



ACT Government Gazette

Gazetted Notices for the week beginning 21 December 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>

Health Systems, Policy and Research

Policy, Partnerships and Programs

Health Policy and Strategy

Senior Director (Social Policy)

Senior Officer Grade A \$162,291, Canberra (PN: 46401)

Gazetted: 03 January 2024

Closing Date: 31 January 2024

Details: Do you want to be part of the team shaping health and social policy in the Territory? ACT Health is looking for a talented, dedicated and highly motivated professional to shape health and social policy across the Territory.

You will work with a team to deliver policy, advice and business cases for a range of health and social policy initiatives. You will be required to develop or support the development of complex briefings and advice to Government. You will be required to represent the ACT Health Directorate at a range of forums.

We are looking for a positive person to be part of the Health Policy and Strategy Branch. This is a unique and exciting opportunity to make a lasting contribution to the community of Canberra.

Who should apply:

People with relevant professional or technical qualifications or experience

Creative thinkers and proactive problem solvers who can anticipate risks and craft innovative solutions

Team players with a positive mindset.

If this sounds like you, we encourage you to apply!

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

Note: Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

Contact Officer: If you require additional information about this role, please contact Tania Browne, A/g Executive Branch Manager, Health Policy and Strategy Branch on (02) 5124 7215.

How to Apply: Please submit the following by COB 19 January 2024:

Your curriculum vitae;

A two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and

The names and contact details of two referees.

Applications should be submitted via the Apply Now Button

Contact Officer: Tania Browne (02) 5124 7215 Tania.Browne@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Records Management

Records Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 54380)

Gazetted: 03 January 2024

Closing Date: 17 January 2024

Details: Do you have a passion for records management? Do you have experience working with Objective and HPE Content Manager (TRIM)? Are you looking for your next challenge?

The Digital Solutions Division within ACT Health is looking for a motivated ASO5 Records Officer to join the Records Management team which manages administrative files for the Directorate. The Records Officer will work with the Records Management team to provide service desk support, facilitate training sessions, and assist with project management tasks including liaison with stakeholders, secretariat responsibilities for a range of meetings, develop communications plans & documentation where required.

The successful candidate will have strong organisational skills with a proven ability to manage workloads to meet competing deadlines in a fast paced environment. The successful candidate will also have a proven track record in building and maintaining effective professional relationships, in order to work collaboratively and provide high quality advice in line with the team's objectives and customer needs.

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

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.

Undergo a pre-employment National Police Check.

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

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

Applications should be submitted via the Apply Now Button.

Contact Officer: Janine Campbell (02) 5124 6599 Janine.Campbell@act.gov.au

Corporate and Governance

Governance and Risk

Legal Policy

Legal Policy Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 63252)

Gazetted: 02 January 2024

Closing Date: 23 January 2024

Details: There is an exciting opportunity in ACT Health Directorate's Legal Policy team for permanent position as a legal policy officer at the ASO6 level.

The Legal Policy team is a small team with a big impact. Legal policy leads the ACT Health Directorate's engagement with the legislative cycle, contributes to the review of key legislation in the ACT and ensures that law reform initiatives are responsive to the health and wellbeing needs of the community.

As part of the Legal Policy team, you will use your legal or legal policy experience to make a real difference to the community and improve health service delivery in the Territory. The Legal Policy Officer will assist the ACT Health Directorate with legal policy advice and work as part of a team to support the delivery of ACT Health's law reform agenda.

The ideal candidate will have:

Ability to undertake legal research and analysis and the ability to interpret legislation, regulations and other guideline materials, to prepare accurate legal policy advice and guidance.

Well-developed oral and written communication skills

Well-developed organisational skills to manage competing priorities, and work effectively within a high performing team.

Eligibility/ Other Requirements:

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

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

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

How to Apply: Please provide a curriculum vitae and a written pitch of no more than two pages addressing the capabilities required for the position.

Applications should be submitted via the Apply Now button.

Contact Officer: Glen Cocheril-Lopez 02 5124 4444 Glen.Cocheril-Lopez@act.gov.au

Digital Solutions Division

Technology Operations

Technical Services Hub

Assistant Director, System Administrator

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46191)

Gazetted: 02 January 2024

Closing Date: 16 January 2024

Details: Under the general direction of the Director, the Assistant Director System Administrator will be responsible for:

Providing technical operational responsibility for several business systems hosted within the Health Enclave.

Co-ordinate with the relevant 3rd party vendor partners to undertake maintenance and remediation activities for in scope business systems.

Work with clinical areas to understand business impacts of technology changes and co-ordinate required outage windows.

Develop and refine processes and procedures to support the operation of related systems.

Provide subject matter expertise in the relevant systems and provide level 2 support when required.

Documenting and reviewing the status of tasks and issues on an ongoing basis including participating in meetings and preparing documentation for ongoing governance committees.

Undertaking other duties appropriate to this level of classification that contribute to the Division.

Eligibility/Other Requirements:

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

This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order 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.

This role will have a requirement to be on call to support the 24 x 7 DHR and ancillary systems.

Note: This is a temporary position available 2 February 2024 to 2 August 2024 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.

How to Apply: Please provide a two-page pitch addressing the Selection Criteria along with a curriculum vitae and two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Glenn Loughton 02 5124 2379 Glenn.Loughton@act.gov.au

Policy and Transformation

OPL

OCNMO

Assistant Director of Nursing and/or Midwifery, Project Manager

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 44282)

Gazetted: 21 December 2023

Closing Date: 11 January 2024

Details: Are you a skilled and experienced nurse and/or midwife, passionate about your profession/s, and deeply committed to promoting safe and supportive workplaces? If so, we have the job for you!

Nurses and Midwives: Towards a Safer Culture (NM TASC) 'The Next Steps' Strategy is a project that is being implemented across ACT public health system. You will be given the opportunity to use your high-level project management skills and in-depth knowledge of the clinical environment as you lead the project in the ACT Health Directorate, Canberra Health Services, and across the Territory.

In the Office of the Chief Nursing and Midwifery Officer, (OCNMO) we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being "problem solvers",

by writing persuasive, high quality, and well-informed documents and Government papers, and by sharing with and caring for our colleagues. This role will not only enable you to support our team culture in the NM TASC project but across the whole OCNMO.

Eligibility/ Other Requirements:

Have a minimum of three years' experience in a chosen clinical nursing or midwifery setting.

Hold and maintain AHPRA registration as a nurse and/or midwife.

A post graduate tertiary qualification in nursing, midwifery, management or project management is highly desirable.

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

Note: This is a temporary position available immediately to 30 June 2026 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

Please submit a two-page written pitch addressing why you believe you are the ideal nurse and/or midwife for the position - you may wish to include the Capabilities listed under 'What You Require' in the Position Description.

Please also submit a current curriculum vitae and contact details of at least two referees, one of which is your current manager. Shortlisted candidates may be required to submit two written referee reports prior to interview.

Applications should be submitted via the apply now button.

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

Population Health

Health Protection

Environmental Health

Environmental Health Officer

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 50542, Several)

Gazetted: 21 December 2023

Closing Date: 1 February 2024

Details: The ACT Environmental Health team provides a wide range of regulatory roles in both State/Territory and Local Government functions. This provides a unique opportunity to gain high level experience in multiple areas of environmental Health that will provide invaluable experience in your environmental health career.

As part of the team, you will be responsible for assessing food business registration and fitout applications, conducting routine food safety inspections, investigation food safety complaints and participate in the management of food poisoning outbreaks. You will also gain experience in issuing enforcement documents, drafting prosecution briefs and conducting routine and three-part legal food sampling.

You will also develop skills and knowledge in swimming pool and cooling tower inspections and water sampling and assessing compliance against relevant Codes of Practice. You will gain experience in hoarding and squalor under the Public Health Act and attend exhumations to provide health oversight. The Environmental Health team is also responsible for assessing development applications for potential public health concerns, trapping and monitoring mosquitoes, collecting recreation water samples across 17 sites in the ACT and potable and recreational water samples in Jervis Bay.

You will also be engaged and participate in quality assurance activities, reviewing Standard Operating Procedures and continuous in-house professional development. A training budget is also available for external training providers.

Eligibility/ Other Requirements:

A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or

a Graduate Diploma in Environmental Health recognised by Environmental Health Australia Accredited courses - Environmental Health Australia Ltd. (eh.org.au)

Note: applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.

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

How to Apply: Applicants must provide a statement of claims detailing experience against the professional/technical skills and knowledge criteria as well as experience against the behavioural capability list on the Position Description.

It is in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Applications that do not provide a statement of claims will not be considered.

A current curriculum vitae listing two referees and a copy of suitable qualifications must also be provided.

Applications are restricted to three pages.

Applications should be submitted via the apply now button.

Contact Officer: Lyndell Hudson 0435010936 Lyndell.Hudson@act.gov.au

Corporate and Governance

Strategic Finance

Financial Reporting

Finance Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 41931)

Gazetted: 21 December 2023

Closing Date: 4 January 2024

Details: Are you ready to take the next step in your career as a finance professional? Do you want the opportunity to have a direct impact on the health of the community where you live? Then this opportunity is for you! The ACT Health Directorate's Strategic Finance team is looking for a Financial Reporting Finance Officer. In this role you will have the opportunity to provide strategic financial support to the Directorate. Ensure effective, efficient and accurate financial reporting and compliance at an organisational level, while at the business unit level provide financial and budgeting support, reporting and advice on a range of financial issues.

To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks under broad direction of your supervisor.

Eligibility/Other requirements:

Tertiary qualifications in Accounting, Commerce, Finance or a related field along with professional membership or progressing towards CIMA, CPA or ICA are desirable.

Previous experience working with complex spreadsheets and financial management systems, in particular TM1, Oracle and CDM, would be an advantage.

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

Selection will be based on the application, referee reports and interview. A merit pool may be established to fill future similar vacancies over the next 12 months.

How to Apply: Applicants should provide a written pitch of no more than two pages addressing the Selection Criteria outlined in the Position Description. A current curriculum vitae should also be provided including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Loh (02) 5124 6927 Daniel.X.Loh@act.gov.au

Population Health

Senior Environmental Health Officer

Environmental Health

Senior Environmental Health Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 29636)

Gazetted: 21 December 2023

Closing Date: 1 February 2024

Details: ACT Health provides a unique opportunity for Environmental Health Officers to gain operational experience in both local government and State/Territory functions. The Environmental Health team conducts a variety and diverse range of public health regulatory activities, including food safety inspection, routine food and water sampling, investigation of food and public health complaints, management of outbreaks, swimming pool and cooling tower compliance inspections, hoarding and squalor, mosquito trapping and monitoring, attending

exhumations and participating in national workshops and meeting in relation to food safety and emerging Environmental Health issues.

Senior Environmental Health Officers provide mentoring and supervision of junior team members, are engaged with event coordinators and other sections of government in providing food safety advice and inspections at large public events, participate in on-call emergency response rosters, participate and develop in-house training on environmental health topics and much more.

Eligibility/ Other Requirements:

The position is suitable for a qualified Environmental Health Officer who has tertiary qualification including:
A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or

Graduate Diploma in Environmental Health recognised by Environmental Health Australia Accredited courses - Environmental Health Australia Ltd. (eh.org.au)

Applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.

Current Drivers Licence

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

How to Apply: Applicants must provide a statement of claims detailing experience against the professional/technical skills and knowledge criteria as well as experience against the behavioural capability list on the Position Description.

It is in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Application that do not provide a statement of claims will not be considered.

A current curriculum vitae listing two referees and a copy of suitable qualifications must also be provided.

Applications are restricted to three pages.

Applications should be submitted via the apply now button.

Contact Officer: Lyndell Hudson 0435010936 Lyndell.Hudson@act.gov.au

Population Health

Health Protection

Environmental Health

Assistant Director

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 59229)

Gazetted: 21 December 2023

Closing Date: 2 February 2024

Details: The ACT Environmental Health team has a vacancy suitable for an experienced and qualified Environmental Health Officer with management experience. The Assistant Director is responsible for managing a small team of Environmental Health Officers in the delivery of food and environmental health regulatory functions at both State and Local Government functions. The position requires management and implementation of quality assurance strategies including but not limited to daily management of all inspections, enforcement documents and audit reports and routine standardisation of inspection programs.

The Assistant Director position is also responsible for the provision of high-level advice to senior management and external stakeholders within areas of Environmental Health responsibilities. You will also represent the ACT on national working groups and meetings to improve food safety and respond to emerging environmental health issues.

Eligibility/ Other Requirements:

A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or

a Graduate Diploma in Environmental Health recognised by Environmental Health Australia Accredited courses - Environmental Health Australia Ltd. (eh.org.au)

Note: applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.

Highly Desirable: Certification for auditing high risk food processes and activities.

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

How to Apply: Applicants must provide a statement of claims detailing experience against the professional/technical skills and knowledge criteria as well as experience against the behavioural capability list on the Position Description.

It is in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Applications that do not provide a statement of claims will not be considered.

A current curriculum vitae listing two referees and a copy of suitable qualifications must also be provided.

Applications are restricted to three pages.

Applications should be submitted via the apply now button.

Contact Officer: Lyndell Hudson 0435010936 Lyndell.Hudson@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

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol and Drug Program

Clinical Nurse Consultant Patient Flow Unit - RN3.2

Health Professional Level 4/5 \$114,928 - \$152,377, Canberra (PN: 29215 - 02FBC)

Gazetted: 03 January 2024

Closing Date: 24 January 2024

Details: What can we offer you:

- City living without the traffic – [click here to see why you should live in Canberra.](#)
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

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

This position is part of the Allied Health team based at Building 7, The Canberra Hospital.

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

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

For more information regarding the position [click here for the Position Description.](#)

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Note: This is a temporary position available for a period of 4.5 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Leah Robinson (02) 5124 2905 Leah.Robinson@act.gov.au.

North Canberra Hospital

Nursing and Midwifery

Clinical Nurse Consultant Patient Flow Unit - RN3.2

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 600664 - 02FNO)

Gazetted: 03 January 2024

Closing Date: 22 January 2024

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the role:

Reporting to the Director of Nursing Patient Flow, the Clinical Nurse Consultant Patient Flow is a Registered nurse who is accountable for the recruitment and efficient human resources management of the nursing relief pool and casual workforce as required by North Canberra Hospital (NCH) Patient Flow unit (PFU).

The position is responsible for:

- Management and recruitment to the Nurse Relief pool and casual nursing workforce
- Oversight of the Mortuary
- Liaison with the wider nursing team to proactively identify roster shortfalls & liaising with the DON PFU to support wider recruitment strategies

Direct reports:

- Discharge liaison nurses
- Ward Support Officer Team Leader
- Casual Staff, Nurse relief pool & Agency staff

Liaising with and under direction of the Director of Nursing PFU you will perform the day-to-day operational management of services within the unit including management of nursing workloads, rosters, recruitment and support of patient flow strategies. The CNC will provide expert clinical leadership and management within a multidisciplinary framework, embed, and maintain the National Safety and Quality Health Service Standards at a unit level as well as develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow through allocation of human resources.

You will:

- Provide strong leadership for nurses in all aspects of clinical practice and models of care including planning, implementing, and evaluating professional development, managing education, research, teaching, workforce planning and quality work environment for the unit
- Be accountable for the flexible allocation of human and financial resources within the unit to ensure achievement of an agreed level of service and reporting of variances against agreed targets
- Provide strong leadership to and develop nursing staff within the designated clinical area, providing an environment that encourages regular feedback and fosters innovation to meet the constant demands within the clinical healthcare setting as well as ensuring that performance management agreements are in place and discussed regularly
- Lead, co-ordinate and work in partnership with the multidisciplinary team to facilitate change management initiatives to achieve the strategic objectives of Canberra Health Services (CHS) and to achieve the NSQHSS
- Ensure the development, maintenance and review of clinical guidelines/procedures/policies are aligned with the strategic goals of the Division and CHS and align with the NSQHSS.
- Monitor relevant key performance indicators, quality data and formulate appropriate management plans to achieve this.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.
- Take reasonable care of your own health and safety and the health and safety of others in the workplace
- Manage the mortuary, which includes both day to day identification and release of the deceased and management of the area in general.

About you:

Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available to work full time, Monday to Friday
- 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

- Relevant post graduate qualification and demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.
- A proactive and enthusiastic willingness to learn.
- 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:

- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

For more information on this position and how to apply [“click here”](#)

Contact Officer: Judy Ryall 02 6264 7088 judy.ryall@act.gov.au

North Canberra Hospital

Surgical Division

Nurse Level 1 - Registered

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: LP8106, Several - 02FKD)

Gazetted: 03 January 2024

Closing Date: 22 January 2024

Details: What can we offer you:

- City living without the traffic – [click her](#) to see why you should live in Canberra.
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- Salary Packaging with many options that provide full fringe benefits tax concessions.

- Flexible working conditions.
- 11.5% Superannuation.

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the role:

The Registered Nurse (RN) is responsible for assessing, planning, implementing and evaluating patient care. The RN will be required to collaborate with multidisciplinary team and provide support, guidance and education to patients and their families.

Under limited direction of the Clinical Nurse Consultant you will perform the roles and responsibilities of a Registered Nurse to provide best quality care. You will:

- Be responsible for the provision of comprehensive, high quality care to patients utilising the principles of fair access and equity, patient participation, health promotion and prevention.
- Provides patient care in accordance with relevant legislation, professional standards and organisational policy within an ethical and professional framework.
- Maintain required clinical core competencies and skills, accessing appropriate education and staff development opportunities. Practices within professional scope of practice.
- Participate in risk assessment, incident and accident reporting, continuous quality improvement activities, program-based research and accreditation that aim at improving the level of service to patients and the department.
- Communicate effectively with patients and colleagues utilising well developed verbal, written and technological skills.
- Maintain and promote safe clinical practice and adhere to Infection Control principles and practices.
- 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.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

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

- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- 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 a period of 12 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Becky Ki Yeung, 62648795 pui.kiyeung@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Dietitian - Nutrition

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 02FFE - 28281)

Gazetted: 03 January 2024

Closing Date: 17 January 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Services include:

- Clinical Dietetic Services to:
 - Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit
 - Outpatients requiring specialist care from the ACT and regional NSW.
 - Operation of centralised Special Diet Service
 - Operation of Infant Feeding Service
 - Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities
 - Food Service governance activities in partnership with the Canberra Hospital Food Service Department
- Under supervision of the Senior Dietitian, you will provide clinical dietetic services across the Canberra Health Service and contribute to service improvement and quality improvement/quality assurance activities of the department.

For more information regarding the position click here for the Position Description.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required

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

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

Contact Officer: Sam Thompson (02) 5124 2567 samj.thompson@act.gov.au.

CHS Chief Executive Officer

CHS Medical Services

Imaging

Assistant Director of Nursing - Medical Imaging

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 02FE3 - 45339)

Gazetted: 03 January 2024

Closing Date: 23 January 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

Under broad direction of the Clinical Director of Medical Imaging, the Assistant Director of Nursing (ADON) for Medical Imaging is the senior nursing leadership position in the Medical Services division. The ADON in consultation with the Clinical Director provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes in Medical Imaging. The ADON has a professional reporting line to the Director of Nursing in the Division of Nursing, Midwifery and Patient Support Services.

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

For more information regarding the position click here for the Position Description.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Cate Makings (02) 51240996 catherine.makings@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

Corporate Services

People and Culture

Manager People Services

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 55490)

Gazetted: 02 January 2024

Closing Date: 16 January 2024

Details: CIT People and Culture team is seeking an experienced and proactive HR professional to join our team for an initial period of 6 months with the possibility of extension and/or permanency in the role of Manager People Services.

WHAT DO WE WANT?

CIT is seeking an experienced and proactive HR professional to join our team for an initial period of 6 months with the possibility of extension and/or permanency. Manager People Services role requires an in-depth knowledge of best practice HR techniques across a range of HR disciplines demonstrating their practical application across the Institute in-line with public sector standards.

This position will require an in depth understanding of best practice HR functions, an understanding of ACTPS and CIT employment frameworks including HR policies, procedures, and the ability to upskill the workforce through delivery of instructor programs. The position is responsible for implementing a tiered service delivery model and

leading a small team in providing sound and practical advice displaying exceptional communication skills to ensure legislative whole of government service requirements are met and best practice protocols are in place.

WHAT WILL YOU DO?

The Manager People Services is responsible for building capability across the Institute and transforming HR service delivery across recruitment, casual workforce administration and design and execution of instructor lead programs. Reporting to the Senior Manager Workforce Transformation, the Manager People Services' key duties include the development and implementation of a tiered service delivery model, analysis of HR data, management of the end-to-end workforce planning, attraction and recruitment processes, assistance in the implementation of a CIT People Strategy, delivering HR information services and advice and casual workforce administration.

In addition to the above, the Manager People Services will be responsible for workforce transformation by designing and delivering workforce programs. This position will work across multiple HR domains.

WHAT DO I NEED?

To thrive in the role, you will have an in-depth understanding of contemporary best practice Human Resource principles and be able to contextualise them to the CIT environment. You will possess strong communication, negotiation and exploration skills to understand the landscape, including the VET sector and the impact on the CIT ecosystem. You will have the ability to drive and influence change at both a micro and macro level. You will excel in this position if you have a growth mindset and are resilient and adaptable to changing circumstances while managing multiple priorities and demands.

Tertiary qualifications in Human Resources, and experience in Human Resources Management role will be highly regarded.

Note: This is a temporary position available for a 6 month period with the possibility of extension up to 12 months and/or permanency.

How to Apply: Please provide a maximum one-page pitch (800 words), outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees. Please note a Merit Pool will be created to fill vacancies over the next 12 months.

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.

Applications should be submitted via the Apply Now Button.

Contact Officer: Kelly Small (02) 6207 3436 Kelly.Small@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

Office of Industrial Relations and Workforce Strategy

Innovation, Change and the Strategy and Transformation Office

Strategy and Transformation Office

Assistant Director, Projects and Governance

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 52409, Several)

Gazetted: 03 January 2024

Closing Date: 17 January 2024

Details: Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you read between the lines and anticipate next moves? Can you provide clear directions and support to get your team across the finish line in a hard-fought game of Capture the Flag?

The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building strategic capability across the ACTPS. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to business challenges and opportunities. The STO creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems.

The occupant of the position needs to be a multi-disciplinary strategic thinker who has foresight and the ability to take a big-picture, long-term view of the ACTPS. The role requires the ability to manage complex projects and make decisions, often with incomplete information. Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills as well as a highly developed collaborative nature.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role where no day is the same then this is 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.

Note: There are several temporary positions available immediately for a period of up to 12 months with the possibility of 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: To apply, submit a two-page pitch outlining how your skills, knowledge and behaviour make you the best fit for the role.

Applications should be submitted via the Apply Now Button.

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

Economic Development

Minister and Executive Coordination Team

Assistant Director, Minister and Executive Coordination Team

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 46822)

Gazetted: 21 December 2023

Closing Date: 28 December 2023

Details: Are you an experienced juggler with a breadth of experience in government reporting and decision-making processes? Have you got great attention to detail, an ability to understand what information is required and to analyse the information provided to make sure it's answering the question asked? This role covers a diverse range of subject areas across Economic Development and provides support to a variety of business units.

Working closely with executives, executive support and action officers across Economic Development your role will be to make sure our reporting obligations are met, and executive and ministerial briefings and correspondence are relevant and timely. This will include supporting business units in meeting requirements for any Cabinet or Assembly items. To undertake this role successfully you will have a sound understanding of the ACT Governments processes, including Cabinet and Assembly activities, briefing and correspondence protocols. A working knowledge of TRIM/WIRE or other records management systems is desirable, or the ability to gain these skills quickly. This is a diverse and interesting role in a supportive team that operates successfully in a high-pressure, deadline driven 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 10 February 2024 to 28 February 2025 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Our team works from the office and from home. The successful candidate will be provided information on how to safely and effectively work from home.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae with the contact details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Shauna Kelly (02) 6207 1266 Shauna.Kelly@act.gov.au

Access Canberra

Fair Trading and Compliance

Working with Vulnerable People

Manager

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 19634)

Gazetted: 03 January 2024

Closing Date: 17 January 2024

Details: Would you like to make a real difference in the community and contribute to the protection of vulnerable people? Access Canberra is looking for highly motivated, evidence-based decision makers to fill a Manager role in the Working with Vulnerable People section (WWVP).

The ASO6 Manager is a crucial part of the WWVP's leadership team with responsibilities in day-to-day operations, team mentoring, and informing the development and review of procedures conducive to improved quality, efficiencies and levels of productivity.

The ideal applicant is one who thrives in a process-driven work environment and, who can apply their well-developed analytical abilities to identify, and respond to opportunities for improvement. Highly developed communication skills, coupled with strong interpersonal skills are a must, as are an ability to lead, and support the team in the delivery of services in partnership with other branches of Access Canberra while strengthening relationships with the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), other ACT Government directorates, and external stakeholders.

The WWVP is a high-volume work area which relies on technological resources to complete work efficiently, and with an imperative for accuracy. Sharp attention to detail, critical thinking and demonstrated computer literacy are essential.

Access Canberra is a dynamic workplace with a changing workforce and the preparedness to adapt through ongoing personal and professional development is desirable quality of prospective candidates.

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 role carries a high potential for encountering offensive or traumatic material. By applying for this position, you acknowledge the nature of the material you may be exposed to and indicate that you are willing to utilise employer provided support services to manage your mental health on an ongoing basis.

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 immediately for up to five months.

The selection process may be based on applications and referee reports only. A merit pool will be established from this recruitment process that may be used to fill 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 submit an application, no longer than two pages, providing examples of your experience demonstrative of your skills, knowledge and behavioural capabilities to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their curriculum vitae and two referee reports. One of your referee reports should be from your current or previous supervisor.

Applications should be sent to the Contact Officer.

Contact Officer: Isabelle Gath (02) 6205 4045 Isabelle.Gath@act.gov.au

Access Canberra

Service Delivery and Engagement, Parking Operations and Traffic Camera Compliance

Parking Operations

Operations Coordinator

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 51232, several)

Gazetted: 02 January 2024

Closing Date: 16 January 2024

Details: Are you a great communicator? Do you have an interest in public safety want to promote this through community engagement, education, and compliance activities? Can you lead, support, and develop a team to achieve common goals? If the answer is yes, you may be the person we are looking for.

Access Canberra Parking Operations is seeking expressions of interest from enthusiastic and dedicated people to fill the ASO5 Operations Co-ordinator role with the Access Canberra Parking Operations team.

The successful applicant will have experience coordinating teams, and experience leading and organising field-based activities is desirable. The Operations Coordinator is responsible for scheduling and coordinating parking enforcement activities across the ACT They also provide guidance and support to a large team of supervisors and compliance staff responding to community parking needs.

The successful applicant will possess excellent administrative skills, and the ability to use data and IT software systems to help program Parking Operations activities. We are seeking a leader that is proactive with Workplace Health and Safety and committed to providing improved road safety outcomes for the community. Experience leading teams within a regulatory environment and an understanding of parking compliance functions is desirable but not essential.

Need more convincing? Meet some of the staff from the team and hear about what it's like to support a safe and liveable city every day here.

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 from 5 February 2024 until 7 March 2024 with the possibility of permanency.

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

How to Apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Sheather (02) 6207 2460 Sarah.Sheather@act.gov.au

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

CYPS, Practice

Family Group Conference Facilitator

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 46675)

Gazetted: 02 January 2024

Closing Date: 23 January 2024

Details: Please note, this is an Aboriginal and/or Torres Strait Islander Identified position.

The Family Group Conference Facilitator is responsible for the management and facilitation of Family Group Conferences for Child and Youth Protection Services. This will be done through working in collaboration with Children Youth and Families Case Managers, children, young people, their families and relevant agencies.

The position will be required to work closely with all people involved in the Family Group Conference process to ensure a structured and supportive approach is undertaken. This will enable families to address issues and concerns raised by Child and Youth Protection Services and enable them to identify their own family plan to move forward with the child's needs always being the primary focus.

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

Eligibility/ Other Requirements: Please note, this is an Aboriginal and/or Torres Strait Islander Identified position.

1. Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline. Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

2. Two (2) years of experience working with children, youth and/or families in a social work/case management role, and/or experience working with Aboriginal and Torres Strait Islander families and communities.

3. Current (c class) driver's license is essential.

4. This position requires a Working with Vulnerable People Check.

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

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now Button.

Contact Officer: Nicholas Hawley (02) 6205 5163 Nicholas.Hawley@act.gov.au

Housing Assistance

Housing and Homelessness Programs

Director, Assurance Review and Compliance

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 17247)

Gazetted: 03 January 2024

Closing Date: 17 January 2024

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

As Director you will provide key support to the Senior Director to support the role of the Business unit. You will work collaboratively across all levels and provide high level strategic direction to the team and Executive, under broad direction you will:

- Provide overall management of and leadership to the Assurance Review and Complaints team
- Foster a team culture that recognises and values diversity and uses knowledge of differences to deliver best practice service to all stakeholders, also ensure clients are at the centre of plans and decisions and that systems and processes are designed for ease of access to services.
- Monitor, review and report on the effectiveness and efficiency of various internal and external systems to ensure the division meets performance, quality, and value for money requirements.
- Lead the development, management, and regular review of reporting mechanisms and framework, providing qualitative and quantitative data for business improvement

Eligibility/ Other Requirements: Desirable qualifications and experience:

- a) Experience and/or qualifications in complaint handling, conciliation processes and/or government investigations.
- b) A sound knowledge and understanding of the social and economic issues affecting social housing and homelessness.
- c) Proficiency with Microsoft Office products and database systems.

Note: 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 a two-page pitch against the Selection Criteria, curriculum vitae and the names of at least two referees.

Applications should be submitted via the Apply Now Button.

Contact Officer: Sarah Cavanagh (02) 6205 2202 Sarah.Cavanagh@act.gov.au

Children, Youth and Families

CYPS Practice and Performance

Reportable Conduct Investigator

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 43140)

Gazetted: 22 December 2023

Closing Date: 12 January 2024

Details: The Reportable Conduct investigator role is responsible for undertaking Reportable Conduct investigations and for supporting Child and Youth Protection Services (CYPS) in the effective management of Reportable Conduct matters. The role is responsible for sharing Child Protection information consistent with the Children and Young People Act 2008 for the purposes of Reportable Conduct, Working with Vulnerable People applications and investigations. The role is also the central point of coordination between CYPS and designated entities, including

the out of home care sector, on the interface between processes under the Children and Young People Act 2008 and the Reportable Conduct scheme. The position will focus on improving and strengthening policy and practice and will be the central mechanism for coordination between Children, Youth and Families and the ACT Ombudsman's Office, designated entities covered by the ACT Reportable Conduct scheme and the ACT Commissioner for Fair Trading.

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

Eligibility/Other Requirements:

1. Highly desirable: relevant tertiary qualifications in Social Work, Psychology, Investigations or related discipline and/or equivalent work experience in child protection and/or youth / or investigations
2. At least five (5) years of practical experience working with children, young people and their carers or families and or equivalent work experience in investigations.
3. Current (c class) driver's license is essential.
4. This position requires a Working with Vulnerable People Check

Note: This is a temporary position available immediately for a period of 6 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool 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.

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button.

Children, Youth and Families

CYPS Practice and Performance

Reportable Conduct Compliance Officer

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63619)

Gazetted: 22 December 2023

Closing Date: 12 January 2024

Details: The Child and Youth Protection Reportable Conduct Compliance Officer role is focused on ensuring Child and Youth Protection Services (CYPS) compliance with legislative requirements as monitored by external governance bodies including the Public Advocate.

The role is primarily responsible for the effective management of abuse in care reporting, providing advice to CYPS operations staff to undertake effective abuse in care appraisals and sharing Child Protection information consistent with the Children and Young People Act 2008 with the Public Advocate and other governance bodies as required.

The role is predominantly responsible for submissions of 507 Abuse in Care Reports, from the Delegate of the Director General to the Public Advocate and exploring and responding to freedom of information requests, in accordance with the Children and Young People Act 2008 and the Freedom of Information Act 2016.

The position also performs secretariat functions; manages confidential documents; creates documents for the Minister's office and Senior Executives. It is responsible for identifying and monitoring risks to CYPS capability to meet our statutory obligations, will focus on improving and strengthening operational compliance practice and will be a central mechanism for coordination between Children, Youth and Families and the Public Advocate's office.

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

Eligibility/Other Requirements:

1. Highly desirable: relevant tertiary qualifications in Social Work, Psychology, Investigations or related discipline and/or equivalent work experience in child protection and/or youth / or investigations
2. At least five (5) years of practical experience working with children, young people and their carers or families and or equivalent work experience in investigations.
3. Current (c class) driver's license is essential.

4. This position requires a Working with Vulnerable People Check.

Note: This is a temporary position available immediately for a period of 6 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool 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.

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Anita Chettur (02) 6207 6982 Anita.Chettur@act.gov.au

Housing Assistance

Housing and Homelessness Program Management

Policy Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 31512)

Gazetted: 21 December 2023

Closing Date: 22 January 2024

Details: Are you looking for an exciting opportunity to work across a wide range of social housing operational policy areas in the ACT Government?

Do you enjoy working in a dynamic and team orientated environment, applying strategic thinking, communication, and critical analysis skills to achieve outcomes?

Housing ACT, within the Community Services Directorate (CSD), is looking for someone to join the operational policy team who is team player with strong communication attributes and can work to tight deadlines across competing priorities.

This position provides a great opportunity to contribute to the development of key housing, homelessness policy and program priorities impacting our community.

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 vacancy is temporary for six months with the possibility of extension (not exceeding 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.

Flexible working arrangements are supported including working from home or across various ACT Government office locations.

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: Leith Felton-Taylor (02) 6207 3820 Leith.Felton-Taylor@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

Service Design and Delivery

Student Engagement

Flexible Education

Student and Family Engagement Officer

Administrative Services Officer Class 6/Health Professional Level 3 \$95,746 - \$109,072 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 42848)

Gazetted: 02 January 2024

Closing Date: 24 January 2024

Details: The position is responsible for providing effective trauma informed interventions for students and families, across Flexible Education. As part of a multidisciplinary team, the SFEO will also identify, develop and implement community development and wellbeing initiatives that work to strengthen the educational outcomes for students. These positions will work directly with students and families, which could involve completing outreach in settings such as homes, schools and community.

Eligibility/ Other Requirements:

Essential

Currents drivers' licence is essential.

Highly Desirable experience for the ASO6 Level

Demonstrated knowledge and understanding of Trauma Informed Practice

Demonstrated experience in case management and working with young people

Access to personal vehicle is desirable.

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

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) ACT 2011 will be required

For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

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

Essential qualifications and experience for the Health Professional Level 3:

Tertiary qualifications in Social Work

Current professional registration:

Social worker membership with the Australian Association of Social Workers or eligibility for membership

At least three years post qualification experience in a relevant field of case management working with children and families.

Demonstrated knowledge and understanding of Trauma Informed Practice

Demonstrated experience in case management and working with young people

Currents drivers' licence is essential.

Access to personal vehicle is desirable.

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

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) ACT 2011 will be required

For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

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

Note: This is a temporary position available immediately for a period of 12 months with the possibility of 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: Please submit response to the Selection Criteria (maximum four pages) curriculum vitae and details for two referees, including your current supervisor.

Applications should be submitted via the Apply Now Button.

Contact Officer: Lauren Smith 0481 479 656 Lauren.Smith@ed.act.edu.au

Business Services

People and Performance

Recruitment

Senior Director - Recruitment

Senior Officer Grade A \$162,291, Canberra (PN: 30761)

Gazetted: 02 January 2024

Closing Date: 16 January 2024

Details: Are you passionate about recruitment, proactively facilitating relationships with a range of stakeholders and have excellent critical thinking and written communication skills? The Education Directorate has an exciting opportunity for a highly motivated and capable Senior Director to lead its Recruitment team. As a leader of a highly operational team of up to 18 members, you will play a critical role in delivering national/international recruitment campaigns; attracting, onboarding and retaining a skilled and high performing teaching workforce; strategic and operational recruitment policy; and planning, implementing and participating in a range of other projects at the Directorate and ACT Government level.

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: 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: Applications should include a maximum one-page pitch outlining your skills, experience and suitability based on the requirements of the role as set out in the Position Description and a current Curriculum Vitae with the details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Daniel Ackland (02) 6205 1820 Daniel.Ackland@act.gov.au

Business Services

Asset Management and Delivery

Program Management Office

Project Administration Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 34965)

Gazetted: 21 December 2023

Closing Date: 10 January 2024

Details: The Program Management Office (PMO) is in the Asset Management and Delivery (AMD) branch in the Education Directorate. The PMO will develop and implement a project and program management framework and practices for AMD and the School Facility Management (SFM) branch. AMD and SFM provide project delivery, facility and asset management for a large and diverse portfolio of ACT public schools and Directorate facilities. This is an opportunity to develop your skills and to be part of the establishment of a new section. It will build on and develop the capability of the Education Directorate to deliver high level outcomes for the students, teachers and the ACT community.

AMD is seeking applications for a Project Administration Officer to provide high standard administrative support for the establishment and operation of the PMO. This role will support the development and implementation of project and program management processes and practices, administrative support of meetings, records management, coordination of financial tracking and reporting activities.

The role requires a self-motivated, detail-oriented person with strong people skills, effective time management skills and the ability to work independently or collaboratively to achieve deadlines. A background and experience in use of communication, management and reporting software packages would be an advantage in this role.

Please refer to the Position Description for a full list of duties.

This is a permanent position available immediately.

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

Eligibility/ Other Requirements:

Desirable Requirements

Building or infrastructure knowledge and/or project management experience.

Current Australian Driver's licence.

Possession of a 'white card'; asbestos awareness certificate; silica dust awareness certificate and Working with Vulnerable Persons card or willingness to complete the required training on commencement of this role.

Knowledge of and ability to use TRIM Electronic Document Record System.

Knowledge of and ability to use MS SharePoint and Microsoft Teams.

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

How to Apply: Applicants should submit a curriculum vitae, a statement of claims addressing the capabilities listed in the Position Description under 'What you require' (maximum of three pages) and the contact details of two recent referees.

Applications should be submitted via the apply now button.

Contact Officer: Patrick Coffey (02) 6205 6677 Patrick.Coffey@act.gov.au

School Facilities Management

Business Services

School Cleaning Service

Cleaning Services Officer Level 2 (CSO2)

Cleaning Services Officer 2 \$57,923 - \$59,949, Canberra (PN: 56182, several)

Gazetted: 21 December 2023

Closing Date: 18 January 2024

Details: The Education Directorate is looking for enthusiastic and dedicated Cleaning Services Officers (CSO2) to join the ACT Government cleaning workforce in 2024. A number of vacancies are anticipated to arise and we are establishing a new order of merit for next year. Vacancies may arise across all four networks of ACT Schools, so applicants are encouraged to apply and consider their mobility to all locations across the ACT.

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 public schools;

Be available to work Monday to Friday and shift hours normally between 4:00 pm to 8:00pm;

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.

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)

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.

Successful applicants will be required to attend and successfully complete Nationally Accredited Silica Awareness Training within one month of commencement. The Silica Awareness Training will be provided by the School Cleaning Services.

Desirable

An understanding of industrial relations issues, including the role of unions, in the cleaning industry.

Have access to a mobile phone to receive calls/SMS and mobile data to access the Workforce Management Rostering System.

Note: There are several positions available both permanent and temporary available from 5 February 2024 until 5 February 2025. This position is part-time at 20 hours per week and the full-time salary noted above will be pro-rata.

Australian visa holders with work rights are also encouraged to apply.

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: 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

Please read the attached Work Environment Position table for your reference and information.

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

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

Attach a curriculum vitae outlining your previous work experience to support your claims to a position. You will be asked to attach this when doing your online application.

Please provide the names and details of two referees. You will be asked to provide this information when doing your online application.

Attach a copy of a current ACT Working with Vulnerable People (WWVP) Registration. You will be asked to attach this when doing your online application.

If you are a visa holder, attach a recent VEVO check from the Department of Home Affairs. You will be asked to attach this when doing your online application. Please visit the following link to apply for a Vevo Check - check conditions online (VEVO) press control at the same time as clicking)

Optional

Attach cleaning qualifications. You will be asked to attach this when doing your online application.

Attach a current First Aid Certificate. You will be asked to attach this when doing your online application.

Attach a current Nationally Accredited Silica Awareness Training evidence of completion. You will be asked to attach this when doing your online application.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Aura Bohorquez 0468769574 SCSpeoplemanagement@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

ACT Corrective Services

Office of the Commissioner

Litigation

Legal Administration Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 37213)

Gazetted: 03 January 2024

Closing Date: 17 January 2024

Details: Expressions of interest are sought from highly motivated, experienced and suitable individuals to temporarily join the Office of the Commissioner, ACT Corrective Services within the Litigation team, as the Legal Administration Officer.

This is for an initial period of six weeks, with the possibility of extension.

The small Litigation team manages ACTCS matters before the ACT Civil and Administrative Tribunal, the ACT Magistrates Court and the ACT Supreme Court. The team manages the legal advice register, and requests legal advice from the ACT Government Solicitors Office on behalf of business units within ACTCS. The team is also responsible for direct liaison with the Inspector of Correctional Services and has a focus on proactively identifying legal issues or potential litigation.

With guidance from the Litigation Manager, you will work closely with the ACT Government Solicitors Office to progress matters involving ACTCS before the various Courts and Tribunals. The Legal Administration Officer is responsible identifying and collating documents for subpoenas, discovery and other requests for information, as well as coordinating witnesses and witness conferences, and assisting in the preparation of documentation including responses to complaints.

This position is an opportunity for people who have excellent administration and time management skills who may have an interest in the legal environment and corrections management.

This position may involve working at the Alexander Maconochie Centre, so applicants should consider this before applying.

Eligibility/ Other Requirements:

Previous experience in a Correctional setting is highly desirable.

Well-developed understanding of the policies, procedures and systems used within ACT Corrective Services is highly desirable.

Current driver's licence is desirable.

Note: This is a temporary position available immediately for up to 6 weeks. Selection may be based on written application and referees only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and the Behavioural Capabilities which can be found in the Position Description, and a current curriculum vitae including the details of one referee. Please forward your expression of interest to actcspeopleandculture@act.gov.au

Applications should be submitted to the Contact Officer.

Contact Officer: Lucy Summers (02) 6207 0047 Lucy.Summers@act.gov.au

Emergency Services Agency

Assistant Commissioner Corporate

Strategy and Governance

Governance and Coordination Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 63976)

Gazetted: 02 January 2024

Closing Date: 9 January 2024

Details: The Emergency Services Agency is seeking an effective communicator to facilitate governance, reporting, and risk management activities.

In this role you will assist with policy development and implementation, maintaining the commitments, policy and risk registers, demonstrating your ability to manage and deliver competing priorities, supporting a dynamic emergency management environment.

You will require a high-level attention to detail, an ability to think outside the box, and demonstrated experience in coordinating project-centric tasks.

Under the limited direction of the Assistant Director, Governance & Coordination, as the Governance & Coordination Officer you will:

Provide advice on relevant policy, administrative and project tasks.

Facilitate, support and deliver (as appropriate) projects, governance arrangements, review processes and policy implementation across the Agency.

Prepare and assist with high level reports, submissions, correspondence, and other relevant briefing materials to the ESA Executive cohort and relevant stakeholders.

Maintain the ESA Strategic Risk Register, providing support to the ESA Executive Leadership Council and ESA Commissioner as appropriate.

Liaise, communicate and collaborate effectively with ESA business units and relevant external stakeholders associated with reporting, business innovation and co-ordinated responses.

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

Eligibility/Other requirements:

Experience working in a high pressure, fast-paced environment such as emergency services is highly desirable.

Driver's licence 'Class C' is essential.

Notes: This is a temporary position available for a period of 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: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. Please refer to the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Milton (02) 6205 3030 Karen.Milton@act.gov.au

Custodial Operations

Facilities Officer

General Service Officer Level 8 \$77,681 - \$81,886, Canberra (PN: 48856)

Gazetted: 22 December 2023

Closing Date: 5 January 2024

Details: ACT Corrective Services (ACTCS) is seeking a highly experienced and motivated candidate to fill the position of Facilities Officer (GSO8).

As part of the Facilities Management Unit, located at the Alexander Maconochie Centre (AMC), the Facilities Officer is responsible for carrying out activities related to technical and asset maintenance, as well as capital upgrade projects.

The successful applicant will coordinate and manage contractors working within ACTCS occupied facilities and monitor and report on contractor compliance, escalating concerns or non-compliance as required.

In addition, you will perform scheduled and unscheduled maintenance tasks for the AMC and other ACTCS premises, with a focus on maintaining safety, security and operability of the facilities.

Further to this, you will offer guidance through coaching and mentoring detainees, driving a positive workplace culture, to develop their work skills, with the goal of improving post release employment opportunities.

To be successful, you will demonstrate exceptional communication and interpersonal skills, in addition to demonstrating significant relevant experience working in a building/construction trade, project management, facilities/asset management or similar field.

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:

Undergo a criminal record check;

Hold and maintain an unrestricted drivers' licence;

Hold and maintain a current Working with Vulnerable People registration; and

Demonstrate qualifications or significant relevant experience working in a building/construction trade, project management, facilities/asset management or similar field

It is highly desirable for applicants to:

Hold a construction white card and high-risk work licences for working at heights, elevated work platforms and forklift;

Have experience in liaison and negotiation with the public and private sector; and

Have experience working within a custodial or secure environment.

The occupant of this position may be required to:

Undertake parts of the duties outside normal business hours;

Provide backfill support to the Facilities Management Unit; and

Undertake and complete ACTCS' induction and other training when required.

Note: This is a temporary position available for up to nine 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.

Flexible working arrangements are supported including working from home or across various ACT Government office locations.

How to Apply: To apply, applicants are required to submit three items: (1) a one to two page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; (2) a current resume with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your Driver's Licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Lenihan (02) 6207 6044 Chris.Lenihan@act.gov.au

Security and Emergency Management Division

Emergency Management

Assistant Director, First Nation's Partnerships

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63709)

Gazetted: 21 December 2023

Closing Date: 25 January 2024

Details: The Assistant Director First Nations Partnerships is responsible for supporting the development and implementation of high-level whole-of-government emergency management policies and projects to assist the ACT Government in keeping Canberrans safe. The Assistant Director First Nations Partnerships will have primary

responsibility of assisting the Senior Director, Resilience and Risk Reduction in building partnerships with the ACT's First Nations community. As part of this work, the Assistant Director First Nations Partnerships will produce high level policy and manage the implementation of strategic projects on behalf of the Security and Emergency Management Senior Officials Group (SEMSOG) and other committees and Ministers as necessary in relation to building resilience and risk reduction in partnership with First Nations communities and the ACT community.

WHAT YOU WILL DO

Under the limited direction of the Senior Director, Resilience and Risk Reduction, the Assistant Director First Nations Partnerships will:

Work with stakeholders to design, develop and implement policies and projects that are evidence informed and support and strengthen whole-of-government and community disaster risk reduction, resilience and emergency management capability.

Support the management of programs that strengthen whole-of-government emergency management capability through incorporation of First Nations' knowledge and perspectives.

Support the management of funding programs in accordance with the relevant legislative, national and ACT Government frameworks and policies.

Provide policy advice to the Justice and Community Safety Directorate Executives, Senior Officials and the ACT Government on building resilience and risk reduction in partnership with First Nations communities.

Prepare complex documents, including committee papers, executives reports, ministerial briefings, cabinet submissions, assembly business documents and other government documents.

Represent the Security and Emergency Management Division on

ACT Government and Commonwealth Agencies working groups or forums as necessary to achieve required objectives and maintain ACT Government representation and interests.

This position does not involve direct supervision of staff.

Eligibility/ Other Requirements:

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated experience in reviewing, enhancing, developing and producing strategic policy and experience in managing and delivering strategic projects, in a dynamic environment.

Demonstrated experience in forward planning for work programs or projects and preparation of high level written materials.

Demonstrated experience in stakeholder management including ability to work collaboratively to achieve positive focussed results.

Well developed oral communication skills including ability to communicate with a diverse range of stakeholders.

Behavioural Capabilities

Well-developed liaison, negotiation and interpersonal skills, including the ability to develop and foster productive relationships with a wide range of internal and external stakeholders to achieve policy and strategic outcomes.

Highly developed organisational skills, including the ability to effectively manage multiple tasks, determine priorities and deliver outcomes under tight timeframes to achieve government priorities.

Compliance Requirements/Qualifications

This position is a designated security assessed position and will require having, or ability to obtain, a Negative Vetting 1 Security Clearance.

The ability, as required, to be recalled to duty including working out of hours or on weekends to support the Security and Emergency Management Division's

whole-of-government disaster and crisis management functions.

This is an Identified position for: Aboriginal and Torres Strait Islanders.

Note: This is a temporary position available immediately to 31 December 2026. This is an Identified position for: Aboriginal and Torres Strait Islanders. 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: A two-page written response to support your application. Please provide evidence of your suitability for the role by providing specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities. A curriculum vitae no longer than three pages, details of two referees, including a current supervisor.

Applications should be submitted via the apply now button.

Contact Officer: Cameron Beresford (02) 6205 2684 Cameron.Beresford@act.gov.au

Corporate

Capital Works and Infrastructure

Project Director

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 19286)

Gazetted: 21 December 2023

Closing Date: 4 January 2024

Details: The Project Director will be responsible for managing critical infrastructure project delivery in accordance with relevant procurement frameworks and legislation on time and within approved budgets. The successful applicant will also be responsible for developing and maintaining all associated business documentation to a high standard and provide leadership to the team and support to the Executive Branch Manager.

The Project Director will also cultivate, and nurture collaborative working relationships with key internal and external stakeholders, including key government agencies and authorities and represent the branch and the directorate at committee level as required.

Eligibility/ Other Requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Degree in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years relevant experience in construction related Project Management.

Desirable

Sound understanding of the social infrastructure sector.

WHS Compliance skills

Note: This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Interested applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the professional skills and behavioural capabilities found in the Position Description; and a current curriculum vitae with the name and contact details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Kuga Kugathas (02) 6207 1755 Kuga.Kugathas@act.gov.au

Corporate

Capital Works and Infrastructure

Senior Program Director

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 56630)

Gazetted: 21 December 2023

Closing Date: 4 January 2024

Details: The Program Director will manage a team in the planning and critical infrastructure projects section. The Program Director will lead engagement with key partners across Government in the development of JACS

Directorate and will maintain the strategic asset management framework.

Eligibility/ Other Requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Chartered Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a four year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

A Degree in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practicing Project Director (CPPD) or Certified Practicing Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management.

Desirable

Sound understanding of strategic asset management framework in a social infrastructure environment.

Note: Please note, this position is located in a 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: Interested applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the professional skills and behavioural capabilities found in the Position Description; and a current curriculum vitae with the name and contact details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Franco Frino (02) 6205 0751 Franco.Frino@act.gov.au

Corporate

Capital Works and Infrastructure

Senior Project Manager

Infrastructure Officer 5 \$163,315, Canberra (PN: 50626)

Gazetted: 21 December 2023

Closing Date: 4 January 2024

Details: The Capital Works and Infrastructure team are looking for a driven and enthusiastic person to fill the role of Senior Project Manager.

The Senior Project Manager will be responsible for managing critical infrastructure project delivery in accordance with relevant procurement frameworks and legislation on time and within approved budgets. The successful applicant will also be responsible for developing and maintaining all associated business documentation to a high standard and provide leadership to the team and support to the Executive Branch Manager.

The Senior Project Manager will also cultivate, and nurture collaborative working relationships with key internal and external stakeholders, including key government agencies and authorities and represent the branch and the directorate at committee level as required.

Eligibility/ Other Requirements:

Compliance Requirements/Qualifications

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or infrastructure knowledge and/or project management experience.

Desirable

A deep understanding of the social infrastructure delivery sector.

WHS Compliance skills

Note: This position is in a 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: Interested applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the professional skills and behavioural capabilities found in the Position Description; and a current curriculum vitae with the name and contact details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Kuga Kugathas (02) 6207 1755 Kuga.Kugathas@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Governance and Corporate Services

Project Management Office

Project Support Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 64045)

Gazetted: 03 January 2024

Closing Date: 17 January 2024

Details: The Suburban Land Agency (SLA) Project Management Office (PMO) is seeking a Project Support Officer with project management and administrative skills and experience. The successful applicant will support the PMO Project Managers to deliver projects focused on developing Project Management capability across SLA. The Project Support Officer works collaboratively with business units across SLA and requires a supportive and flexible approach to changing priorities and a fast-paced environment. The successful applicant's ability to be highly organised and work to deadlines on several competing tasks will contribute to the success of the PMO projects.

About PMO

The PMO works collaboratively with key delivery areas to develop frameworks, tools, and guidance material to facilitate standardisation and continuous improvement of project management and procurement within SLA.

About our Agency

Our vision is to create great places where communities thrive in the ACT. We deliver sustainable urban environments that bring people and businesses together and help our community and natural environments thrive.

Our developments aim to balance social, economic and environmental benefits for all Canberrans through:

- affordable living
- a safe and healthy population
- social inclusion and diversity
- housing choices
- environmental sustainability

Eligibility/ Other Requirements: Project support experience and familiarity with project management and process mapping tools is highly desirable.

Note: This is a temporary position available immediately for a period of 8 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience 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.

Contact Officer: Alicia May (02) 6205 2797 Alicia.May@act.gov.au

Suburban Land Agency

Governance and Corporate Services

Governance

Assistant Director Governance and Policy

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 39269)

Gazetted: 02 January 2024

Closing Date: 16 January 2024

Details: The Governance, Corporate and Legal Services Branch (the Branch) has a diverse knowledge base. We collaborate and innovate to deliver:

Board and SLA governance, reporting and legal matters

procurement, fleet, and records management

legal services

project management support

work, health, and safety support

human resources that is both strategic and operational including recruitment, learning and development, and performance management

customer service and office management for external and internal stakeholder groups.

The Governance team is committed to working collaboratively to deliver business improvement through best practice governance and reporting. We promote a culture of learning, disclosure, transparency, and accountability.

Are you a highly motivated individual who thrives working in a dynamic environment, with sound governance, risk management, insurance, and compliance, experience? If so then this role may be for you. This position reports to

the Senior Director, Governance.

In this role you will be expected to ensure that the primary functions and responsibilities are managed to a high standard:

Assist the Senior Director, Governance, and the Governance team in day-to-day governance operations, general administration and staff management;

Coordinate with the internal audit function including to monitor the implementation of audit recommendations, and implement audit recommendations relating to governance and policy matters;

Frequently draft briefs to the Executives, SLA Board and Board Committees;

Build strong effective relationships with internal/external stakeholders;

Manages whole-of-SLA policies and the SLA Policy Register;

Manages the Conflict of Interest Framework and support the Senior Director, Governance, with other integrity matters; and

Other governance and risk management tasks as required.

At SLA we support ACTPS Flexible Working Arrangements.

Eligibility/ Other Requirements: Have significant governance knowledge and/or internal audit management experience.

Note: This is a temporary position available immediately for a period of 7 months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: Applicants should submit a supporting statement of up to two A4 pages, addressing the Professional/Technical Skills and Behavioural Capabilities as well as a copy of a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Aimee Vassallo (02) 62054040 Aimee.Vassallo@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Transport Canberra Bus Operations

Field Operations and Flexible Transport

Administration Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 20393)

Gazetted: 02 January 2024

Closing Date: 16 January 2024

Details: Expressions of Interest are sought for a suitably experienced person to temporarily fill the position of Administration Officer within the Field Operations and Flexible Transport Office.

The Administration Officer provides administrative support for Field Operations and Flexible Transport Office stakeholders. This involves maintenance of databases, answering telephone enquiries in a small call centre, taking bookings for the Flexible Bus Service and the Aboriginal and Torres Strait Islander Community bus, and administration of Public Passenger Service infringement notices.

Eligibility/ Other Requirements: This position requires a Working With Vulnerable People (WWVP) registration or ability to obtain.

Note: This position is available to ACT Government officers and employees only. This position is available immediately up to 3 months with the possibility of extension to 6 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a response of no more than 350 words per criteria addressing the requirements listed under the Selection Criteria section of the Position Description, a current curriculum vitae and details of two referees.

Applications should be submitted to the Contact Officer.

Contact Officer: Kim Bryant (02) 6205 9383 Kim.Bryant@act.gov.au

City Services

City Services

Road and Path Network / Traffic Investigations

Assistant Director, Traffic Investigations

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 62750)

Gazetted: 02 January 2024

Closing Date: 30 January 2024

Details: Roads ACT is seeking a Tertiary qualified Traffic Engineer to be responsible for the development, implementation, evaluation of the annual Minor New Works (MNW) program, including procurement and contract management, to deliver continuous traffic management improvements across the road network.

The position also undertakes analysis and provides engineering and technical advice on traffic management including warning, regulatory and other road signs and line markings, road safety and other relevant transport matters as well as analyse, review, and respond to new Traffic Control Device (TCD) plans requiring authorisation from the road authority.

As a senior leader within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing technical support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

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

Eligibility/ Other Requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project and contract management experience.

Permanent resident of Australia and a Driver's licence (C-Class) is essential.

Tertiary qualifications in civil/structural engineering and/or related technical discipline essential.

Experience working on construction sites is desirable.

Procurement, project management/contract management skills are highly desirable.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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

How to Apply:

A supporting statement of no more than four pages outlining experience and/or ability and addressing the requirements in the Selection Criteria section of the attached Position Description.

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button.

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.

Contact Officer: Neil Pincombe (02) 6205 7067 Neil.Pincombe@act.gov.au

City Services

ACT NoWaste

Waste Regulation

Senior Regulations Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 44737, Several)

Gazetted: 21 December 2023

Closing Date: 11 January 2024

Details:

The Senior Regulations Officers work directly with internal and external stakeholders ensuring the effective delivery of regulatory functions under the Act and Regulation (Waste Management and Resource Recovery Act).

You will bring your skills in stakeholder engagement, brief and report writing, analysis of complex information, and your ability to work both autonomously and as part of a team. These skills, together with a positive attitude and a commitment to continual learning and development, will see you well placed to excel in this role.

Are you interested and want to know more?

ACT NoWaste is a unique organisation in Australia: we work across both state/territory and local government functions. We are a diverse, innovative, and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

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: There are several positions available one permanent and two temporary. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Suitability for this position will be assessed on your skills, knowledge, and experience in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a response to the Selection Criteria outlining why you are the best person for the role.

Applications should be submitted via the apply now button.

Contact Officer: Joley Vidau 0438 464 845 Joley.Vidau@act.gov.au

Territory and Business Services

Libraries ACT

Training Manager

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 41836)

Gazetted: 21 December 2023

Closing Date: 11 January 2024

Details: As a branch within Transport Canberra City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant and every-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

Libraries ACT mirrors the vibrancy of the community it serves, constantly re-inventing itself to meet community needs and expectations. We are now on the search for a Training Manager to coordinate and deliver training across the Libraries ACT service. The position is responsible for coordination of all internal and external training, liaising within ACT Government and other business and agencies to ensure our staff are equipped and energised to deliver services for the community.

It can be pretty full-on, but the reward you get from stretching yourself and realising the impact you make has value. You're not just working in an office...you're contributing to making Canberra a better place.

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:

Certificate IV in Training and Assessment or preparedness to obtain within the first 12 months is highly desirable.

Note: This position works in a space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position is also expected to work from different library branches when required. 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: In no more than 2 pages, address the Selection Criteria outlined in the Position Description and tell us why you are the right person for this position. Your application must be accompanied by a curriculum vitae of no more than three pages, including the contact details of two referees.

Applications should be submitted via the apply now button.

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.

Contact Officer: Penny Davies (02) 6207 5721 Penny.Davies@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

WorkSafe ACT

WorkSafe ACT

Psychosocial

Senior Inspector Psychosocial

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 05559, Several)

Gazetted: 21 December 2023

Closing Date: 18 January 2024

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the Work Health and Safety Act 2011 (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

If you have a passion for helping others, an interest in human behaviour, have strong interpersonal skills and would you like to work in a team environment, then you could be the candidate we are looking for. WorkSafe ACT's Psychosocial team is growing, and we have multiple permanent positions available for candidates with a background and passion for health and safety to fill the role of Senior Inspector.

Workplace psychological safety is a rapidly expanding area of work health and safety that is already having significant positive change across a broad range of workplaces. The Psychosocial Senior Inspector undertakes highly rewarding work to enable workplaces to create environments where their workers feel that they can go to work

and perform their roles feeling safe. In this role you will work as a member of a specialist team, making enquiries and regulating workplaces to ensure psychological safety and compliance is maintained across ACT workplaces. The Senior Inspector provides internal guidance to junior colleagues and undertakes a mentoring approach with other inspectorates at WorkSafe ACT. Using an intelligence-led approaches, the inspector will plan and lead proactive compliance inspections with a preventative focus, undertake reactive complaint inspections to determine compliance, and assist in enforcement actions in relation to legislative requirements. In conjunction with experience or practical knowledge of Work Health and Safety, it is important applicants are able to draw on their understanding of human behaviour when applying the practical aspects of the role.

We are looking for applicants that are enthusiastic and people focused, with experience in or across various industries that including injury management, human rights, industrial relations, community/social services, allied health, health services, social science services and psychology.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

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

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

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing how you are our ideal candidate as described in the Position Description. Please also ensure you demonstrate your ability to meet the essential requirements of the position. Applicants should also provide a curriculum vitae and the names of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Trent Furminger (02) 6207 9441 Trent.Furminger@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 6 \$95,746 - \$109,072

Suzzane Hackney, Section 68(1), 2 January 2024

Administrative Services Officer Class 5/6 \$87,346 - \$107,322

Aaron Ridley, Section 68(1), 8 January 2024

Canberra Health Services

Health Professional Level 2 \$70,679 - \$97,028

Rachael Baker, Section 68(1), 20 December 2023

Health Professional Level 2 \$70,679 - \$97,028

Curtis Beehan-Quirk, Section 68(1), 7 February 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Sangeeta Chhetri Bagale, Section 68(1), 19 December 2023

Administrative Services Officer Class 4 \$80,535 - \$86,909

Marc Clayton, Section 68(1), 14 January 2024

Senior Officer Grade C \$119,595 - \$128,465

Soelily Consen-Lynch, Section 68(1), 8 January 2024

Assistant in Nursing \$55,927 - \$57,820

Rafag Elnour, Section 68(1), 23 December 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Lynn Flavel, Section 68(1), 11 January 2024

Registered Nurse Level 2 \$100,957 - \$107,000

Jennifer Fulivai, Section 68(1), 19 December 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Anne Hackett, Section 68(1), 18 January 2024

Assistant in Nursing \$55,927 - \$57,820

Amiena Hendricks, Section 68(1), 18 January 2024

Administrative Services Officer Class 2/3 \$64,744 - \$78,177

Michael Hutchison, Section 68(1), 15 January 2024

Administrative Services Officer Class 4 \$80,535 - \$86,909

Boyoung Jung, Section 68(1), 12 December 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sajesha Karki, Section 68(1), 1 January 2024

Health Professional Level 2 \$70,679 - \$97,028

Yogesh Limbu, Section 68(1), 2 January 2024

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Hayley McKenna, Section 68(1), 21 December 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Abby Natali, Section 68(1), 8 January 2024

Assistant in Nursing \$55,927 - \$57,820

Ying Pan, Section 68(1), 18 January 2024

Administrative Services Officer Class 3 \$72,889 - \$78,177

Breanna Pasco, Section 68(1), 2 January 2024

Administrative Services Officer Class 2/3 \$64,744 - \$78,177

Paramjeet Singh, Section 68(1), 15 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Amy Vernon, Section 68(1), 15 February 2024

Pharmacist Level 3 \$109,197 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Celia Weight, Section 68(1), 2 January 2024

Registered Nurse Level 2 \$100,957 - \$107,000

Robert Wood, Section 68(1), 8 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Alyssa Yiannaros, Section 68(1), 21 December 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Sarah Quercini, Section 68(1), 22 December 2023

Medical Imaging 2 \$70,679 – \$97,028

Sumaiyah Howlader, Section 68(1), 18 December 2023

AHA 3 \$69,915 - \$77,593

Anjali Sharma, Section 68(1), 4 December 2023

Health Professional 2 \$70,679 - \$97,028

Edwina Wong, Section 68(1), 28 December 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$95,746 - \$109,072

Harpreet Ahluwalia, Section 68(1), 21 December 2023

Senior Officer Grade A \$160,541

Damien Bond, Section 68(1), 2 January 2024

Administrative Services Officer Class 6 \$95,746 - \$109,072

Madeleine Cox, Section 68(1), 21 December 2023

Administrative Services Officer Class 6 \$95,746 - \$109,072

Himani Kapoor, Section 68(1), 21 December 2023

Administrative Services Officer Class 6 \$95,746 - \$109,072

Daniel McLennan, Section 68(1), 2 January 2024

Community Services

Administrative Services Officer Class 6 \$95,746 - \$109,072

Tamsin ORourke, Section 68(1), 2 January 2024

Education

School Assistant 2/3 \$55,054 - \$66,477

Kylie Blyton, Section 68(1), 20 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Vera Bordeianu, Section 68(1), 22 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Ella Braban, Section 68(1), 22 December 2023

School Assistant 3 \$61,981 - \$66,477

Jordan Deeker, Section 68(1), 20 December 2023

Building Service Officer 2 \$67,006 - \$69,893

William Hunt, Section 68(1), 22 December 2023

Building Service Officer 3 \$77,681 - \$81,886

William Huxley, Section 68(1), 1 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Hayley Liddle, Section 68(1), 22 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Linda Lindsell, Section 68(1), 22 December 2023

School Psychologist \$91,839 - \$130,270

Alice McQueen, Section 68(1), 20 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Sarah Paterson, Section 68(1), 22 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Vincent Sanchez, Section 68(1), 22 December 2023

School Assistant 4 \$73,960 - \$79,814

Rebecca Thompson, Section 68(1), 20 December 2023

Classroom Teacher \$80,858 - \$119,288

Bethany McNamara, Section 68(1), 12 December 2023

Classroom Teacher \$80,858 - \$119,288

Kimberley Redford, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Hoang Hanh Le Nguyen, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Aron Lyon, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Aidan Beiboer, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Joseph Horan, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

So Youn Kim, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Paul O'Donnell, Section 68(1), 23 January 2024

Justice and Community Safety

Paralegal Grade 2 \$74,625 - \$80,535

Sherena Barrie, Section 68(1), 20 December 2023

Administrative Services Officer Class 6 \$95,746 - \$109,072

Jordan Brown, Section 68(1), 21 December 2023

Legal Officer Grade 1 \$74,904 - \$147,293

Xiao Lin King, Section 68(1), 22 December 2023

Legal Aid Commission

Major Projects Canberra

Administrative Services Officer Class 5 \$89,114 - \$94,120

Kayla Clayton, Section 68(1), 8 January 2024

Senior Officer Grade C \$117,845 - \$126,715

Harshil Sehgal, Section 68(1), 2 January 2024

Transport Canberra and City Services

Infrastructure Officer 1 \$75,792 - \$89,551

Jasmin Clancy, Section 68(1), 22 December 2023

TRANSFERS

ACT Health

Holly Keenan

From: Administrative Services Officer Class 6 \$95,746 - \$109,072
Community Services
To: Administrative Services Officer Class 6 \$95,746 - \$109,072
ACT Health, Canberra (PN. 63844) (Gazetted 11 January 2024)

Canberra Health Services

Imogene Hendy

From: Health Professional Level 2 \$89,340
Canberra Health Services
To: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services, Canberra (PN. 61642) (Gazetted 30 October 2023)

Anna O'Rourke

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 43115) (Gazetted 13 November 2023)

Donna Gaisford

From: Registered Nurse 4 \$130,846 - \$149,388
Canberra Health Services
To: Registered Nurse 4 \$130,846 - \$149,388
North Canberra Hospital (PN.LP7592), (Gazetted 6 October 2023)

Lauryn Needham

From: Medical Imaging 2 \$70,679 – \$97,028
Canberra Health Services
To: Medical Imaging 2 \$70,679 – \$97,028
North Canberra Hospital (PN. 600834), (Gazetted 20 November 2023)

Education

Nicole Luteru

From: Administrative Services Officer Class 6 96,233
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$93,996 - \$107,322
Education, Canberra (PN. 42220) (Gazetted 27 September 2023)

Michael Mahar

From: Senior Officer Grade A \$162,291
Education
To: Senior Officer Grade A \$162,291
Education, Canberra (PN. 33862) (Gazetted 4 October 2023)

Anthea Ford

From: School Assistant 3 \$61,981 - \$66,477
Education

To: School Assistant 3 \$61,981 - \$66,477
Education, Canberra (PN. 63508) (Gazetted 15 November 2023)

PROMOTIONS

ACT Health

Digital Solutions Division

Office of the Chief Information Officer

Chloe Coffey

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Canberra Health Services

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

ACT Health, Canberra (PN. 33930) (Gazetted 17 November 2023)

Digital Solutions Division

Technology Operations

Cyber Security

Hassan Naqvi

From: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 50876) (Gazetted 6 October 2023)

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.

Canberra Health Services

People and Culture

People and Culture

Siyuan Chen

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Canberra Health Services

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Canberra Health Services, Canberra (PN. 03837) (Gazetted 7 November 2023)

Clinical Services

John Chu

From: Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Canberra Health Services

To: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services, Canberra (PN. 62489) (Gazetted 13 December 2023)

Clinical Services

Jeneya Cross

From: Administrative Services Officer Class 2 \$64,744 - \$71,126

Canberra Health Services

To: Administrative Services Officer Class 3 \$72,889 - \$78,177

Canberra Health Services, Canberra (PN. 61507) (Gazetted 30 November 2023)

Clinical Services

Edna Marie Cusodio

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 12629) (Gazetted 7 December 2023)

Clinical Services

Anju Cyriac

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 61525) (Gazetted 15 November 2023)

Clinical Services

Sarah Dawson

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 16966) (Gazetted 19 October 2023)

Clinical Services

Jovin Kadalikkattil

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Canberra Health Services, Canberra (PN. 37818) (Gazetted 10 November 2023)

Clinical Services

Thomas Kutty Matthew

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Canberra Health Services, Canberra (PN. 37826) (Gazetted 21 November 2023)

Clinical Services

Kate Nysten

From: Administrative Services Officer Class 2 \$64,744 - \$71,126

Canberra Health Services

To: Administrative Services Officer Class 2/3 \$64,744 - \$78,177

Canberra Health Services, Canberra (PN. 20885) (Gazetted 13 July 2023)

Clinical Services

Sara Roach

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 11736) (Gazetted 26 October 2023)

Shiela Sander

From: Registered Nurse Level 1 \$72,698 - \$97,112

Calvary Public Hospital Bruce

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 37503) (Gazetted 27 November 2023)

Clinical Services

Justine Shuck

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 22387) (Gazetted 20 November 2023)

Clinical Services

Acute Allied Health Services

Velouria Webb

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 59630) (Gazetted 2 November 2023)

Medical Imaging

Radiography

Anthony Golden

From: Medical Imaging 2 \$70,679 - \$97,028

North Canberra Hospital

To: Medical Imaging 3 \$109,803 - \$121,436

North Canberra Hospital, Canberra (PN. 602554), (Gazetted 22 September 2023)

Canberra Institute of Technology

Education Futures and Students

Health Community and Science

Human Services

Lisa Burling

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: †Teacher Level 2 \$114,979

Canberra Institute of Technology, Canberra (PN. 54340) (Gazetted 22 November 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Education and Training Services

CIT Trade Skills

Construction

Joanne Gafa

From: Administrative Services Officer Class 2/3 \$64,744 - \$78,177

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Canberra Institute of Technology, Canberra (PN. 63251) (Gazetted 27 October 2023)

Education Futures and Students

Technology and Design

ICT

Md Monjurul Islam

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: †Teacher Level 2 \$114,979

Canberra Institute of Technology, Canberra (PN. 35047) (Gazetted 1 November 2023)

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.

CIT Corporate Services

CIT Corporate Services

Campus Renewal

Ahmed Jbeili

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Canberra Institute of Technology

To: †Senior Officer Grade C \$119,595 - \$128,465

Canberra Institute of Technology, Canberra (PN. 41447) (Gazetted 22 November 2023)

Health, Community and Science

Human Services

Divya Jose

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology, Canberra (PN. 51179) (Gazetted 24 October 2023)

Chief Minister, Treasury and Economic Development

Digital, Data and Technology Solutions

Technology Services Branch

End User Services

Blake Anderson

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. 14462) (Gazetted 31 October 2023)

Access Canberra

Corporate Support and Capability

Digital Design and Delivery

Keaka Dennis-Marshall

From: Administrative Services Officer Class 2 \$64,744 - \$71,126

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development, Canberra (PN. 33547) (Gazetted 16 November 2023)

Economic , Revenue and Insurance (ERI)

ACT Insurance Authority

Jason Dutfield

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development, Canberra (PN. 55787) (Gazetted 21 November 2023)

Office of Industrial Relations and Workforce Strategy

Work Safety Group

Injury Management

Helen Grocott

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development, Canberra (PN. 25786) (Gazetted 21 November 2023)

Office of Industrial Relations and Workforce Strategy

Workforce Strategy and Capability

Haseeb Hassan

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 64265) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Economic Development

Business and Innovation

Innovation, Investment and Tertiary Education

Christopher Holly

From: Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$140,226 - \$157,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 38177) (Gazetted 27 October 2023)

Digital, Data and Technology Solutions

Technology Services Branch

Networks, Communications Services and ICT Facilities

Andrew Husking

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. 63802) (Gazetted 21 November 2023)

Office of Industrial Relations and Workforce Strategy

Finance Services

Reporting

Anupama Naveen

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development, Canberra (PN. 07356) (Gazetted 27 March 2023)

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.

Payroll & HR Systems

Payroll Services

Bradley Peterson

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development, Canberra (PN. 41684) (Gazetted 28 August 2023)

Access Canberra

Licensing and Registration Branch

Transport Licensing

Owen Smith

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 46012) (Gazetted 10 October 2023)

Digital, Data and Technology Solutions

Technology Services Branch

End User Services

Adrian Waugh

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. 14271) (Gazetted 31 October 2023)

DDTS

ACT Digital

Stephen Weerawarnakula

From: Senior Officer Grade C \$119,595 - \$128,465
Transport Canberra and City Services
To: †Senior Officer Grade B \$140,226 - \$157,418
Chief Minister, Treasury and Economic Development, Canberra (PN. 62261) (Gazetted 16 October 2023)

Office of Industrial Relations and Workforce Strategy

Work Safety Group

Injury Management

Amber Wilson

From: Administrative Services Officer Class 6 \$95,746 - \$109,072
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$119,595 - \$128,465
Chief Minister, Treasury and Economic Development, Canberra (PN. 08594) (Gazetted 21 November 2023)

Office of Industrial Relations and Workforce Strategy

Finance Services

Reporting

Zhen Xie

From: Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 6 \$95,746 - \$109,072
Chief Minister, Treasury and Economic Development, Canberra (PN. 07389) (Gazetted 27 March 2023)
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.

Community Services

Housing Assistance

Infrastructure and Contracts

Infrastructure Delivery

Aileen O'Neill

From: Administrative Services Officer Class 5 \$89,114 - \$94,120
Community Services
To: Administrative Services Officer Class 6 \$95,746 - \$109,072
Community Services, Canberra (PN. 62290) (Gazetted 7 November 2023)

Housing Assistance

Housing and Homelessness Programs

Assurance, Review and Complaints

Owen Smith

From: Administrative Services Officer Class 3 \$72,889 - \$78,177
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$89,114 - \$94,120
Community Services, Canberra (PN. 30591) (Gazetted 6 October 2023)

Education

School Improvement and Performance

Tuggeranong School Network

Isabella Plains Early Childhood School

Rebekah O'Shea

From: School Assistant 2/3 \$53,566 - \$64,989
Education

To: School Assistant 3 \$60,493 - \$64,989
Education, Canberra (PN. 16573) (Gazetted 1 November 2023)

Service Design and Delivery
Digital Strategy, Services and Transformation
Strategy, Applications and Transformation
Stephanie Pure

From: Information Technology Officer Class 1 \$73,920 - \$84,144
Education
To: Administrative Services Officer Class 6 \$95,746 - \$109,072
Education, Canberra (PN. 44266) (Gazetted 17 November 2023)

Environment, Planning and Sustainable Development

Corporate Services and Operations
People and Capability
Joyce Ellinas

From: Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$95,746 - \$109,072
Environment, Planning and Sustainable Development, Canberra (PN. 48021) (Gazetted 26 April 2023)

Statutory Planning
Leasing Services
Shannon Mould

From: Administrative Services Officer Class 4 \$80,535 - \$86,909
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 5 \$89,114 - \$94,120
Environment, Planning and Sustainable Development, Canberra (PN. 31381) (Gazetted 14 September 2023)

Environment, Water and Emissions Reduction
Environment, Heritage and Water
Jessica Begley

From: Professional Officer Class 1 \$64,473 - \$89,398
Transport Canberra and City Services
To: Administrative Services Officer Class 6 \$95,746 - \$109,072
Environment and Planning, Canberra (PN. 57562) (Gazetted 12 October 2023)

Justice and Community Safety

Registrars Office (S.C)
ACT Courts and Tribunal
Emily Butterfield Moxon

From: Administrative Services Officer Class 4 \$80,535 - \$86,909
Justice and Community Safety
To: Administrative Services Officer Class 6 \$95,746 - \$109,072
Justice and Community Safety, Canberra (PN. 22846) (Gazetted 17 November 2023)

ACT Corrective Services
Custodial Operations
Zuzette Fahey

From: Administrative Services Officer Class 5 \$89,114 - \$94,120
Education

To: Administrative Services Officer Class 6 \$95,746 - \$109,072
Justice and Community Safety, Canberra (PN. 14914) (Gazetted 4 January 2024)

ACT Courts and Tribunal

Magistrates Court

Coroner's court Forensic Medicine centre

Philippa Haas

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Transport Canberra and City Services

To: Technical Officer Level 3 \$79,105 - \$89,398

Justice and Community Safety, Canberra (PN. 39292) (Gazetted 6 September 2023)

ACT Corrective Services

Custodial Operations

Court Transport Unit

Louise Heaton

From: Correctional Officer Class 2 \$91,200 - \$97,443

Justice and Community Safety

To: †Senior Officer Grade B \$140,226 - \$157,418

Justice and Community Safety, Canberra (PN. 46955) (Gazetted 24 October 2023)

Major Projects Canberra

Canberra Theatre Redevelopment Project

Ben Donaldson

From: Infrastructure Manager/Specialist 1 \$175,124

Major Projects Canberra

To: †Infrastructure Manager/Specialist 2 \$187,632

Major Projects Canberra, Canberra (PN. 62024) (Gazetted 11 October 2023)

Transport Canberra and City Services

City Services

Roads ACT

Road and Path Network / Works

Asaduzzaman Khan

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services, Canberra (PN. 62397) (Gazetted 4 January 2024)

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

Light Rail Operations

Commercial and Contracts

Georgina Vallance

From: Senior Officer Grade A \$162,291

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 1 \$175,124

Transport Canberra and City Services, Canberra (PN. 41124) (Gazetted 23 October 2023)

