical and Other Professional Enterprise Agreement 2021-2022 an applicant may be selected without a relevant tertiary qualification if they can demonstrate equivalent cultural experience.*

Diploma or relevant tertiary qualifications in human services or community services is highly desirable.

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 and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Catherine Furner (02) 6207 1623 [catherine.furner@act.gov.au](mailto:catherine.furner@act.gov.au)

### **Cultural Facilities Corporation**

#### **Corporate**

##### **Associate Producer, Activations and Events**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 1120)**

Gazetted: 16 January 2023

Closing Date: 30 January 2023

Details: The ACT Cultural Facilities Corporation (CFC) has a growing role in enlivening the city and activating Civic Square through creating new events and collaborating with other key stakeholders in existing events, bringing more and more visitors into the city and through the doors of Canberra Museum and Gallery and the Canberra Theatre Centre.

The role of the Associate Producer, Activations and Events supports the CFC's role in contributing to the activation of Civic Square through events, place-making activity, and creative public engagement.

In this role you will drive planning and delivery of activation events in Civic Square and at other CFC venues, including identifying ways to attract new audiences and generate new income streams. You will need to have an entrepreneurial spirit, experience in creating and managing events (in either or both commercial or cultural settings), and a super collaborative mindset both within the arms of the CFC and across a range of partner organisations.

You will have the freedom to dream big as long as you can also manage a budget, work to deadlines and coordinate logistics, underpinned by good record keeping and reporting, and sound judgement. Ideally, you will also have experience in events marketing and a good network in the arts, culture and events scene in Canberra, or the enthusiasm and people skills to cultivate these relationships quickly and productively.

Eligibility/Other Requirements: The role would suit a creative person with three -five years' experience in events delivery, ideally in a cultural setting, who enjoys working dynamically and consultatively to deliver great audience experiences. You will have the opportunity to work flexibly across multiple venues and build a great network, based mostly in Civic.

Experience working in ACT Government would be welcome but not essential. This position is ideally full-time at 36.75 hours per week but part-time arrangements can be negotiated.

How to Apply: Please provide an application (limit two pages) telling us what you would bring to our team and addressing the outlined Capabilities and Criteria, and a copy of your current curriculum vitae with the contact details of two referees.

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

Contact Officer: Brooke Thomas 02 6207 7882 [brooke.thomas@act.gov.au](mailto:brooke.thomas@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)**

#### **Service Design and Delivery**

##### **Student Engagement**

##### **Clinical Practice**

##### **Assistant Director of Research and Policy**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46734)**

Gazetted: 17 January 2023

Closing Date: 8 February 2023



Details: Are you passionate about supporting student engagement and wellbeing initiatives in schools? ACT Education is seeking a SOG C to fulfil the role of the Clinical Practice Assistant Director of Research and Policy in the Student Engagement Branch.

As an Assistant Director of Research and Policy, you will:

research and provide advice on topics including mental health and evidence-based approaches which support student engagement in schools; and

develop and implement informed, innovative and sustainable policies and programs by consulting and collaborating with key 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:

**MANDATORY**

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

**HIGHLY DESIRABLE**

Relevant tertiary qualifications in Allied Health, Education, Policy or Human Services or equivalent.

Previous experience working in government.

A current Australian driver's license.

Notes: This is a temporary position available immediately until 28 April 2023 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.

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

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

Contact Officer: Bronwyn Hatherly (02) 6205 9699 [Bronwyn.Hatherly@act.gov.au](mailto:Bronwyn.Hatherly@act.gov.au)

**ACT Government Cleaning Services**

**Cleaning Services Officer 2 \$53,867 - \$55,873, Canberra (PN: CSO2, several)**

Gazetted: 17 January 2023

Closing Date: 25 January 2023

Details: The Education Directorate is looking for enthusiastic and dedicated Cleaning Services Officers (CSO2) to join the ACT Government cleaning workforce. A number of vacancies exist in both office spaces and in schools – particularly identified ACT Government's Office buildings (Daytime and evening shifts) and schools in the Tuggeranong Network, which includes the following:

Bonython Primary

Calwell High

Calwell Preschool

Calwell Primary

Caroline Chisholm Junior

Caroline Chisholm Senior

Charles Conder Primary

Chisholm Preschool

Erindale College (incl. Erindale Leisure Centre and Erindale Library)

Fadden Primary

Gilmore Primary

Gordon Primary

Gowrie Primary

Isabella Plains ECS

Lake Tuggeranong College (incl. Lake Tuggeranong Library)

Lanyon High

Monash Preschool

Monash Primary

Namadgi School

Richardson Preschool

Richardson Primary

Taylor Primary  
 Tharwa Preschool  
 Tharwa Primary  
 Theodore Primary  
 Wanniasa Hills Primary  
 Wanniasa Junior  
 Wanniasa Senior

If you are interested in joining a dynamic team with the important task of keeping our government workplaces and schools clean, safe and hygienic then we'd love to hear from you.

The ideal candidate will:

Undertake general cleaning duties in ACT Government workplaces, including schools;

Be available to work Monday to Friday and shifts hours generally between 4:00 pm to 10:00pm and/or 9:00am to 5:00pm, noting there are limited shifts for the daytime hours.

Have reliable transport

Have the ability to travel to single and / or multiple work sites;

Work with intermittent/limited supervision as part of a small team;

Undertake all duties in accordance with Directorate policies and procedures; and

Have cross cultural communication 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:

Prior to commencing employment, 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 Access Canberra.

Some roles require the successful applicant to hold a minimum NV1 security clearance.

The duties of the position require a high degree of manual activity. Applicants may need to successfully pass a physical assessment to ensure they possess an appropriate level of functional physical fitness.

Notes: There are several positions available on both a permanent or temporary basis (depending on whether the successful applicant is an Australian Citizen, Permanent Resident or Visa holder). These are part-time roles available at a minimum of 20 hours per week and the full-time salary noted above will be paid pro-rata.

Australian visa holders with work rights are also encouraged to apply. Offers of temporary employment contracts for visa holders are issued to the extent of the current visa with the possibility of extension up to a maximum of five years.

An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. For further information on the ACTPS selection process refer to

<https://www.jobs.act.gov.au/how-we-hire/selection-processes>

Selection may be based on application and referee reports only. If there are too many job applications with the same ranking score, then selection may be based on the date and time you submitted the job application.

How to Apply: Read the position description criteria carefully. Once you are satisfied that you meet all the criteria, you can submit your job application.

In order to have your application considered, you must provide all the information and documentation required.

Incomplete applications would be deemed unsuccessful. See the checklist section for more details.

Checklist

Mandatory

Complete the online questionnaire by clicking this link CSO2 - Online questionnaire - Forms (press control at the same time as clicking)

Complete and submit the ACT job application *via the Apply Now button below*.

Attach a current resume / curriculum vitae (CV) outlining your previous work experience to support your claims to a position.

Attach a copy of a current ACT Working with Vulnerable People (WwVP) Registration (or a copy of the receipt if you have applied for Registration) in the position response section of the *Apply Now button below*

If you are a visa holder, attach a recent VEVO check from the Department of Home Affairs in the position response section of the *Apply Now button below*. Please visit the following link to apply for a Vevo Check - check conditions online (VEVO)

Attach at least one x Work Referee Report using the template provided (See Documents). The Referee Report is to be attached in the referee section of the *Apply Now button below*.

**Optional**

Attach cleaning qualifications in the position response section of the *Apply Now button below*.

Attach a current First Aid Certificate in the position response section of the *Apply Now button below*.

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

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.

Apply Now

Contact Officer: Brent Haley 6207 9278 Brent.Haley@act.gov.au

**School Improvement****North/Gungahlin****Dickson College****Classroom Teacher of French****Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 05239)**

Gazetted: 16 January 2023

Closing Date: 6 February 2023

Details: Dickson College is seeking a dynamic classroom teacher to join our RIELS Team to teach French T at Beginning, Continuing and Advanced levels. We are able to offer a 40% load teaching French and can support up to 100% load with willingness to teach in another teaching area.

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

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; 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/working-with-vulnerable-people)

How to Apply: Classroom Teachers

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

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

Referees:

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Margrain (02) 6142 0140 Victoria.Margrain@ed.act.edu.au

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

**Service Design & Delivery****Student Engagement****Student Engagement - Allied Health Service****Speech Language Pathologist****Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 47696, several)**

Gazetted: 12 January 2023

Closing Date: 13 January 2023

Details: Speech Language Pathologists -

Better conditions, Better lifestyle – Be a Speech Language Pathologist in Canberra

Work in a strong inter-professional team and with experienced speech pathology colleagues

Highly Valued, Family Friendly, Supportive of Work-Life Balance

Join ACT Education as a Speech Language Pathologist and enjoy a career making a difference within our Education system for students with additional speech, language, communication and/or mealtime needs. We have positions suitable for speech pathologists with a range of years of experience. Temporary full and part-time positions (with the possibility of permanency) are available.

Speech Language Pathologists – Student Engagement Allied Health Service

As a Speech Language Pathologist in the ACT Education Directorate you will help in developing and delivering teacher training, support programs and best practice adjustments, differentiation and intervention for students who have a range of learning difficulties and disabilities.

Apart from the improved lifestyle that comes from living in Canberra, your speech pathology career will also benefit from a move to the ACT Education Directorate.

Be part of the continued growth of Allied Health School Support Services

Our Directorates' Allied Health Team (including speech pathologists, occupational therapists, physiotherapists, psychologists and social workers) has continued to grow over recent years which shows how much our work is valued by our school communities and our Directorate.

The ACT has a landmark strategic plan for the next decade in ACT Education and we'd like you to be a part of it. We call it the *Future of Education* and at its core are the following key principles:

Recognising that our allied health professionals' partner with teachers, school leaders and families in order to reorientate schools as multi-service environments.

Supports for learning and wellbeing are available and provided to students.

Empowering professionals, teachers and school leaders to meet the learning needs of all students

Be rewarded now and into your future

The current Health Professionals Enterprise Agreement continues to support speech pathologists in providing high-quality services in our Education Directorate. The Agreement includes a range of excellent work and leave conditions including flex time arrangements and attractive remuneration.

Outside of the school support role there are even more benefits to moving your speech pathology career to Canberra.

Employer superannuation contributions of 11.5 %

An additional employer superannuation contribution of a further 1% when you contribute 3% or more

Availability of additional purchased leave and other salary sacrifice options

Flexible working arrangements to suit personal circumstances, for example, flexible start and finish times

Annual leave loading of 17.5% of your hourly rate for annual leave accrued

18 weeks paid birth leave for eligible employees

Even more benefits to working for us

With Canberra being one of the fastest growing areas in Australia the ACT needs more speech language pathologists now and into the future. This growth presents more opportunities to speech language pathologists within our unique Directorate:

Within the ACT Education Directorate, there are other career and promotion opportunities for Speech Language Pathologists without needing to move outside the Directorate to find them. For example, at level and senior school-based roles as well as senior roles in other work areas e.g. complex case management.

Negotiate your hours and days of work (Minimum part-time hours preferred is 2 days per week)

You can use school holiday periods for flex, leave, all important caseload catchup time, for connecting with the wider allied health team and for professional learning.

You can drive from one end of town to the other in 40 minutes.

Canberra is 90 minutes from the snow, 90 minutes to the Coast, a 3-hour drive to Sydney and a short flight to most eastern seaboard and southern major capital cities.

Relocation expenses can be considered for successful applicants

Flexibility During Uncertain Times

Interview appointments are flexible and can be conducted online

Your commencement date can be negotiated to account for relocation timelines

Your skills and experience

Qualifications and demonstrated experience as a speech pathologist working with students with disability, learning difficulties, complex needs and/or trauma background. If you are an early career Speech Pathologist these opportunities may also interest you as we have opportunities for you to tailor and monitor programs run by Allied Health Assistants, to conduct direct therapy with our highest priority students and to develop your areas of interest through mentoring and support from experienced SLPs.

Demonstrated ability to develop and implement inclusive and evidence-based speech, language, communication &/or mealtime supports to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently. Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Eligibility/Other Requirements:

Tertiary qualifications in Speech Pathology.

Eligibility for membership with Speech Pathology Australia

**MANDATORY**

Must have current ACT Working with Vulnerable People (WWVP) Registration

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

**ESSENTIAL**

Current drivers license essential including access to a private vehicle. (Motor Vehicle Allowance provided for travel where vehicles are covered by comprehensive car insurance).

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Full Time and Part time hours will be considered. These roles are located in Canberra. Relocation reimbursement is available in line with the current workplace agreement

How to Apply: If you are a Speech Pathologist who works or would like to work with students, schools, families and other allied health in an established service in Education in Canberra, then please commence the online application process using the selection criteria provided in the Position Description. Please submit a response to the selection criteria (maximum four pages), current curriculum vitae/resume and contact details for two referees. If you have any questions regarding the positions, employment conditions or living and working in Canberra please contact Tania Piper (Manager AHS Speech Language Pathology) [tania.piper@ed.act.edu.au](mailto:tania.piper@ed.act.edu.au) m : 0466 852573 or Abby James (AHS Allied Health Director) [abby.james@ed.act.edu.au](mailto:abby.james@ed.act.edu.au).

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

Contact Officer: Tania Piper 0466 852 573 [Tania.Piper@ed.act.edu.au](mailto:Tania.Piper@ed.act.edu.au)

## **Service Design and Delivery**

### **Student Engagement**

#### **Allied Health Service**

#### **HP2/HP3 Occupational Therapist**

**Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 37201)**

Gazetted: 16 January 2023

Closing Date: 6 February 2023

Details: The Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking occupational therapists at Health Professional levels 2 and 3 to grow and expand our experienced Allied Health Service team. In joining this team, you will have opportunity to undertake a diverse range of roles including providing direct support to schools and students, as well as supporting our Flexible Education programs, Targeted Support Team and more.

Eligibility/other requirements:

Tertiary qualifications in Occupational Therapy

Current professional registration: Occupational Therapist registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with the relevant Workplace Health and Safety standards

Current drivers licence essential, including access to a private vehicle for work purposes

5. 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.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-(wwvp)-registration))

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

How to Apply: If you are passionate about making a difference to the outcomes of our children and young people in the education system, we encourage you to apply. To enable us to assess your merit, your application must include your:

Curriculum Vitae

Individual response to the selection criteria - In four pages or less

Two Referees

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

Contact Officer: Claire Bennett (02) 6142 3162 [Claire.Bennett@ed.act.edu.au](mailto:Claire.Bennett@ed.act.edu.au)

### **Service Design and Delivery**

#### **Student Engagement**

#### **Allied Health Service**

#### **Physiotherapist**

**Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46733)**

Gazetted: 16 January 2023

Closing Date: 8 February 2023

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking physiotherapists at Health Professional 2 and 3 levels to grow and expand our service. In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools.

Appropriate support will be negotiated and will include clinical supervision and a supportive induction program.

On commencement, pay increment and classification will be based on qualifications, years of relevant experience as a physiotherapist and demonstrated ability to manage clinical and work tasks autonomously (e.g., caseload management, complex case management, relationship management). All physiotherapists will be required to support and supervise Allied Health Assistants and more experienced clinicians may be required to provide clinical supervision or mentoring to peers.

You will use your skills and knowledge to assist students to physically access all activities within the school environment. This includes equipment prescription and accessibility, motor development and functional independence to support students with developmental delays, disabilities, complex health concerns and trauma, to enable participation and engagement and improve educational outcomes.

You will also provide information, advice and professional learning to teachers, school leaders, support staff and other allied health professionals to enhance the teaching and support of students with additional needs.

You will be a core member of wider Allied Health team and will work closely with other professions including Speech Language Pathologists, Occupational Therapists, Social Workers, Psychologists and Allied Health Assistants. At times, you may be tasked with leading this multidisciplinary team to achieve your aims.

Eligibility/Other Requirements:

Tertiary qualification or equivalent in Physiotherapy.

Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for membership with the Australian Physiotherapy Association.

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

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

Current drivers licence essential.

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

How to Apply: Please submit in three pages or less your Statement of Claims against the selection criteria, a current resume/CV and the contact details of two referees.

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

Contact Officer: Claire Bennett (02) 6142 3162 [Claire.Bennett@ed.act.edu.au](mailto:Claire.Bennett@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)**

#### **Environment**

##### **ACT Parks and Conservation Service**

##### **Environmental Offsets Planning, Monitoring and Research**

##### **Strategic Planning Officer**

##### **Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 32762)**

Gazetted: 18 January 2023

Closing Date: 25 January 2023

Details: The Environmental Offsets team are looking for a committed and organised Strategic Planning Officer with excellent interpersonal and communication skills and a high level of proficiency in stakeholder engagement. Under the supervision of the Environmental Offsets Assistant Director, the Strategic Planning Officer is tasked with planning for the establishment of new reserves that include environmental offsets commitments pursuant to the Environment Protection and Biodiversity Conservation Act. This includes representing the Parks and Conservation Service in negotiations with diverse stakeholder networks to determine and report against offset commitments and assisting Government and stakeholders in understanding and achieving these commitments. More information on the role is provided in the Position Description attached.

Eligibility/Other requirements:

Mandatory:

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

Desirable:

Tertiary qualifications in Natural Resource Management, Environmental Science, or equivalent.

Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Notes: This is a temporary position available from 01 February 2023 until 05 May 2023 with the possibility of extension up to six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the selection criteria and a current curriculum vitae.

*Applications should be sent to the Contact Officer.*

Contact Officer: Karen Ikin 0402248281 [Karen.Ikin@act.gov.au](mailto:Karen.Ikin@act.gov.au)

#### **Suburban Land Agency**

##### **Program Solutions**

##### **Marketing**

##### **Director of Marketing**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59024)**

Gazetted: 13 January 2023

Closing Date: 27 January 2023

Details: The Suburban Land Agency (SLA) Marketing team works to drive information and awareness of new estates and commercial land for sale. As part of SLA's vision to create "Great places where communities thrive", the team develops campaigns, information sessions and digital and physical experiences that educate potential customers and the community about SLA greenfield estates, urban/commercial precincts, sustainability initiatives and affordable housing programs.

Reporting directly to the Marketing Senior Director, the Director, Marketing will provide support to SLA's Development Delivery and Program Solutions Branches.

Responsibilities of the position include but are not limited to:

Nurturing a positive and high-performance marketing team culture through best practice general management, financial management and process-driven outcomes.

Collaborating with internal stakeholders to deliver audience-centred brand and marketing expertise

Coaching and developing junior members of staff to develop high quality briefs, project schedules, and

financial/budgetary management within a dynamic environment.

Leading regular weekly and monthly status updates to the Deputy CEO, Program Solutions Group and other organisational stakeholders.

Assisting the Senior Marketing Director with the preparation of Board reports, briefs, correspondence, publications and procedures for Executive and Board engagement.

Responsibility for the development and management of the team to achieve SLA's goals. This includes ensuring work plans, position management and training needs are up to date.

Eligibility/other requirements:

Highly Desirable

Qualifications in marketing, business or a related discipline and/or substantial commercial marketing experience.

Experience in real estate, property development, place-led marketing or placemaking.

Government experience is highly desirable.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining how their skills and experience are relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

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

Contact Officer: Bianca D'Rosario (02) 6207 7285 Bianca.D'Rosario@act.gov.au

### **Statutory Planning**

#### **Office of the Surveyor-General and Land Information**

##### **Senior Graduate Surveyor**

##### **Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 39161)**

Gazetted: 12 January 2023

Closing Date: 30 January 2023

Details: The Office of the Surveyor-General & Land Information, a division within the ACT Environment Planning and Sustainable Development Directorate, is seeking a highly motivated, experienced and suitably qualified person to fill the role of Senior Graduate Surveyor. The OSGLI is a small team working to deliver a range of regulatory functions for the surveying industry plus the capture and maintenance of spatial data within the ACT. The office is focused on changes in survey data, digitalisation of internal processes and the realisation of ACT digital twin.

The successful candidate must have a positive attitude to innovation and change management and will be required under limited direction to manage and perform survey plan examination, conduct cadastral investigation surveys, perform control surveys and calculations, and actively pursue registration as a Land Surveyor. This is an exciting opportunity to contribute to the ACT's cadastre and digital landscape as part of a diverse, friendly and professional team.

Eligibility/Other Requirements:

A Degree in surveying or related qualification, acceptable to the Committee of Reciprocal Surveyors Boards of Australia and New Zealand (CRSBANZ) for registration as a land surveyor. Working towards registration as a land surveyor with BOSSI.

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

How to Apply: Please submit a pitch which addresses the selection criteria of no more than 3 pages, along with your current Curriculum Vitae, listing two referees and their contact details.

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

Contact Officer: Joanne Hawkes (02) 6205 0483 Joanne.Hawkes@act.gov.au

### **Justice and Community Safety**

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

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

#### **Corporate**

##### **Strategic Finance**

##### **Executive Assistant**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705 , Canberra (PN: 38015)**

Gazetted: 16 January 2023

Closing Date: 06 February 2023

Details: Applications are sought for an Administrative Service Officer 5 Executive Assistant to the Chief Finance Officer role within Justice And Community Safety Directorate Strategic Finance

Strategic Finance is seeking a motivated, well organised person who possesses the following skills to effectively perform the role and functions of an Executive Assistant and who will provide administrative support across the Strategic Finance team. The successful applicant will possess:

demonstrated experience in providing high-level administrative support to a senior executive;  
demonstrated experience in providing quality administrative and secretariat functions including preparation of meeting agendas, minute taking and administrative support for a team;  
strong verbal and written communication skills with an ability to build good rapport with internal and external stakeholders;  
demonstrated ability in prioritising, problem solving and working in an organised manner; and  
demonstrated experience using Microsoft Office Suite and Records Management System (such as TRIM).

Eligibility/other requirements: Previous experience in providing high-level support to a senior executive is highly desirable.

Notes: This is a temporary position commencing immediately for 11 months with a possibility of extension up to 12 months. This position will be working in the activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested applicants should provide a two-page pitch addressing the capabilities in the position description. A current curriculum vitae with referees should also be provided. All enquiries regarding the role can be directed to Suzana Stanojevic at [Suzana.stanojevic@act.gov.au](mailto:Suzana.stanojevic@act.gov.au) or 6207 4004.

Applications should be submitted via the Apply Now button below.

Contact Officer: Suzana Stanojevic (02) 6207 4004 [Suzana.Stanojevic@act.gov.au](mailto:Suzana.Stanojevic@act.gov.au)

## **Emergency Services Agency**

### **Operations Branch**

#### **Assistant Director, Alerts and Warnings**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60260)**

Gazetted: 16 January 2023

Closing Date: 29 January 2023

Details: The ACT Emergency Services Agency (ACT ESA) is seeking an enthusiastic and driven communications guru who has a passion to provide critical information and alerts through multiple channels (and audiences) during emergencies in the ACT. You will lead the implementation and continuous improvement of the national all hazards warning system, representing the ACT on local and national committees and forums in the context of alerts and warnings.

This position will be responsible for developing procedures, operating within policy and frameworks, and delivering critical information to the community in times of emergency and crisis. You will also act as a member of the ACT ESA Incident Management Team or the Public Liaison Unit (PLU) during a Territory Emergency Incident. This role works collaboratively with technical teams to ensure the technologies utilised for the delivery of alerts and warnings to the public remain contemporary.

Additionally, you will work with the ESA training team to ensure internal training programs regarding responsibilities for alerts and warnings are in line with ACT Government and National Emergency Services All Hazards Warning System guidelines.

The successful applicant may be required to work outside of normal hours on a rotational 'on-call' roster outside of regular hours or weekends, and in response to emergencies. Additional hours worked will be remunerated in accordance with the relevant enterprise agreement.

Qualifications and or ability to obtain an Australasian Inter-Service Incident Management System (AIIMS) qualification is highly desirable.

This position requires a Working with Vulnerable People registration.

A National Police Check is a requirement of engagement.

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

Note: This is a temporary position available for 12 months with the possibility of extension and permanency. The occupant of this position may be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies, remunerated at the rates specified in the ACT Government Administrative and Related Classifications Enterprise Agreement. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Fiona Amundson (02) 6207 8300 [Fiona.Amundson@act.gov.au](mailto:Fiona.Amundson@act.gov.au)

## **ACT Corrective Services**

### **Operational Support**

#### **Policy and Risk Management Unit**

#### **Indigenous Services and Cultural Diversity Policy and Projects Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43036)**

Gazetted: 17 January 2023

Closing Date: 9 February 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced and highly motivated people to fill the position of Indigenous Services and Cultural Diversity Policy and Projects Officer (ASO6) within the Policy and Risk Management unit.

The successful applicant will contribute to the development and implementation of strategic and operational policy and projects by interpreting and synthesising existing policy, legislation, and practices to create insightful, concise, and intelligible products, with a focus on Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse Peoples.

In addition, you will develop and maintain networks across industry, government, and other stakeholders to elicit support, involvement, and knowledge relevant to and impacting Corrective Services.

To be successful in the role, you will need to be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector, academia and the public. The officer will need to be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

Compliance Requirements/Qualifications:

Applicants must identify as an Aboriginal or Torres Strait Islander person (s42, *Discrimination Act 1991*)

Relevant qualifications in project management, law, criminology, or social sciences are desirable.

The successful candidate will be required to undergo a criminal record check.

The successful candidate may be required to undergo a medical check.

Driver's license is essential.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months and/or permanency. 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: To apply, applicants are required to submit three items: (1) A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of their current driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Reuben (02) 6205 3389 [Liz.Reuben@act.gov.au](mailto:Liz.Reuben@act.gov.au)

## **ACT Courts and Tribunal (ACTCT)**

### **Corporate and Strategic Services**

#### **Corporate Information Systems**

#### **Assistant Director, Projects**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58769)**

Gazetted: 16 January 2023

Closing Date: 8 February 2023

Details: Under the direction from Director, Strategic Programs, the Assistant Director, Projects is pivotal in managing projects and stakeholder relationships for ACTCT.

As such, an individual with the following skills and experience will find this position challenging and exciting:

Strong project management skills and experience

Strong problem-solving skills, critical thinking skills, and strong attention to details

Proven experience in thinking outside of the box and developing innovative solutions

Demonstrated experience in engaging stakeholders, managing stakeholder expectations and relationships, and building and maintaining sound working relationships with members of various projects and teams

This role contributes directly to the ACTCT strategic intents to develop its digital and data capabilities.

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:

Please refer the attached Position Description for details about the role and eligibility 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: Applications must include a written response to capability requirements and a copy of updated curriculum vitae.

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

Contact Officer: Neeti Chauhan (02) 6207 1427 [Neeti.Chauhan@Courts.act.gov.au](mailto:Neeti.Chauhan@Courts.act.gov.au)

## **ACT Courts and Tribunal (ACTCT)**

### **Corporate and Strategic Services**

#### **Corporate Information Systems**

##### **Business Analyst**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39428)**

Gazetted: 16 January 2023

Closing Date: 8 February 2023

Details: The Business Analyst is pivotal in defining and understanding ACTCT's business requirements and problems through gathering and analysing both technical and non-technical data and information.

The Business Analyst is also pivotal in ensuring that the proposed solution options and implemented solutions meet business requirements, that necessary changes in the business are also planned and facilitated, and that the gaps between business and IT are bridged. As such, an individual with the following skills and experience will find this position challenging and exciting:

Both business and technically savvy, including proven knowledge in business analysis

Strong problem-solving skills, critical thinking skills, and strong attention to details

Proven experience in thinking outside of the box and developing innovative solutions

Demonstrated experience in engaging stakeholders, managing stakeholder expectations and relationships, and building and maintaining sound working relationships with members of various projects and teams

Strong verbal and written communication, negotiation, presentation and systems and process documentation skills

This role contributes directly to the ACTCT strategic intents to develop its digital and data capabilities.

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:

Please refer the attached Position Description for details about the role and eligibility criteria

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

How to Apply: Applications must include a written response to capability requirements and a recent copy of curriculum vitae..

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

Contact Officer: Neeti Chauhan 0262071427 [Neeti.Chauhan@Courts.act.gov.au](mailto:Neeti.Chauhan@Courts.act.gov.au)

## **Legislation, Policy and Programs**

### **Civil and Regulatory Law**

#### **Access to Justice**

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

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42774)**

Gazetted: 12 January 2023

Closing Date: 26 January 2023

Details: The Civil Law and Regulatory Branch develops and implements policy, legislation and programs relating to general civil law; administrative law; access to justice; legal assistance; courts and tribunals; citizens' rights and consumer protection; residential tenancies; defamation; human rights; discrimination; privacy; courts and tribunals; retirement villages; commercial law; property; liquor, racing and gaming policy and a range of regulatory matters. The Senior Policy Officer in this role will work in the Access to Justice team, which has responsibility for a broad range of matters, including the ACT Legal Assistance sector and implementation of the ACT Legal Assistance Strategy and Action Plan.

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 in law or a related field are highly desirable but not essential to this role.

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

How to Apply: Interested applicants should submit a supporting statement (no more than two pages) that outlines their practical experience, including examples that demonstrate the capabilities of the selection criteria. The examples should explain to the panel how the applicant's previous experience would allow them to undertake the work of the Access to Justice Team in the Civil Law Branch. Applicants should also provide a current resume and the name and contact details of two referees, including their current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nadia Marjan (02) 6207 9655 Nadia.Marjan@act.gov.au

## **ACT Corrective Services**

### **Custodial Operations**

#### **Detainee Services**

#### **Assistant Director, Detainee Services**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 34874)**

Gazetted: 12 January 2023

Closing Date: 26 January 2023

Details: A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for a highly motivated individual to join Custodial Operations, as the Assistant Director, Detainee Services (SOGC). This position is based at the Alexander Maconochie Centre (AMC), in Hume.

The successful candidate will support the provision of meaningful engagement for detainees across the AMC, supporting rehabilitation and reintegration, including the delivery of education services.

You will be responsible for enhancing the delivery of rehabilitative and reintegrative services and programs meeting identified needs, in addition to promoting positive engagement in those programs and services, having direct input into service and program development through governance structures.

In addition, you will work closely with multiple service areas to ensure the delivery of contracted programs and services and collaborate to implement services and programs for the betterment of detainees.

Further to this, you will lead and participate in research developments, evaluations and quality assurance work programs that impact the rehabilitation and reintegration of detainees.

To be successful you will show demonstrated experience in managing and leading teams and possess excellent interpersonal, organisational and communication skills necessary to build rapport and work collaboratively and respectfully 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:

Current driver's licence is essential.

This position requires a Criminal Background 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: This is a temporary position available for six months with the possibility of extension up to 12 months.

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 and behavioural capabilities, having regard for the job



requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of their drivers licence. Please ensure you submit all required items. Applications should be submitted via the Apply Now button below.  
Contact Officer: Natalie Adams on Natalie.Adams@act.gov.au or (02) 6207 0259

### **Legal Aid Commission**

#### **Head of Practice Early Intervention (Executive Lawyer) Legal 5**

**Full-time Permanent**

**Closes: 12 February 2023**

**Classification: Legal 5**

**Salary: \$154,662 - \$165,878 plus superannuation**

**Position No: 1285**

Advertised (Gazetted date): 19 January 2023

Contact Officer: Dr John Boersig on hr@legalaidact.org.au or (02) 6243 3411.

Working at Legal Aid ACT is an opportunity to do challenging but rewarding work and make a meaningful contribution to the circumstances of disadvantaged and vulnerable clients and communities in the ACT.

This is an exciting opportunity for an experienced legal manager to join Legal Aid ACT as the Head of Practice Early Intervention, to drive the success of this new Practice area following a structural review.

The Early Intervention Practice will include Domestic & Family Violence Unit, Family Advocacy Support Service, Family Law Duty Service, Health Justice Partnership and Family Dispute Resolution.

You will lead a team of lawyers and support staff, to manage and deliver an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients.

You will be a key senior management position within the Commission, and your work will be focused on leadership and management activities, within a legal practice setting.

You will be a member of the Commission's leadership group and be expected to implement the Commission's strategic vision for service delivery. You will have overall management responsibility (people and financial) for the Early Intervention Practice, including KPIs across performance and supervision. You may also be required to attend Commission board meetings and represent the Commission in government and non-government forums. Further information is available from the Position Description or by contacting Dr John Boersig, Chief Executive Officer, on 6243 3411.

Eligibility to hold a restricted Practising Certificate in the ACT is required.

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

### **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)**

#### **Project Development and Support**

##### **Ministerial, Governance and Corporate Support**

##### **Corporate Support and Recruitment Manager**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45253)**

Gazetted: 18 January 2023

Closing Date: 1 February 2023

Details: If you are dedicated, motivated and high performing and would like the opportunity to work in a fast-paced environment with our Ministerial, Governance and Corporate Support Branch.....this could be you.

There is an opportunity to come and work on the team as The Corporate Support and Recruitment Manager from mid-March 2023 to February 2024 with the possibility of extension.

The role is responsible for the processing and management of recruitment actions across MPC. This role will also provide high level Executive support to the Executive Branch Manager and the Ministerial, Governance and Corporate Support Branch and supports MPC's Learning and Development Manager, as a learning administrator for the HRIMS Learning Management System.

The role is also responsible for coordination of weekly reporting for the Ministerial, Governance and Corporate Support Branch and Chief Projects Officer from all Major Projects Canberra project and project support teams. The role also manages the MPC Corporate Calendar, coordinating tasks across all MPC Executive level governance committees and groups. The position is also responsible for a range of administrative and coordination duties such as diary management, drafting correspondence as required, payment of invoices and providing secretariat support in preparing meeting agendas and recording minutes.

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

Eligibility/Other Requirements:

Highly Desirable:

Experience using Word, Excel, PowerPoint, Outlook, Objective, Sharepoint and a Learning Management System.

Relevant experience in executive support and office management.

Baseline security clearance or able to attain one.

Notes: This is a temporary position available from mid-March 2023 to February 2024 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cheryl Delahunty (02) 6205 7710 Cheryl.Delahunty@act.gov.au

## **Project Development and Support**

### **Project Management Office**

#### **Contracts**

#### **Assistant Director, Contracts**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46008)**

Gazetted: 18 January 2023

Closing Date: 8 February 2023

Details: Are you our new Assistant Director, Contracts?

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 leads the procurement and delivery of the ACT Government's infrastructure (capital works) program. You will become a member of a small team of highly experienced officers who work collaboratively and responsively with project officers to enable the timely drafting, preparation and execution of contracts and agreements required in the delivery of construction related services and works.

As the Assistant Director, Contracts, you will prepare contracts; help maintain a suite of contemporary contracts; and provide support for the use of the standard suite of contracts.

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

Eligibility/other requirements: Relevant tertiary or post graduate qualifications in a related area would be highly desirable. This would include procurement, law, contract management or commercial management in an infrastructure related environment.

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: 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: Francine Kelly (02) 6207 6691 Francine.Kelly@act.gov.au

## **Project Development and Support**

### **Finance**

#### **Assistant Director, Finance**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 22470)**

Gazetted: 12 January 2023

Closing Date: 2 February 2023

Details: Are you our new Assistant Director Finance?

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!

Finance supports Major Projects Canberra through the provision of a financial management and governance including, but not limited to:

Provision of strategic and operational financial support and advice in accordance with the *ACT Financial Management Act 1996*

Development and allocation of internal and external budgets, including coordination of the Agency's input into development of the ACT Government's annual budget papers

Preparation of financial performance reports for the Agency

Accounts receivable and accounts payable processing

Development and maintenance of financial management information systems and processes

Preparation of the Agency's annual financial statements.

As a member of the Project Development and Corporate Support team, this position is responsible for assisting the Chief Finance Officer in providing leadership to the team responsible for supporting the Financial Management of Major Projects Canberra.

The position assists in the delivery of a range of financial accountability functions for designated major capital works projects within Major Projects Canberra including the Canberra Hospital Expansion, Light Rail Stage 2 and CIT Woden capital works projects.

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 Qualification in a finance related discipline and/or member of CIMA, CPA or ICA is highly desirable.

Notes: This is a temporary position available immediately until August 2023 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: 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: Sharon Lu (02) 6205 9658 Sharon.Lu@act.gov.au

## **Project Development and Support**

### **Ministerial Governance and Corporate Support**

#### **Corporate Support**

#### **Facilities, Fleet and Corporate Support Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 56797)**

Gazetted: 12 January 2023

Closing Date: 22 January 2023

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Ministerial, Governance and Corporate Support Branch within Major Projects Canberra works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch provides leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The Facilities, Fleet and Corporate Support Officer, reports to the Senior Director, Corporate Support and requires a strong customer and operational focus. This role is responsible for various administrative activities including asset management, accommodation, facilities and fleet on behalf of Major Projects Canberra. The successful applicant will require strong organisational skills and an ability to exercise initiative, determine workload, problem solve minor issues, prioritise and complete tasks within the required timeframes.

This central role within MPC's Corporate Support team is an exciting opportunity for anyone looking to be part of a high performing team.

Eligibility/Other Requirements: Driver's licence is desirable. his position does not require a Working with Vulnerable People Check.

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

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: Kylie Bailey (02) 6205 4570 [Kylie.Bailey@act.gov.au](mailto:Kylie.Bailey@act.gov.au)

### **Suburban Land Agency**

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

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

#### **Governance and Corporate Services**

**Governance Compliance and Risk Manager Administrative Services Officer Class 6 \$91,315 - \$104,509 , Canberra (PN: 40200)**

Gazetted: 16 January 2023

Closing Date: 06 February 2023

Details: Applications are sought from potential candidates for the position of Compliance and Risk Manager. The role is diverse and requires an individual who is flexible, a team player and possesses strong analytical and organisational skills.

The role requires the ability to remain agile in time of competing and tight deadlines to meet relevant reporting requirements. The position will be responsible for the delivery and administration of key activities such as managing the Agency's Risk Management Framework, Risk Treatment Plans, management of audit processes and reporting and liaise with internal and external stakeholders. The role will also be providing high level administrative support to the Agency's people and strategic business objectives, particularly in relation to the coordination and development of Board and Committee papers and support.

How to Apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julia Forner (02) 6207 7096 [Julia.Forner@act.gov.au](mailto:Julia.Forner@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **City Services**

##### **Infrastructure Delivery and Waste**

##### **ACT NoWaste**

##### **Executive Assistant**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 34228)**

Gazetted: 18 January 2023

Closing Date: 1 February 2023

Details: Do you love to be organised? ACT NoWaste is seeking an experienced, self motivated Executive Assistant to join our busy team. Responsibilities of the position include: diary management, co-ordination of meetings, correspondence and briefs, consolidation of responses for internal and external reporting, and maintaining

efficient and effective office systems. The position also provides administrative support to the wider ACT NoWaste team. The position would suit an agile, motivated and customer focused person, with great attention to detail, a commitment to quality customer service, and the ability to exercise sound judgement, flexibility, tact and discretion.

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:**

Previous experience as an Executive Assistant would be highly regarded.

ACT NoWaste currently operates under hybrid working conditions, but there is an expectation that the successful candidate had the ability to be present in the Dickson Office when required.

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

**How to Apply:** In order to apply, please submit your curriculum vitae and a written response of no more than two pages, discussing your experience and aptitudes against the technical skills and knowledge as well as against the behavioural capabilities listed in the Position Description.

Applications should be submitted via the Apply Now button below

Contact Officer: Belinda Cox (02) 6205 9998 Belinda.Cox@act.gov.au

### **City Services**

#### **ACT NOWaste**

#### **Service Delivery**

#### **Assistant Director, Service Delivery**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 00330)**

Gazetted: 18 January 2023

Closing Date: 1 February 2023

**Details:** ACT NoWaste is unique in recycling and waste management in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at a local, regional and national level.

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.

As an Assistant Director you will be responsible for contract performance, design, and improvement and will harness strong relationships across the teams and with key stakeholders to achieve results.

Tasks that you enjoy at work include critical thinking, negotiation of complex issues, and conducting research and analysis to improve business practice and performance.

This role requires someone who can inspire, energise, and positively influence team and individual outcomes. At the SOGC level, the role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance.

Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives.

**Eligibility/other requirements:**

Qualifications relevant to the duties of the position and or substantial work experience in a relevant field.

Qualifications or experience in environmental science would be highly regarded.

**Notes:** 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. 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:** In order to apply, please submit your curriculum vitae and a written response discussing your experience and aptitudes against the technical skills and knowledge as well as against the behavioural capabilities listed in the Position Description.

Shortlisted applicants will be required to undertake a written and numerical test as part of their interview process.

This test will be offered at 480 Northbourne Avenue, Dickson.

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

Contact Officer: Jason Rose (02) 6205 0721 Jason.Rose@act.gov.au

**Chief Operating Officer Group****Finance****Finance Business Partners****Senior Director Finance Business Partners****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 00654)**

Gazetted: 17 January 2023

Closing Date: 31 January 2023

Details: This position is part of a dynamic team reporting to the Senior Director, Finance Business Partnering. The position provides business units with reporting and advice on a range of financial issues. The occupant of the position will have the opportunity to undertake a diverse range of tasks.

**Eligibility/Other Requirements:**

Relevant tertiary qualifications in a 'business' related discipline, including accounting is highly desirable

Professional membership CIMA, CPA or ICA membership is highly desirable.

Notes: This is a temporary position available immediately until 02 June 2023 with the possibility of extension and/or permanency. Selection may be based on application and referee report. This position works under ABW arrangements. Under these arrangements officers will not have a designated workstation/desk.

How to Apply: Please provide a one-page pitch addressing the capabilities of the position along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary Spencer (02) 6207 6339 Gary.Spencer@act.gov.au

**Chief Operating Officer Group****People and Capability****Organisational Development****HR Advisor, Workforce Culture****Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 11274)**

Gazetted: 16 January 2023

Closing Date: 30 January 2023

Details: We have an exciting opportunity for an HR Advisor to join our Workforce Planning team. HR Advisors play an integral role in researching and co-designing the development and implementation of Transport Canberra City Services (TCCS)

workforce strategies and initiatives. They do so in line with the People and Capability Business Plan and TCCS People Strategy.

**About you:**

Creativity and innovative thinking is a strength that you possess and utilise.

Collaborating and a can do attitude; you interact with stakeholders from all levels and business areas.

Organisational and communications skills; you work with a range of stakeholders and prepare a variety of correspondence.

Strong initiative and Execution; you are proactive, a go getter and ensure that projects are started and finished within timeframes.

Employee experience is important to you; you understand and thrive on providing employees with a supportive and consistent experience

**What we can offer you:**

A role with purpose: you will see how you are making a difference in our employees lives everyday.

Benefits and perks: full-time position with an annual salary of \$84,749 - \$89,705 PLUS 10.5% superannuation. We also offer various employee health and wellbeing programs including discounted memberships to over 100 gyms and locations.

Opportunity to grow: we provide up-skilling opportunities, training and networking to ensure you are constantly able to grow within your career.

Balance: you will have a fantastic work life balance and a hybrid working style with a blended Office/Home work profile.

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 for 12 months with the possibility of permanency.



How to Apply: Applicants should address the numbered selection criteria in a two page 'pitch style' response and submit along with a current curriculum vitae and contact details of two referees.

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

Contact Officer: Natasha Jamieson (02) 6207 4934 [Natasha.Jamieson@act.gov.au](mailto:Natasha.Jamieson@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**

#### **Construction**

##### **Inspector**

**Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 53802, Several)**

Gazetted: 13 January 2023

Closing Date: 27 January 2023

Details: Are you ready to join a team that is passionate about making a difference?

Want to work with clever, innovative, and highly motivated people in a dynamic environment?

WorkSafe ACT is growing, and we have several permanent vacancies for suitably skilled individuals to work as Inspectors within our Construction Inspectorate team. We are looking for passionate, committed individuals who are ready to play a key role in making sure that all workers, in all workplaces are healthy and safe.

The day-to-day activities of a Construction Inspector includes participating in proactive safety programs and campaigns, liaising with industry stakeholders, workers and the general public, and undertaking inspections, investigations and audits across a range of ACT workplaces.

The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work.

*Why choose us?*

Here at WorkSafe ACT we are proud of our people and the work we do. We are committed to improving the physical and psychosocial health and safety of Territory workers.

As a permanent Worksafe ACT employee, you'll have access to a great range of benefits and support services including:

Ongoing professional and career development

Comprehensive training

Access to a range of health and wellbeing initiatives such as:

The Employee Assistance Program

Free flu vaccinations every year

Excellent employment conditions

Generous leave entitlements, and

Uniforms.

Relocation assistance may also be available for interstate applicants.

If you want to be part of something bigger and are committed to improving health and safety outcomes, please consider submitting an application. You could be the new WorkSafe ACT inspector we are looking for!

Are you looking to return to the workforce after a break and interest in part time employment only?

Talk to us about what works for you, and we'll see how we can support you.

Eligibility/other requirements:

Notes: A merit pool may be established to fill identical vacancies at level over the next 12 months and may be used to fill future identical vacancies. Selection may be based on referee reports and written application only. This position operates within an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please attempt to address all the points under 'Ideal Candidate' and provide examples. Please ensure you meet the 'Essential Requirements' of the role as detailed in the Position Description.

Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

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

Contact Officer: Craig Dillon (02) 6207 1348 [Craig.Dillon@worksafe.act.gov.au](mailto:Craig.Dillon@worksafe.act.gov.au)

## **WorkSafe ACT**

### **Construction Industry**

#### **Senior Inspector**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32662)**

Gazetted: 12 January 2023

Closing Date: 26 January 2023

Details: We have an exciting position for a motivated individual to fill the role of Senior Inspector within our Construction Industry team. As the Senior Inspector (Construction) you will be responsible for providing leadership, support, guidance, and advice to your team in performing compliance and enforcement activities under the WHS Act. You will also be expected to review and prepare notices and reports to a high standard. Liaising with industry representatives and other stakeholders is an important component of the position, along with providing information, assistance and education as necessary.

Why choose us?

Here at WorkSafe ACT we are proud of the work we do. We are committed to improving the physical and psychosocial health and safety of Territory workers.

We achieve our objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation activities. We are responsible for monitoring and enforcing compliance by duty holders in accordance with the WHS Act and Regulation and associated legislation for Dangerous Substances, workers' compensation and Labour Hire Licensing. More information can be found on the WorkSafe ACT website:

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

If you want to be part of something bigger and are committed to improving health and safety outcomes, please consider submitting an application.

Eligibility/Other Requirements:

Notes: Relocation assistance may be available for interstate applicants. A merit pool may be established to fill identical vacancies at level over the next 12 months. Selection may be based on referee reports and written application only. This position operates within an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the Selection Criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to support your claims. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description.

Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

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

Contact Officer: Craig Dillon (02) 6207 1348 [Craig.Dillon@worksafe.act.gov.au](mailto:Craig.Dillon@worksafe.act.gov.au)

**APPOINTMENTS****ACT Health****Administrative Services Officer Class 6 \$91,315 - \$104,509**

Laura Eason, Section 68(1), 9 January 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Emma Fisher-Bogie, Section 68(1), 18 January 2023

**Health Professional Level 1/2 \$66,285 - \$97,028**

Maryam Razi Siyahestalkhi, Section 68(1), 18 January 2023

**Canberra Health Services****Enrolled Nurse Level 1 \$65,934 - \$70,443**

Terry Anderson, Section 68(1), 13 January 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Alicia Bowman Tapley, Section 68(1), 21 December 2022

**Assistant in Nursing \$55,927 - \$57,820**

Menuka Budhathoki Gautam, Section 68(1), 19 January 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Jessie Cawte, Section 68(1), 19 January 2023

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

Grace Cox, Section 68(1), 28 December 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Malini Deenadayalan, Section 68(1), 17 December 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Mikaela Di Leva, Section 68(1), 19 January 2023

**Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992)**

Dragana Dulic, Section 68(1), 19 January 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Ashlee Gould, Section 68(1), 21 December 2022

**Enrolled Nurse Level 1 \$65,934 - \$70,443**

Jessica Homes, Section 68(1), 18 January 2023

**Medical Imaging Level 2 \$70,679 - \$97,028**

Teagan Hooites, Section 68(1), 13 January 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Thomas Howes, Section 68(1), 19 January 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Binu James, Section 68(1), 12 January 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Tuny John, Section 68(1), 16 January 2023

**Assistant in Nursing \$55,927 - \$57,820**

Jessica Jones, Section 68(1), 13 January 2023

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Rebecca Keevers, Section 68(1), 15 December 2022

**Technical Officer Level 1 \$62,599 - \$65,631**

Mi-Young Kwon, Section 68(1), 19 December 2022

**Medical Imaging Level 2 \$70,679 - \$97,028**

Tomas Leslie, Section 68(1), 12 January 2023

**Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992)**

Potjan Lumjun, Section 68(1), 19 January 2023

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Anna Ly, Section 68(1), 12 January 2023

**Assistant in Nursing \$55,927 - \$57,820**

Marecris Machiridza, Section 68(1), 12 January 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Kaitlin McCormack, Section 68(1), 19 January 2023

**Health Professional Level 4 \$114,928 - \$123,710**

Carol McCrum, Section 68(1), 21 December 2022

**Registered Nurse Level 3.2 \$130,846**

Sarah Neale, Section 68(1), 19 January 2023

**Medical Imaging Level 2 \$70,679 - \$97,028**

Lauryn Needham, Section 68(1), 13 January 2023

**Assistant in Nursing \$55,927 - \$57,820**

Bibha Pant Joshi, Section 68(1), 19 January 2023

**Medical Imaging Level 2 \$70,679 - \$97,028**

Grace Pincott, Section 68(1), 13 January 2023

**Research Officer Grade 2 \$76,255 - \$82,566**

Aashna Rana, Section 68(1), 13 January 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Harsimran Sarkaria, Section 68(1), 19 January 2023

**Health Service Officer Level 6 \$63,169 - \$65,888**

Rizwan Sarwar, Section 68(1), 12 January 2023

**Registered Midwife Level 3.1 \$115,743 - \$120,506**

Leesa Scott, Section 68(1), 19 January 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

David Sharp, Section 68(1), 21 December 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Connor Smith, Section 68(1), 19 December 2022

**Medical Imaging Level 2 \$70,679 - \$97,028**

Michael To, Section 68(1), 12 January 2023

**Health Service Officer Level 6 \$63,169 - \$65,888**

Ali Youssef, Section 68(1), 11 January 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Sylvia Zarzour, Section 68(1), 19 January 2023

**Canberra Institute of Technology****Teacher Level 1 \$80,673 - \$107,642**

Duncan McDougall, Section 68(1), 16 January 2023

**Teacher Level 1 \$80,673 - \$107,642**

Jonathan Tait, Section 68(1), 16 January 2023

**Chief Minister, Treasury and Economic Development****Administrative Services Officer Class 5 \$84,749 - \$89,705**

Saleha Ahmad, Section 68(1), 16 January 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Adam Dickerson, Section 68(1), 16 January 2023

**Senior Officer Grade A \$157,201**

Richard Farran, Section 68(1), 18 January 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Dragan Gluhovic, Section 68(1), 16 January 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Catherine Gomer, Section 68(1), 16 January 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Kaylah Joyce, Section 68(1), 17 January 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Andrew Leggett, Section 68(1), 19 January 2023

**Administrative Services Officer Class 2 \$60,620 - \$66,939**

Angela Lyons, Section 68(1), 12 January 2023

**Senior Officer Grade B \$135,355 - \$152,377**

Lauren Talbot, Section 68(1), 16 January 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Keyan Tournier, Section 68(1), 16 January 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Yurui Zhang, Section 68(1), 18 January 2023

**Community Services****Administrative Services Officer Class 5 \$84,749 - \$89,705**

Emily Chinn, Section 68(1), 18 January 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Mary Gerges, Section 68(1), 18 January 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Kriti Jha, Section 68(1), 18 January 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Sarah Ross, Section 68(1), 18 January 2023

**Education****Administrative Services Officer Class 6 \$91,315 - \$104,509**

Ciára Duggan, Section 68(1), 23 January 2023

**School Assistant 4 \$70,028 - \$75,827**

Matthew James, Section 68(1), 10 January 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Rasika Kapugama Geeganage, Section 68(1), 24 January 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Dehme Smith, Section 68(1), 24 January 2023

**Environment, Planning and Sustainable Development****Infrastructure Officer 4 \$136,524 - \$155,109**

Adam Deutsch, Section 68(1), 17 January 2023

**Senior Officer Grade B \$135,355 - \$152,377**

Vincent Fernandes, Section 68(1), 16 January 2023

**Infrastructure Officer 5 \$163,315**

Drew Jamieson, Section 68(1), 18 January 2023

**Professional Officer Class 2 \$91,315 - \$104,509**

Miles Keighley, Section 68 (1), 18 January 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Sari Ruuska, Section 68(1), 12 January 2023

**General Service Officer Level 5/6 \$59,713 - \$65,718**

Mohan Thapa-Chhetri, Section 68(1), 17 January 2023

**Independent Competition and Regulatory Commission****Senior Officer Grade B \$135,355 - \$152,377**

Alexis Hardin, Section 68(1), 16 January 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**



Sania Rafiq, Section 68(1), 16 January 2023

**Justice and Community Safety**

**Correctional Officer Class 1 \$69,433 - \$82,797**

Riley Bodman, Section 68(1), 6 January 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Lidra Bushati, Section 68(1), 23 January 2023

**Government Solicitor 2 \$126,839 - \$152,194**

Joanne Chen, Section 68(1), 16 January 2023

**ACT Courts and Tribunal Legal 1 \$70,680 - \$142,352**

Amy Eager, Section 68(1), 19 January 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Chisom Egwudo, Section 68(1), 23 January 2023

**Government Solicitor 2 \$126,839 - \$152,194**

Brice Hamack, Section 68(1), 16 January 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Daniela Kasunic, Section 68(1), 13 January 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Tashi Loday, Section 68(1), 19 January 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Jessica O'Dea, Section 68(1), 19 December 2022

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Stephen Quinlan, Section 68(1), 19 January 2023

**Government Solicitor 2 \$126,839 - \$152,194**

Sarah Slockee, Section 68(1), 16 January 2023

**Transport Canberra and City Services**

**General Service Officer Level 2 \$50,925 - \$52,777**

Trudie Ruane, Section 68(1), 16 January 2023

**General Service Officer Level 3/4 \$53,867 - \$58,825**

Therese Sumrada, Section 68(1), 16 January 2023

## **TRANSFERS**

### **Canberra Health Services**

#### **Michelle Boxx**

From: Registered Nurse Level 2 \$102,973

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 41578) (Gazetted )

### **Community Services**

#### **Elizabeth Matthews**

From: Health Professional Level 3 \$105,180

Education

To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Community Services, Canberra (PN. 59368) (Gazetted 3 November 2022)

### **Education**

#### **Rebecca Collison**

From: School Assistant 3 \$62,857

Education

To: School Assistant 2/3 \$51,548 - \$62,857

Education, Canberra (PN. 58965) (Gazetted 25 August 2022)

**PROMOTIONS****Canberra Health Services****Muhammad Ahsan**

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. 16183) (Gazetted 23 September 2022)

**Jade Collin**

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. 59484) (Gazetted 27 May 2022)

**Melissa Cowie**

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. 59488) (Gazetted 27 May 2022)

**Gemma Ellis**

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. 58731) (Gazetted )

**Gurkirat Handa**

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. 59508) (Gazetted 27 May 2022)

**Sangay Khandu**

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 59491) (Gazetted 27 May 2022)

**Emily Kinloch**

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. 59522) (Gazetted 27 May 2022)

**Kathryn McMaster**

From: Registered Midwife Level 4.3 \$149,388

Canberra Health Services

To: †Registered Midwife Level 4.3 \$149,388

Canberra Health Services, Canberra (PN. 15721) (Gazetted 10 November 2022)

**Chloe Morrison**

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Canberra Health Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 19405) (Gazetted 15 December 2022)

**Nicola Osmond**

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. 59552) (Gazetted 27 May 2022)

**Gillian Sharp**

From: Health Professional Level 5 \$135,355 - \$152,377

Canberra Health Services

To: †Senior Officer Grade A \$157,201

Canberra Health Services, Canberra (PN. 25981) (Gazetted 31 October 2022)

**Divyaswari Shrestha**

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. 59579) (Gazetted 27 May 2022)

**Amy Spiteri**

From: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 57441) (Gazetted 17 October 2022)

**Aney Van Sittert**

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. 59572) (Gazetted 27 May 2022)

**Max Williams**

From: Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 59504) (Gazetted 27 May 2022)

**Canberra Institute of Technology****Education and Training Services****CIT Yurauna****Catherine Law**

From: Teacher Level 2 \$114,979

Canberra Institute of Technology

To: †Manager Education Level 2 \$157,906

Canberra Institute of Technology, Canberra (PN. 59753) (Gazetted 25 November 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.

**Chief Minister, Treasury and Economic Development****Jake Brown**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 52579) (Gazetted 10 November 2022)

**Jason Ciesiolka**

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 32413) (Gazetted 4 November 2022)

**Jennifer Edmestone**

From: Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 50297) (Gazetted 21 October 2021)

This is a direct promotion made under Section 20 of the Public Sector Management Standards 2016.

**Elizabeth Forner**

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. 12936) (Gazetted 23 November 2022)

**Community Services**

**Emily Chinn**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 60103) (Gazetted 8 December 2022)

**Education**

**Jennifer Byram**

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 02274) (Gazetted 14 November 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.

**Prabhu Gurung**

From: Cleaning Services Officer 2 \$53,867 - \$55,873

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 59358, several) (Gazetted 1 December 2022)

**Tracey Marris**

From: \$76,575 - \$114,624

Education

To: †Classroom Teacher \$76,575 - \$114,624

Education, Canberra (PN. 15904) (Gazetted 26 October 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.

**Emma Menzies**

From: Classroom Teacher \$76,575 - \$114,624

**Education**

To: †School Leader C \$132,293

Education, Canberra (PN. 02257) (Gazetted 25 November 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.

**Natalie Otten**

From: \$76,575 - \$114,624

**Education**

To: †School Leader C \$132,293

Education, Canberra (PN. 48883) (Gazetted 24 November 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.

**Annette Raats**

From: Classroom Teacher \$76,575 - \$114,624

**Education**

To: †School Leader C \$132,293

Education, Canberra (PN. 15122) (Gazetted 2 December 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.

**Shilpa Sivaram**

From: School Assistant 2/3 \$51,548 - \$62,857

**Education**

To: Administrative Services Officer Class 2 \$60,620 - \$66,939

Education, Canberra (PN. 52197) (Gazetted 24 November 2022)

**Katherine Stretton**

From: \$154,033

**Education**

To: †School Leader A 2 \$189,549

Education, Canberra (PN. 45294) (Gazetted 20 September 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.

**Paul Swinbourne**

From: Classroom Teacher \$76,575 - \$114,624

**Education**

To: †School Leader C \$132,293

Education, Canberra (PN. 39339) (Gazetted 24 November 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.

**Kristen Vellar**

From: Classroom Teacher \$76,575 - \$114,624

**Education**

To: †School Leader C \$132,293

Education, Canberra (PN. 16682) (Gazetted 25 November 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.

**Environment, Planning and Sustainable Development****Sally Adams**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920



**Canberra Health Services**

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development, Canberra (PN. 35595) (Gazetted 10 November 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.

**Kym Strudwicke**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 13612) (Gazetted 4 November 2022)

**Justice and Community Safety****Jolin Edmondson**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 49959) (Gazetted 13 October 2021)

**Kimberley Peisley**

From: Senior Officer Grade B \$135,355 - \$152,377

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 58984) (Gazetted 5 October 2022)

**Swathi SATHIDEVIAMMA**

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 54131) (Gazetted 1 November 2022)

**Rodney Taylor**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 35178) (Gazetted 2 November 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.

**Transport Canberra and City Services****Mathilde Cotter**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services, Canberra (PN. 03138) (Gazetted 1 December 2022)

**Garth Edwards**

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. 11890) (Gazetted 25 November 2022)

**Larissa Fehre**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Transport Canberra and City Services  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Transport Canberra and City Services, Canberra (PN. 50040) (Gazetted 1 December 2022)

**Jonah Morris**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Transport Canberra and City Services  
To: †Technical Officer Level 3 \$79,105 - \$89,398  
Transport Canberra and City Services, Canberra (PN. 54952) (Gazetted 1 December 2022)

**Emma Rosengarten**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Transport Canberra and City Services  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Transport Canberra and City Services, Canberra (PN. 40912) (Gazetted 1 December 2022)

**Arleen Wilcox Eguia**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Transport Canberra and City Services  
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705  
Transport Canberra and City Services, Canberra (PN. 11274) (Gazetted 1 December 2022)