



ACT Government Gazette

Gazetted Notices for the week beginning 18 February 2021

VACANCIES

ACT Electoral Commission

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 Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 01867)

Gazetted: 23 February 2021

Closing Date: 2 March 2021

Details: The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small team. The successful applicant will be required to have demonstrated experience in managing corporate, administration and human resource functions including assisting with the development, implementation and revision of policies, practices and procedures; oversee the Commission's records management program and systems in accordance with the *Territory Records Act*; oversee property management and maintenance; provide high level corporate support to the Commission including coordination of the annual report; assist the Finance Manager with the Commission's internal budget and financial processes; and undertake other duties as required.

Elections ACT staff are expected to demonstrate quality customer service and team-work skills, be willing to continuously improve, be outcomes focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

The ACT Electoral Commission is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and/or Torres Strait Islander background, or People with Disability, and those who identify as LGBTIQ to apply for any position.

Further information relating to Elections ACT can be found at: www.elections.act.gov.au

Note: This is a temporary position available immediately for a period of up to 11 months.

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

How to Apply: Applicants are asked to submit a one/two page pitch addressing the capabilities set out in the Position Description and a copy of their curriculum vitae including details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Randall (02) 6205 5157 nicole.randall@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

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

Digital Solutions Division

Technology Operations

Support and Diagnostic Systems Hub

Lead Developer

Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50750)

Gazetted: 24 February 2021

Closing Date: 10 March 2021

Details: The Digital Solutions Division with the ACT Health Directorate is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

We are looking to hire suitably qualified and energetic individuals to help us build our DevOps capability and support the future state outlined in our Digital Health Strategy 2019-2029.

You will lead the ongoing development and management of the Check In CBR app and integration and messaging engine for health systems, that also provides a holistic real-time view of all the health systems that the solution integrates with.

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. 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.

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 response, curriculum vitae and include details of two referees, one of which should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Heland (02) 5124 9508 rebecca.heland@act.gov.au

Corporate Services

Strategic Infrastructure Division

Strategic Infrastructure Division

Assistant Director/Director, Health Facility Planning

Senior Officer Grade C/Senior Officer Grade B \$110,397 - \$146,368, Canberra (PN: 38773)

Gazetted: 23 February 2021

Closing Date: 9 March 2021

Details: Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The division also has responsibility for ACT Health's territory wide property portfolio. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven.

As the Assistant Director/Director, Health Facility Planning, you will have responsibility for managing health facility design projects, including stakeholder engagement and program development. The successful applicant will provide leadership in the preparation, development and completion of health facility capital and asset planning and provide advice on the development of health planning unit briefs for the provision of public health services in the ACT.

You will be an enthusiastic team player who is results driven and has the skills to build trusted working relationships with our stakeholders.

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

Eligibility/Other Requirements:

Desirable: Tertiary qualifications in health, management or a related discipline.

Experience in or knowledge of health facility planning.

Note: This position will be filled at either the SOGC or SOGB level, dependant on the skills and experience of the successful applicant. Orders of merit: It is anticipated that multiple future identical vacancies will be available within Strategic Infrastructure Division, therefore, 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.

Work from home: The Strategic Infrastructure Division is currently largely working from home in response to COVID-19. The successful applicant will be expected to be comfortable with this working arrangement. The successful applicant will be provided with the appropriate ICT equipment and support to work from home.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: David Jones (02) 6207 6100 david.jones@act.gov.au

Health System Planning and Evaluation Division

Health Service Planning Unit

Senior Planning Officer

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 29709)

Gazetted: 23 February 2021

Closing Date: 2 March 2021

Details: The Health Service Planning Unit is looking for an enthusiastic and dedicated person to join our team and help lead anticipated consultation activities associated with territory-wide planning.

Our team works collaboratively with clinical services, policy and project teams, non-government and primary health care service providers to determine future requirements for health service development and redesign to meet the needs of our community. We are looking for a leader who is passionate about health care, has excellent collaboration and communication skills, is outcome and solution focussed and shares our mantra that how you go about doing things is as important, if not more so, than what you are doing. We have a proactive, supportive and positive team environment and it's a place where talented people love coming to work.

If you been working in policy, project, epidemiology or service development and want to try something new then this could be the temporary role you have been looking for.

Note: This is a temporary position available immediately for up to three. This position is available to ACT Government officers and employees only. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to submit a one-page pitch addressing the capabilities set out in the Position Description and a copy of their curriculum vitae including details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Lisa Alleva (02) 5124 9662 Lisa.Alleva@act.gov.au

Digital Solutions Division

Technology Operations

Support and Diagnostic Systems Hub

Senior Developer

Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50751)

Gazetted: 23 February 2021

Closing Date: 9 March 2021

Details: The Digital Solutions Division with the ACT Health Directorate is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

We looking to hire suitably qualified and energetic individuals to help us build our DevOps capability and support the future state outlined in our Digital Health Strategy 2019-2029.

You will help with the ongoing delivery of the integration and messaging engine for health systems, that also provides a holistic real-time view of all the health systems that the solution integrates with. You will also contribute to the ongoing development of such apps as Check in CBR.

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. 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.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Heland (02) 5124 9508 rebecca.heland@act.gov.au

Corporate Services

Strategic Infrastructure Division

Strategic Infrastructure Division

Director, Strategic Infrastructure Division

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 43207)

Gazetted: 22 February 2021

Closing Date: 1 March 2021

Details: Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The division also has responsibility for ACT Health's territory wide property portfolio. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven.

The Director, Strategic Infrastructure Division will work as part of a small team to coordinate and prepare high level advice to the Executive Group Manager, Director-General and Minister for Health on strategic, administrative and operational matters. You will be an enthusiastic team player who is results driven and has the skills to build trusted working relationships with our stakeholders.

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

Note: This is a temporary position available immediately for up to six months. The Strategic Infrastructure Division is currently largely working from home in response to COVID-19. The successful applicant will be expected to be comfortable with this working arrangement. The successful applicant will be provided with the appropriate ICT equipment and support to work from home. The selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Liz Lopa (02) 5124 9805 Liz.Lopa@act.gov.au

Health Systems, Policy and Research

Health Protection Service

ACT Government Analytical Laboratory Microbiology Unit

Health Service Officer - Microbiology

Health Service Officer Level 4 \$54,896 - \$56,997, Canberra (PN: 23703)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The ACT Government Analytical Laboratory provides scientific data to support the activities of various Health Protection Service sections and ACT government agencies. This data is used to formulate policy, conduct prosecutions under various ACT and Commonwealth legislation and determine compliance with both National and ACT Standards and Guidelines.

We are seeking a highly motivated, detail oriented individual to join the small Microbiology Laboratory team to undertake a variety of support tasks including cleaning and sterilisation of laboratory equipment, quality assurance tasks and some administrative duties. Working within an ISO 17025 accredited facility the successful applicant will also be an active participant of the quality system. The successful candidate will possess the following attributes; well-developed organisational skills and communication skills, adaptability and flexibility to accommodate change and a proactive attitude. Experience in a laboratory environment would be highly desirable.

Eligibility/Other requirements:

Applicants must hold a current driver's licence Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

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

How to Apply: Please provide a written response addressing the Behavioural Capabilities Professional/Technical Skills and Knowledge of the Position Description. Please also provide your curriculum vitae, along with names of at least two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Victoria Wansink (02) 5124 9168 Victoria.Wansink@act.gov.au

**Health Systems, Policy and Research
Public Health, Protection and Regulation
Health Protection Service
Covid-19 Registrar**

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

Gazetted: 22 February 2021

Closing Date: 8 March 2021

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

This exciting position will work closely with the Communicable Disease Control Unit on the public health management of communicable diseases and outbreaks and will have a critical role on a range of public health projects, policy, and operating procedures.

The role will also provide support to other health protection issues, including in environmental health, food safety and health emergency preparedness and response.

If you're the right person for this position you will be an AHPRA accredited medical officer (or eligible to be accredited). Previous work experience in a Public Health Unit is ideal but not required.

We are looking for individuals who are team players, strong communicators and are able to build and maintain professional and collaborative relationships with internal and external stakeholders.

This is a fast-paced role, across the breadth of communicable diseases, and every day will bring new and changing priorities. This will suit people who are comfortable with ambiguity and change.

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

Eligibility/Other requirements: This position may be required to do some after hours, weekends, or on-call work.

The successful application will need to undergo a pre-employment National Police Check. This role is suited to a Public Health Registrar, General Practice Registrar with an interest in Public Health, or an Infectious Disease Registrar. This role does not involve clinical work.

Notes: This is a temporary position available immediately up to 31 October 2021 with the possibility of extension.

This vacancy will may be filled as a Registrar 1 - 4 depending on experience. This vacancy is to backfill parental leave. Selection may be based on application and referee reports only and an order of merit will be established.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Miranda Harris (02) 5124 0000 miranda.harris@act.gov.au

**Health Systems Planning and Research
Public Health Protection and Regulation
Communicable Disease Control
Infection Control Officer**

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 26146)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: The Health Protection Service of ACT Health Directorate has a temporary vacancy with the possibility of permanency in the Infection Control Team. The successful applicant will work as part of the Communicable Disease Control Section, whose primary role is to minimise harm caused by the spread of communicable diseases. This role will assist with the ACT community based infection control program, including monitoring and compliance with the relevant codes of practice and public health legislation. They will be part of the multidisciplinary team investigating acute outbreaks of communicable diseases. The successful applicant will need to be customer focused and able to communicate with a wide range of stakeholders and members of the public

Eligibility/Other requirements:

Tertiary qualifications in health or equivalent relevant qualification.

Current driver's licence

Notes: This is a temporary position available immediately for a period of nine months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only and an order of merit will be established.

How to Apply: Applicants should provide a written response to the Selection Criteria located in the position description of no more than four pages, a current curriculum vitae and the names of two professional referees.

Applications should be submitted via the Apply Now button below.

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

Digital Solutions Division

Office of the Chief Information Officer

Executive Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 47788)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: Are you a strong communicator with proven ability to deliver outcomes within a complex, dynamic stakeholder environment, often with competing priorities?

Do you want to lead an energetic team responsible for the operations of a large Division?

The Digital Solutions Division within ACT Health is looking to recruit someone to be responsible for the management of the workflow and administration for the Office of the Chief Information Officer. This involves providing executive support, managing and leading a small team, writing preparing and co-ordinating the provision of high-level government documentation.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. The Executive Officer is responsible for the provision of efficient, effective, and compliant administrative and secretarial support, ensuring coordination of administrative assistance across all divisional branches and Operational Governance Committees.

To be successful, the Executive Officer must have experience leading and managing a team, be able to anticipate and address contentious issues, provide accurate and timely advice on complex matters, often in consultation with key internal and external stakeholders and usually within tight timeframes. The Executive Officer must be able to work effectively with a variety of people, whilst maintaining confidentiality and exercising diplomacy at all times. Excellent writing capability is essential.

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

The implementation and support of the Digital Health Strategy.

Management of technology services and projects.

The development and implementation of a performance reporting framework.

Statutory and intergovernmental reporting requirements.

Management of the relationship and services delivery by technology vendors including Shared Services ICT.

Development, implementation and maintenance of technology policies and procedures.

Information management and information security.

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. 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.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Keep (02) 5124 9340 katrina.keep@act.gov.au

Health Systems, Policy and Research - Public Health, Protection and Regulation

Health Protection Service

Environmental Health Food

Public Health Officer Environmental Health

Health Professional Level 1 \$63,671 - \$83,418, Canberra (PN: 29641)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

Details: Would you like to be part of team to committed to protecting and promoting the good health of the ACT community through the fostering of safe and healthy environments.

The Health Protection Service (HPS) within ACT Health is looking to hire enthusiastic individuals to support the vital work of the branch by engaging with the community and business directly.

The role of the Environmental Health area is to protect and promote the good health of the ACT community through the fostering of safe and healthy environments. The HPS Environmental Health area includes the Environmental Health Food section and the Environment and Radiation Safety section. The role of an Environmental Health Officer consists of a variety of public health regulatory activities such as the inspection of food businesses including the investigation of outbreaks or other potential public health risks. We actively engage in a risk-based approach to compliance across a broad range of industry sectors to build a strong economy, safe community, and sustainable environment. The Environmental Health team within HPS plays a proactive role in supporting businesses' compliance with Public Health Directions by undertaking compliance checks at venues, and by regularly engaging with and educating businesses about their obligations under the Directions.

The successful applicants will be required to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

Mandatory:

Undergraduate degree or graduate diploma in Environmental Health that is accredited by Environmental Health Australia (EHA); or have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent. Equivalency of studies and training is determined by senior environmental health staff.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Notes: This is a temporary position available immediately for nine months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages addressing the selection criteria. Please also submit a curriculum vitae. Referee reports may be requested. Applicants are encouraged to call the contact officer for advice on whether they are eligible to apply.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chelsea Stuckey (02) 5124 9849 Chelsea.M.Stuckey@act.gov.au

Calvary Public Hospital Bruce

Medical Officer

Critical Care Registrar and Senior Registrar

Registrar Year 1-4 \$108,465 - \$135,521, Canberra (LP6621)

Gazette Date: 19 February 2021

Closing Date: 3 March 2021

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

Reference Number: 14793

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Dr Michael Wu Michael.Wu@calvary-act.com.au

Medical Officer

Palliative Care Registrar

Registrar Year 1-4 \$108,465 - \$135,521, Canberra (LP7331)

Gazette Date: 19 February 2021

Closing Date: 3 March 2021

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

Reference Number: 14696

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

Contact Officer: Miffany Callan (02) 6201 6798 Miffany.Callan@calvary-act.com.au

Medical Officer

Senior Resident

SRMO1-3 \$96,053 - \$117,534, Canberra (LPL046)

Gazette Date: 19 February 2021

Closing Date: 17 March 2021

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

Reference Number: 14800

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

Contact Officer: Dr Andrew Habig Andrew.Habig@calvary-act.com.au

Diabetes Nursing

Diabetes Educator

Registered Nurse 3 \$111,179 - \$111,754, Canberra (Expected)

Gazette Date: 19 February 2021

Closing Date: 3 March 2021

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

Reference Number: 14881

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

Contact Officer: Marcia Neilson (02) 6201 6439 marcia.neilson@calvary-act.com.au

Canberra Health Services

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

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

Deputy Chief Executive Officer

Office of Deputy Chief Executive

Executive Assistant, Deputy Chief Executive Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 42559)

Gazetted: 23 February 2021

Closing Date: 9 March 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

(ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

Located on the Canberra Hospital campus, the Office of the Deputy Chief Executive provides strategic support to the Deputy Chief Executive Officer, undertakes high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office currently consists of a Business Manager and Executive Assistant.

The Executive Assistant position reports to the Deputy Chief Executive through the Business Manager. The role also works closely with the senior leadership team, including the Chief Executive Officer, Chief Operating Officer and divisional Executive Directors across the Directorate.

Under broad direction, the Executive Assistant will play a key role in providing high level administrative and diary support to the Deputy Chief Executive Officer.

Eligibility/Other Requirements:

Behavioural Capabilities:

Proven understanding of the workings of a Senior Executive Office in a complex working environment.

High level and professional communications skills, with demonstrated capability to effectively communicate with senior executive staff, Ministerial office staff and external stakeholders.

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

Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

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

Contact Officer: Kate Schorsch (02) 5124 2728 kate.schorsch@act.gov.au

Women's Youth and Children

Community Health Programs

Adolescent Clinical Nurse Manager

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 27093)

Gazetted: 18 February 2021

Closing Date: 8 March 2021

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

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

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

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

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

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

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

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

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

Overview of work area and position

School Youth Health Nurse Program

This program assists young people in high school to make a safe transition into adulthood while laying the 'foundations' for health promoting behaviours and attitudes, which will continue through their life span. The School Youth Health Nurse works with a preventative focus including early identification, brief intervention and harm minimisation activities. The nurse is often the first point of contact for young people, their families and school community members seeking information, advice and support in health matters. For issues requiring treatment or intensive counselling, they play an important role in providing referral for clients to the relevant agencies and the school counsellor.

Eligibility/Other Requirements:

Relevant tertiary qualifications and comprehensive experience working professionally in Adolescent Primary Health,

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

Hold a current driver's licence.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Contact Officer: Elizabeth Pedley (02) 5124 1631 Liz.pedley@act.gov.au

Medical Services

Medical Library

Support Librarian

Professional Officer Class 1 \$61,931 - \$85,873, Canberra (PN: 41145)

Gazetted: 18 February 2021

Closing Date: 8 March 2021

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Overview of the Work Area and Position

The CHS Library provides worldwide health information resources and quality services to meet the information needs of all staff, faculty, and students in a timely and cost-effective manner.

This position reports to the Director of Library. The position will provide support and research for library projects, assist with client training, provide basic onsite reference, and research services, and work with other library staff to provide services and share expertise.

Eligibility/Other Requirements:

Australian Library and Information Association (ALIA) accredited degree in Library/ Information Science or equivalent leading to eligibility for professional membership of ALIA will be considered favourable.

Medical or health library experience and information technology expertise is highly desirable.

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

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

Prior to commencement successful candidates will be required

to undergo a pre-employment National Police check.

Note: This is a temporary position available until 30 June 2021 with the possibility of extension.

Contact Officer: Michelle Woodcroft 0408283808 Michelle.Woodcroft@act.gov.au

Surgery

Pre-admission Clinic

Pre-admission Clinic Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18718)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

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Overview of the Work Area and Position

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

The Pre-Admission Clinic provides pre-operative health assessments for patients undergoing surgery. As a Registered Nurse you will work autonomously, in collaboration with the surgical and anaesthetic team to ensure the patient is in optimal health prior to surgery and is well prepared for their admission and for discharge.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Agency (AHPRA). Prior to commencement successful candidates will be required to: undergo a pre-employment National Police check.

Note: This is a temporary position available from mid-April for three months with the possibility of extension. An Order of Merit list will be created from this recruitment process to fill other temporary vacancies over the next 12 month period.

Contact Officer: Nicole Larkin (02) 5124 2601 nicole.larkin@act.gov.au

People and Culture

Recruitment Services

Assistant Recruitment Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 23307)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

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

Overview of the Work Area and Position

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

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

Eligibility/Other Requirements:

Desirable:

Knowledge or experience with an e-recruitment system,

Note: This is a temporary position available for 10 months with the possibility of extension.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police Check.

Contact Officer: Jenny Edmiston (02) 5124 9994 Jennifer.Edmiston@act.gov.au

Clinical Services

Women, Youth and Children

Nursing and Midwifery

Neonatology Clinical Support Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 19896)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

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Overview of the work area and position

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

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

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

Eligibility/Other Requirements:

Relevant Post graduate qualifications in Neonatal Nursing qualifications and is highly desired.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

This is a temporary position available until 27 January 2023 with the possibility of extension and/or permanency.

Contact Officer: Fiona Cameron (02) 5124 7737 Fiona.J.Cameron@act.gov.au

Facilities Management

Infrastructure and Health Support Services

Safety and Risk Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50366)

Gazetted: 18 February 2021

Closing Date: 8 March 2021

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Overview of work area and position.

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

The Infrastructure Safety and Risk Section provide specialised advice and oversight on all areas of construction work undertaken on behalf of CHS. This includes planned and reactive maintenance as well as minor and major construction projects on both brown and greenfield sites.

The Infrastructure Safety and Risk Section is involved of all stages of construction from concept, through design, delivery, commissioning, and demolition. Frequently, this is undertaken in an operating health care environment with many inherent, complex challenges.

The role of the Safety and Risk Officer is to apply their safety and risk expertise to support project and maintenance works to meet relevant Legislative, Australian Standard and CHS requirements. This includes (but is not limited to) site surveillance and monitoring of compliance on nominated construction sites. The Safety and Risk Officer will also be expected to assist with the implementation and maintenance of safety and risk management systems and processes that align to the strategic goals and objectives set by the Division.

By fulfilling the ISAR Section responsibilities, we ensure that CHS staff, patients, volunteers, visitors and contractors have the safest possible built environment. In addition to ensuring projects, repairs and maintenance are undertaken to the highest safety standards to keep CHS at the forefront of modern medical facilities.

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum of three years' experience working professionally in civil, commercial or residential construction safety is preferred.

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

Have or quickly obtain;

General Construction Induction Card (White Card or other jurisdiction equivalent)

10675NAT - Course in Asbestos Awareness

10852NAT Course in Working Safely with Asbestos Containing Materials

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

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

prior to commencement successful candidates will be required to:

Undergo a pre-employment medical examination

Undergo a pre-employment National Police Check.

Selection Criteria

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

Proven experience in management, implementation, and monitoring of safety procedures associated with complex construction projects.

Demonstrated experience in risk management within a multidisciplinary and complex environment.

Proven ability and experience to:

Monitor, assess and report on compliance against legislative and CHS safety standards, policies and practices; and

Contribute to the development and review of policies, procedures and/or safe systems of work relating to construction and/or maintenance activities such as electrical, mechanical, hydraulic etc.; and

work in a team environment, contribute to joint outcomes and build effective relationships.

A high level of written and oral communication skills, including strong interpersonal, conflict resolution and negotiation skills.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WHS) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

How to Apply:

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

A response to the selection criteria under "what you require" in no more than two pages.

Where possible include specific relevant examples of your work.

CHS Contact: Shannon Keevers, Director, Infrastructure Safety and Risk,
(02) 51248104

Contact Officer: Sarah Barnes 0434 833 205 Sarah.Barnes@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Cancer Supportive Care Team

Social Worker

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 23677)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

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Overview of the work area and position

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

The Canberra Health Services Cancer Supportive Care Team (CSCT) sits within the Division of Cancer and Ambulatory Support (CAS). The service aims to provide cancer patients, carers and their support network with timely treatment, information and support services.

The CSCT is comprised of cancer specialist nurses, psychologists, social workers and administrative staff who provide holistic support to cancer patients who use our services. The community-based Cancer Counselling Service includes Social Workers who provide a wide range of services and support, including:

Individual counselling

Therapeutic and skills training groups

Information and referral to other community services.

Social Workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

Eligibility/Other Requirements:

Mandatory:

Degree in Social Work

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

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

Desirable:

Current driver's licence

Previous hospital or health experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Contact Officer: David Larkin (02) 5124 8540 david.larkin@act.gov.au

Infrastructure and Health Support Services

Medical Services

Healthcare Technology Management

Biomedical Engineer Healthcare Technology Management Medical Services

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 50441, several)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

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Overview of the work area and position:

The position reports to the Clinical Asset Manager and is responsible for supporting the MainPac System Improvement Project being undertaken by Canberra Health Services. MainPac is a Computerised Maintenance Management System (CMMS) utilised by CHS for facilities and medical equipment asset maintenance and management.

Previous experience is not mandatory while it is expected that you will have strong commitment, attention to details and accuracy of data entry.

Eligibility/Other Requirements:

Mandatory:

Bachelor's degree in biomedical engineering or other suitable Engineering qualification, providing admittance to Professional Engineer membership category or above of Engineers Australia.

Extensive experience in Healthcare Technology Management or Biomedical Engineering profession.

Current driver's licence

Desirable:

Post Graduate qualification.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

These are temporary positions available for a period of 12 months with the possibility of extension

Contact Officer: Shiva Sivasubramaniam 0481900746 or (02) 5124 8580 or Alan Ringland (02) 5124 3816

shiva.sivasubramaniam@act.gov.au or alan.ringland@act.gov.au

Clinical Services

Women, Youth and Children

Department of Nursing and Midwifery

Clinical Development Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 03943)

Gazetted: 19 February 2021

Closing Date: 8 March 2021

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The Clinical Development Midwife position supports all midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives, through an intensive orientation program and provide extensive educational and clinical support throughout the Maternity Unit for all staff through department wide in-service and education activities. The Clinical Development Midwife will be supported by the Clinical Support Midwife, Clinical Midwife Managers and Clinical Support Manager to work within their full midwifery scope of practice across all areas of Maternity.

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Eligibility/Other Requirements:

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

Eligibility for membership of the Australian College of Midwives

Extensive experience as a Registered Midwife across the full scope of practice

Postgraduate qualifications in relevant field e.g. Midwifery, Child, and Family Health and/or Clinical Leadership (desirable)

The successful applicant will be required to undertake “Train the Assessor” training through Capabiliti if they do not hold a similar qualification such as Certificate 4 in Training and Assessment.
Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a part-time permanent position available at 32 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Fiona Cameron (02) 5124 7737 fiona.cameron@act.gov.au

Surgery

Surgical Bookings

Elective Surgery Liaison Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 28586)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

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A range of community based health services including Early Childhood Services, Youth and Women’s Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, Intensive Care, Trauma Service, Trauma and Orthopaedic Research Unit. As part of the Division of Surgery, the Elective Surgery Liaison Nurse is an integral part of the Surgical Bookings team. In this position you will work autonomously and in collaboration with the surgical team, anaesthetic team and pre-admission clinic team to manage and schedule patient’s waiting on the elective surgery waiting list for surgery.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Advanced knowledge and experience within a surgical area.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary full time position available from July 2021 until January 2022 for a period of six months.

This position is working Monday-Friday. An Order of Merit list will be established from this recruitment process to backfill other temporary opportunities over the following 12 month period.

Contact Officer: Nicole Larkin (02) 51242601 nicole.larkin@act.gov.au

Office of Deputy CEO

Strategy, Policy and Planning

Reform

Project Support Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 50594)

Gazetted: 22 February 2021

Closing Date: 8 March 2021

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Overview of the work area and position

The Reform Branch has been established to deliver on the Reform and Recovery Roadmap which takes a broad view of the opportunity for system recovery and reform across 10 strategic themes, and has been developed in consultation with senior clinicians, consumer representatives and executives.

The Reform Branch provides project support and design to the implementation of strategies required to address the negative impacts of COVID-19 (Recovery), and set the healthcare system up to be sustainable, and deliver equitable and excellent outcomes (Reform).

Together with this, a function of the Reform Branch is to establish and manage the Project Management Office (PMO) for CHS.

The role of Project Support Officer is to provide support to the PMO and the Reform team to support the delivery of relevant projects.

Eligibility/Other Requirements:

Mandatory:

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

Developed organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for a period of 11 months.

Contact Officer: Catherine Shadbolt (02) 5124 7069 Catherine.shadbolt@act.gov.au

Office of Deputy CEO

Strategy, Policy and Planning

Reform

Assistant Director, Project Management

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50598, several)

Gazetted: 24 February 2021

Closing Date: 10 March 2021

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A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The Reform Branch has been established to deliver on the Reform and Recovery Roadmap which takes a broad view of the opportunity for system recovery and reform across 10 strategic themes, and has been developed in consultation with senior clinicians, consumer representatives and executives.

The Reform Branch will provide project support and design to the implementation of the strategies required to address the negative impacts of COVID-19 (Recovery), and set the healthcare system up to be sustainable, and deliver equitable and excellent outcomes (Reform).

Together with this, a function of the Reform branch is to establish and manage the Project Management Office (PMO) for Canberra Health Services.

The role of Assistant Director Project Management is an integral part of the ongoing functioning of the PMO and will play a role in delivering ongoing projects within the Reform program.

Eligibility/Other Requirements

Mandatory:

Strong interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.

Strong organisational skills with a high degree of drive.

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

Desirable:

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: There are two temporary positions available for a period of 11 months.

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

Contact Officer: Catherine Shadbolt Catherine.Shadbolt@act.gov.au

Clinical Services

Walk in Centres

Nursing

Advanced Practice Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 40404, several)

Gazetted: 23 February 2021

Closing Date: 9 March 2021

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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

The Walk in Centre's (WiC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by clinical treatment protocols, medication standing orders and clinical decision making.

ABOUT YOU

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

Eligibility/Other Requirements:

Relevant registered nurse qualifications and a minimum of five years' experience working professionally in primary health assessment experience is preferred.

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

Minimum of five years post graduate nursing experience.

Ability to work across all ACT Walk-in Centres, as directed.

Desirable:

Primary health assessment experience.

Tertiary level qualification OR Post Graduate course work or study.

The successful applicant must be available for a rotating roster with weekend and evening work.

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

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

Successful candidates will be required to:

Undertake primary health care clinical benchmarking with seven objective structured clinical examination (OSCE) assessments prior to working autonomously in the WiC. The OSCE assessment must be passed during the first four week period for permanent appointment.

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

Undergo a pre-employment National Police Check.

Note: There are several temporary full time and part time position's available for a period of up to six months with the possibility of permanency. Applications will not be considered unless you have made contact with the contact officer, for explanation of the OSCE assessment criteria. The full-time salary noted above will be paid pro-rata for part time positions. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Cheryl Cuthbertson 0466455727 cheryl.cuthbertson@act.gov.au

Clinical Services

Medicine

Rheumatology

Rheumatology Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 50462, several)

Gazetted: 22 February 2021

Closing Date: 10 March 2021

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A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The Rheumatology Department at Canberra Hospital has a strong focus on clinical service delivery, supporting rheumatology patients within the ACT and surrounding regional areas. We provide leadership in musculoskeletal medicine; promote evidence-based practice and undertake clinical research to improve rheumatology patient outcomes.

The Rheumatology Registered Nurse (RN) Level 1 will play a key role in providing day to day care and support to rheumatology patients and their families living with arthritis and autoimmune diseases, ensuring appropriate referrals and timely access to care. In collaboration with the Rheumatology Advanced Practice Nurse (APN) and the Rheumatology RN2, the Rheumatology RN1 coordinates investigations, appointments, clinical care, and education for rheumatology patients living with arthritis and autoimmune disease.

Eligibility/Other Requirements:

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: These are temporary position's available for five months.

Contact Officer: Biljana Zeljkovic (02) 5124 3782 biljana.zeljkovic@act.gov.au

Allied Health

Clinical Education Unit

Clinical Educator, Clinical Measurement Sciences

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 28558)

Gazetted: 23 February 2021

Closing Date: 11 March 2021

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Position Overview

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

The Allied Health Clinical Education Unit (AHCEU) is based at the Canberra Hospital. This position is located in the AHCEU and will report through the Allied Health Clinical Education Co-ordinator. The CMS Clinical Educator provides education services to the Clinical Measurement Sciences (CMS) and assistance with inter professional clinical education activities of the AHCEU.

The CMS disciplines are cardiac science, neurophysiology, respiratory science, and sleep science. These disciplines specialise in the physiological measurement and function for the diagnosis, treatment and prevention of disease, and also undertake research to further the evidence base. Clinical Physiologists are part of multi-disciplinary healthcare teams, including medicine, nursing, other allied health, researchers, and the patient. The CMS disciplines are self-regulated professions, with accreditation provided through the Australian Council for Clinical Physiologists Limited.

This position is for an experienced clinician who leads with commitment, is able to create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes. Key areas of practice include:

The promotion of positive client outcomes through the provision of high-quality evidence-based clinical services and contribution to research.

Providing leadership and making a significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team.

Providing a consultative role across allied health and contribute to their field of professional speciality.

Duties:

Under limited direction of the Allied Health Clinical Education Coordinator, you will support student and staff education for the Clinical Measurement Sciences. You will:

Provide CHS-wide professional clinical leadership, education and support to staff and students within the Clinical Measurement Sciences (CMS).

In consultation with the senior CMS staff ensure that clinical education and clinical supervision services are developed to meet evidence based best practice standards for professional development of staff and students.

Provide clinical and educational expertise and intervention across a range of health care settings, CHS-wide.

Contribute to policy development, planning and clinical standards in consultation with the senior CMS staff.

Undertake, coordinate and provide the key support for teaching and training activities relating to the professional fields within and across designated program(s) in consultation with senior management.

Actively promote and facilitate research and/or quality projects in relation to professional field and CHS core business. This includes completing clinical and administrative data collection and evaluation to standard.

In consultation with the CHS' CMS professional leads and senior staff consult and liaise with external agencies and relevant educational institutions as directed in relation to clinical teaching, curriculum development and research.

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

The ability to work collaboratively.

Position Requirements/Qualifications:

Mandatory:

A Bachelor degree in a clinical measurement sciences discipline or an equivalent science degree with a strong clinical physiology component.

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

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

Desirable:

Be eligible for accreditation through the Australian Council for Clinical Physiologists (ACCP) Limited

Tertiary qualification in a relevant education field or Certificate IV Workplace Training and Assessment, or willing to work towards relevant education qualifications.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Undergo a pre-employment National Police check.

Note: This is a part-time temporary position available at 22.05 hours per week for a period of 10 months. The full-time salary noted above will be paid pro-rata.

Contact Officer: Jo Cole (02) 5124 7959 jo.cole@act.gov.au

Clinical Services

Nursing

Ward 7B

Clinical Care Coordinator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 38050)

Gazetted: 23 February 2021

Closing Date: 9 March 2021

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A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

Ward 7B is a 26 bed General Medicine Unit, the ward cares for the general medical patients, medically unwell mental health patients, medically unwell patient with drug and alcohol dependency and the eating disorder patients. The medical, Nursing and Allied Health team on ward 7b work closely together to deliver optimal patient centred care. The Clinical Care Coordinator is responsible for providing ward based clinical leadership for the day to day activities in the ward environment.

Eligibility/Other Requirements:

Mandatory:

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

Minimum three years post graduate clinical experience in an acute care setting

Proven advanced clinical experience in a leadership role

Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

There will be temporary contracts available for varying periods throughout the year. These positions are full-time working Monday to Friday. Selection may be based on written application and referee reports only.

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

Finance and Business Intelligence

Accounting, Compliance and Business Improvement

Asset Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50631)

Gazetted: 23 February 2021

Closing Date: 9 March 2021

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Overview of the work area and position

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

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

Under limited direction of the Assistant Director Capital Finance you will coordinate the asset management function for Canberra Health Services.

Eligibility/Other Requirements:

Behavioural Capabilities

Knowledge and experience of financial, administrative and/or procurement processes, with attention to detail on work undertaken,

Knowledge and experience of Asset Management and Asset Management Systems,

Capacity to challenge information or requests, as appropriate.

Position Requirements/Qualifications:

Hold a current driver's licence

Tertiary qualifications in accounting or related discipline and CA/CPA qualification or progress towards is desirable

Experience with TM1 and the Oracle financial management information system would be an advantage

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Ian Turnbull (02) 51249705 ian.turnbull@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Social Worker, Occupational Therapist, Psychologist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 40898)

Gazetted: 24 February 2021

Closing Date: 10 March 2021

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A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

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

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services.

The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

The successful candidate will work under the professional supervision of a senior clinician of the same discipline and under the broad supervision of senior clinicians in the team to conduct phone and office-based triage assessments of persons who require mental health care. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community.

There may be some driving involved in this role and the successful candidate will be expected to work in a 38-hour, seven day per week 24 hour rotating roster.

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

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

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

Hold a current driver's licence.

For Psychology:

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

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

Hold a current driver's licence.

Note: Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

For Social Work:

Degree in Social Work

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

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

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Contact Officer: Julie Hanson (02) 6205 3266 julie.hanson@act.gov.au

Office of Deputy Chief Executive Officer

Strategy, Policy and Planning

Reform

Director, Project Management

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50600)

Gazetted: 24 February 2021

Closing Date: 10 March 2021

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Overview of the work area and position

The Reform Branch has been established to deliver on the Reform and Recovery Roadmap which takes a broad view of the opportunity for system recovery and reform across 10 strategic themes, and has been developed in consultation with senior clinicians, consumer representatives and executives.

The Reform Branch will provide project support and design to the implementation of the strategies required to address the negative impacts of COVID-19 (Recovery), and set the healthcare system up to be sustainable, and deliver equitable and excellent outcomes (Reform).

Together with this, a function of the Reform branch is to establish and manage the Project Management Office (PMO) for Canberra Health Services.

The role of Director Project Management is an integral part of the effective establishment and ongoing management of the PMO and will play a key role in the ongoing projects within the Reform program.

Eligibility/Other Requirements:

Mandatory:

Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.

Strong organisational skills with a high degree of drive.

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

Desirable:

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for 11 months.

Contact Officer: Catherine Shadbolt (02) 5124 7069 catherine.shadbolt@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS Acute Services

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 49488)

Gazetted: 24 February 2021

Closing Date: 10 March 2021

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A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Health Professional Officer position will collaboratively as part of a multidisciplinary team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness.

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

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy.

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for professional membership of Occupational Therapy Australia.

Must hold a current driver's licence.

For Psychology:

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

Must hold a current driver's licence.

Highly Desirable:

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

For Social Work:

Degree in Social Work.

Eligibility for membership of the Australian Association of Social Workers.

Must hold a current driver's licence.

Highly desirable for all disciplines:

Minimum of three years (ideally five years) post qualification

Experience working with young people

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Note:

This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata. The successful candidate will be required to; Be available for weekend work on a regular basis and be available to work within all program areas of CAMHS as service needs arise. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Delia O'Shea 0435 652 168 delia.o'shea@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS Acute Services Health Professional

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 49493)

Gazetted: 24 February 2021

Closing Date: 10 March 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Health Professional Officer position will collaboratively as part of a multidisciplinary team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness.

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

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's licence

For Psychology:

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

Must hold a current driver's licence

Highly Desirable:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current driver's licence

Highly desirable for all disciplines:

Minimum of three years (ideally five years) post qualification .

Experience working with young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Note:

The successful candidate will be required to be available for weekend work on a regular basis and be available to work within all program areas of CAMHS as service needs arise. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Delia O'Shea 043565168 delia.o'shea@act.gov.au

Clinical Services

Adult Community Mental Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Clinical Manager

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 25541)

Gazetted: 22 February 2021

Closing Date: 8 March 2021

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

The nursing position is based in the Belconnen Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care (MoC) which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

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

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

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

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

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

This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

Mandatory Qualifications:

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

Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Graham Twycross (02) 51241516 graham.twycross@act.gov.au

Canberra Institute of Technology

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

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

Education and Training

Pathways College

Student Support

Education Advisor, Disability

Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 51787)

Gazetted: 24 February 2021

Closing Date: 10 March 2021

Details: We require a person with experience in/of Vocational Education and Training (VET), a Cert IV in Training and Assessment and a passion for working with students with a disability to temporarily fill a vital position in the Student Support team at Canberra Institute of Technology (CIT).

This Education Advisor, Disability role is a non-teaching, teacher position.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements:

Mandatory

Current Cert IV in Training and Assessment.

Drivers licence.

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

Desirable

Relevant work experience or qualifications in disability related field.

Note: This is a temporary position available from 6 April 2021 up until 7 February 2022. Selection may be based on application and referee reports only.

How to Apply: Please submit a maximum of two page response to the Selection Criteria. Attach a curriculum vitae, with two referees and contacts.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rhonda Fuzzard (02) 6207 4914 rhonda.fuzzard@cit.edu.au

Education and Training services

Health, Community and Science College

CIT Science

CIT Dog Day Care Attendant

General Service Officer Level 3 \$51,742 - \$53,670, Canberra (PN: Attendant2021)

Gazetted: 23 February 2021

Closing Date: 25 March 2021

Details: Canberra Institute of Technology (CIT) is seeking enthusiastic and experienced staff to fill casual vacancies in the CIT Dog Day care program.

Do you love working with animals? Are you self-motivated, a team player, and great with customer service?

Canberra Institute of Technology's Science Department at Bruce Campus offers a Dog Day Care program as part of the teaching area in Animal studies. CIT Dog Day Care is open 3 days per week during school terms, offering work experience to current students.

CIT Dog day care attendants will be required to:

Provide Dog Day Care dogs with exercise, fun and training. Monitor dog interactions, wellbeing and behaviour.

Oversee student work experience, provide guidance and instruction on Dog Day care procedures.

Maintain cleanliness and housekeeping of the Dog day care yard and Dog House.

Undertake record keeping tasks, provide clients with pertinent information on their pets in Dog Day care.

Work outdoors in all kinds of weather

Ensure all interactions are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational).

Eligibility/Other requirements: You would preferably have experience working with dogs in an animal care setting or hold qualifications in animal studies such as Certificate III in companion animal, Certificate III in dog behaviour and training.

Notes: This is a casual position available immediately to fill casual vacancies until the end of December 2021.

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

How to Apply: Please fill in the attached application, along with a current curriculum vitae. Then return completed application to Michelle.flatt@cit.edu.au

Contact Officer: Michelle Flatt (02) 6205 1911 michelle.flatt@cit.edu.au

CIT Education and Training Services

CIT Education Services

Awards and Programs

Education Services Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 49971)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

Details: An opportunity is available in Education Services. The tasks may include one or more of the following functions:

Issuing academic paperwork and competency cards and related recordkeeping.

Entering program information on Banner, maintaining information for the Canberra Institute of Technology (CIT) Intranet and public website.

Assisting teachers and subject matter experts in creating eLearn subjects.

Providing administrative support to Education Services teachers conducting assessment validations, and quality assurance and compliance activities.

You will need to demonstrate high-level customer service to CIT teachers and students, the ability to work under pressure and meet deadlines. You will also need to be able to quickly learn and apply procedures relating to the functions.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available immediately for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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. The position is located in Awards and Programs at CIT Bruce. Work from home arrangements may be negotiated for part of the week according to operational demands. Selection may be based on application and referee reports only.

How to Apply: To apply please provide a one-page pitch, a recent curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Ryan (02) 6207 4870 matthewc.ryan@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Partnership Services

Digital Records Support

Assistant Director, Digital Records Support

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 35127)

Gazetted: 24 February 2021

Closing Date: 12 March 2021

Details: The Digital Records Support team (DRS) are looking for a highly motivated, and enthusiastic Assistant Director to support the Director in leading a fast paced team. This person will be experienced in driving change and innovation, through project work, incident management and high level administration for the ACT Government Electronic Document Records Management Systems (EDRMS) and web interfaces.

This role requires the applicant to be a strategic thinker, ability to adapt to changing priorities, high level organisational and negotiation skills with experience in mentoring staff through changes.

DRS is essential in supporting Directorates in transitioning to one of the approved Whole of Government (WHOG) EDRMS platforms. This project is directly in line with Digital first record creation. Applicants will be experienced in delivering project work, including the ability to resource manage, understand methods in informing business processes and requirements, and high level attention to detail. DRS is responsible for facilitating system upgrades and enhancements, and this position will be a key component of being able to liaise with key stakeholders and identify new initiatives. This requires good communication and analytical skills.

The successful applicant will be experienced in training and supporting staff of all levels, and identifying opportunities for development and growth.

If you are a positive, dedicated and motivated person who is driven and keen to look outside the box, whilst assisting in the development of processes and governance then you are encouraged to apply.

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

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

How to Apply: Applicants are asked to submit a pitch of no more than three pages addressing the Position Description, along with a current curriculum vitae and the contact names of two referees.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Fair Trading and Compliance

WWVP Risk Assessment and Investigations Team

Risk Assessment Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50734, several)

Gazetted: 24 February 2021

Closing Date: 10 March 2021

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 a highly motivated and conscientious candidates to fill the role of Risk Assessment Officer within the Working with Vulnerable People Risk Assessment and Investigations Team. You will need to have well-developed writing and verbal communication skills, be self-motivated, take ownership of work, and have the ability to work well within and across teams. The successful candidates will need to manage competing priorities, respond and adapt to new and changing circumstances, undertake critical analysis of issues, and demonstrate high-level judgement while maintaining strong attention to detail.

Access Canberra is a dynamic workplace with a changing workforce and the preparedness to adapt through ongoing personal and professional development is a desirable quality of prospective candidates. Chief Minister, Treasury and Economic Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. This role carries a high potential for encountering offensive or traumatic material. By applying for the position, you acknowledge the nature of the material you may be exposed to in the role and indicate that you are willing to utilise employer provided support services to manage your mental health on an ongoing basis.

Note: These are temporary positions available for up to eight months. A merit pool will be established from this recruitment process that may be used to fill future vacancies over the next 12 months. Selection may be based on application, referee reports and a written task only.

How to Apply: Your application should be written in the form of a pitch responding to the Selection Criteria, no longer than two pages, explaining how you are the right person for this opportunity and providing examples to demonstrate that you have Skills, Knowledge, Behavioural Capabilities and Experience to perform the duties of the role. Applicants are also required to provide a current curriculum vitae and two completed referee reports.

Applications should be submitted via the Apply Now button below.

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

Customer Engagement Services Branch

JACS Embedded ICT Team

Business and Service Improvement Support Officer

Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 50755, several)

Gazetted: 23 February 2021

Closing Date: 25 February 2021

Details: The Justice and Community Safety (JACS) ICT Embedded team is looking for two Business and Service Improvement Support Officers (ITO2) to bring innovation to the house of law and order immediately until 30 June 2021.

The successful applicants will play a key role in linking our ICT technical teams and our JACS customers.

To shine in the role, you will need:

An inquisitive nature and to constantly be on the lookout for better ways of doing things.

First-rate interpersonal skills and the ability to confidently collaborate with a wide range of stakeholders.

A strong customer focus and the capacity to articulate customer needs and identify appropriate solutions.

A good working knowledge of ICT business systems and processes (e.g. case management, incident resolution, project management via ServiceNow, etc.)

Sound judgement and a high degree of discretion.

A willingness to pitch in and support other team members and a thirst for learning.

Job responsibilities include:

Engaging with customers to understand their requirements.

Identifying opportunities to enhance business processes, systems and service delivery.

Documenting customer insights and developing user experience workflows and/or process maps.

Undertaking research and analysis to assess the feasibility and business impact of implementing changes.

Assisting in the development, implementation and monitoring of business processes and systems.

Ensuring the effective delivery of ICT services and projects in the JACS environment.

Preparing status reports and recording customer engagement.

Balancing customer expectations with WhoG ICT strategic direction and policies.

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

Note: These are temporary position's available immediately for three months.

How to Apply: Please submit a one to two-page pitch and an updated curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Alana Lundy (02) 6207 7778 Alana.Lundy@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Revenue and Concessions Policy

Assistant Director/Senior Policy Officer, Revenue and Concessions Policy

Administrative Services Officer Class 6/Senior Officer Grade C \$87,715 - \$118,832, Canberra (PN: 34251)

Gazetted: 23 February 2021

Closing Date: 11 March 2021

Details: The Revenue and Concessions Policy Unit is responsible for revenue and concessions policy in the ACT. We also make a key contribution to policy development by providing analytical support, conducting research and briefing the Government on the economic aspects of a range of policy matters including affordable housing, land development and economic stimulus initiatives. The main functions of the unit are to:

guide policy and lead the implementation of the ACT tax reform program.

develop policy and provide advice relating to other taxation, and revenue reform matters such as payroll and land tax, the Lease Variation Charge, housing affordability and road transport revenue reform.

develop policy and provide advice relating to ACT concessions, including measures to support households during the COVID-19 pandemic, such as the additional temporary support provided through the ACT Utilities Concession.

work with other areas of the ACT Government on related matters; and

provide input to the ACT Budget.

We are seeking to build our capability to analyse the effectiveness of the ACT concessions system in supporting low income Canberrans and others in need of a helping hand and consider opportunities for improvement.

If you have strong knowledge and experience in developing or advising government on social or economic policy, and you want to make a meaningful positive impact on vulnerable members of our community, we want to hear from you.

In addition to this important work, you will also contribute to the team's broader work program, including undertaking analysis and providing policy advice on tax reform, the ACT Government's signature economic reform. You will also build your expertise in developing high quality written work including ministerial briefs and replies to correspondence from the community.

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

Eligibility/Other Requirements: Tertiary qualifications in economics or another discipline relevant to the position and/or strong relevant experience in economic or social policy are highly desirable.

Note: This is a temporary position available immediately for a period of up to 12 months with the possibility of permanency. This position will be filled at either the ASO6 or SOGC level, dependant on the skills and experience of the successful applicant. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: To apply for this role, please provide a written statement (no more than two pages) outlining your claims for the position in relation to the Professional, Technical and Behavioural Capabilities in the 'what you require' section of the Position Description. Please also provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Economic and Financial Group

Economic and Financial Analysis Group

Economic and Regulatory Policy Unit

Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 55458)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: ACT Treasury is seeking a dynamic and motivated person to lead the development of high quality economic advice and analysis on a range of matters.

As the Director of the Economic and Regulatory Policy Unit, you will lead and supervise project team members, manage projects and contribute to the wellbeing of Canberrans through your advice and economic assessment on a range of projects and policy proposals, including in relation to road user charging, water, energy, climate change reforms and competition policy.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Commerce or other relevant field is highly desirable with demonstrated experience in leading economic analysis and policy development in a challenging environment. You should also possess strong communication and management skills.

Note: This is a temporary position available until 14 January 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

Applicants should submit:

A two-page pitch (maximum) outlining their suitability for the position in line with the Selection Criteria.

A current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Lawrence (02) 6205 7234 ian.lawrence@act.gov.au

Shared Services

Partnership Services

Service Centre

Senior Director, Service Centre

Senior Officer Grade A \$151,002, Canberra (PN: 08251)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: Partnership Services are seeking applications from experienced and motivated candidates for the vacancy of Senior Director, Service Centre. The Service Centre operates as a centre of excellence in the provision of customer facing services to ACT Public Service directorates and the wider ACT Public Service.

The role of the Senior Director is responsible for the Recruitment and Information team and the HR/Finance Service Desk, consisting of approximately 40 team members. Recruitment processes in the ACT Government are undergoing review and significant change will result with the implementation of a new HR management system. Candidates should have a track record of leading change and re-engineering business processes to deliver excellent customer service and streamlined service delivery. Demonstrated ability to think strategically and operationally to achieve strategic outcomes with the personal attributes of flexibility and adaptation to regularly respond to the diverse environment of the Service Centre being highly desired.

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

How to Apply: In two pages or less, tell us why you are the best candidate for the role addressing the Skills, Knowledge and Behaviour capabilities outlined in the Position Description, together with a copy of your current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Harper (02) 6205 4254 Claire.Harper@act.gov.au

Partnership Services

Shared Services

Recruitment Services

Recruitment Services Assistant Director

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 09335, several)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: Are you experienced in leading teams in a contemporary HR environment? Are you keen to foster a customer centric environment and a culture of process improvement? Are you wanting to apply your Recruitment legislation and policy knowledge across different and complex subject areas? If your answer is yes, you may be the person we are looking for.

Recruitment Services is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as Assistant Director. The role has multiple priorities varying from supervision of staff in a fast-paced environment, providing guidance and advice on complex queries and the management of everyday operations of the team.

Shared Services values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

Notes: There are two positions available – permanent full-time and temporary full-time for up to 7 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a 'pitch' of no more than two (2) pages describing how your knowledge, experience and qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the Position Description. Please also provide your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara Howell (02) 6207 8391 Sara.Howell@act.gov.au

Economic Development

Sport and Recreation

Senior Management Support Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50646)

Gazetted: 19 February 2021

Closing Date: 26 February 2021

Details: The Senior Management Support Officer is part of a dynamic team delivering against the sport and recreation priorities of the ACT Government. This position will be a key contact point, internally and externally, for assistance and direction to support local sport and recreation matters. With a core responsibility to manage and coordinate office operations, including reporting and quality assurance, this position involves working closely with the Sport and Recreation Executive Branch Manager and Directors within the team. Regular liaison with the Sport and Recreation Business Manager, Division coordination staff and the Directorate Liaison Officer in the Ministerial offices is also required.

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

Notes: This is a temporary position available immediately for three months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Kelley (02) 6207 4389 Rebecca.Kelley@act.gov.au

Licensing and Registrations

Births, Deaths and Marriages

Client Service Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 42533, several)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

Details: These positions involve assessing and processing requests for service, maintaining database systems, liaising with stakeholders, administering a variety of legislation and making decisions.

These positions would suit someone who can multitask, has exceptional customer service skills and can handle confidential and sensitive information with care. You'll be working in a small, professional team of experienced licensing officers. If you enjoy a challenge, then this is the job for you.

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

Eligibility/Other Requirements: Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does not involve direct supervision of personnel.

Note: These are temporary positions available for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for these positions will be assessed on your Skills, Knowledge, and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, curriculum vitae, and the contact details of at least two referees.

The written application should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Anastasi (02) 6207 0434 amanda.anastasi@act.gov.au

Economic Development

Skills Canberra

Analytics and Policy Services

Analyst

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 03335)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

Details: Skills Canberra is seeking to fill a permanent position in the Analytics and Policy Services Team.

What will you do:

As an analyst you will undertake data analysis, research and consultation tasks of a complex nature encompassing a major area of Skills Canberra's operations. Your work will assist in answering critical questions for decision makers and guide allocation of training expenditure. You will also provide high level analytics support to other teams within Skills Canberra.

What you require:

You will have highly developed ability to analyse vocational education and training statistics and financial data to inform evidence-based recommendations. You will bring your high standards of customer service, together with your aptitude for cultivating productive working relationships to assisting Skills Canberra meet a range of deliverables and timelines. Your excellent ability to deliver results and behave ethically and with accountability will set you apart from the rest.

About Skills Canberra:

Skills Canberra is responsible for the provision of strategic advice and overall management of vocational education and training (VET). Skills Canberra also manages Commonwealth and ACT funding directed to VET programs in the ACT.

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

Notes: The successful candidate will be decided based on their application, a work sample task, referee reports and an interview. 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 review the attached Position Description and email the following:

A current curriculum vitae.

The names of two referees, including your current manager or supervisor.

A supporting statement, of no more than 1500 words, addressing each Selection Criteria and providing evidence of your suitability for the role. Include examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities.

Shortlisted applicants will be required to provide reports from two referees prior to their interview. It is preferable that one of your referees is your current manager or supervisor. Referees must use the official referee report template which can be found at <https://www.jobs.act.gov.au/how-we-hire/selection-forms>.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Dolstra (02) 6205 7092 anita.dolstra@act.gov.au

Commercial services and Infrastructure group

ACT Property Group

Integrated facilities management

Senior locksmith

Senior Building Trade \$80,300 - \$85,873, Canberra (PN: 13397)

Gazetted: 18 February 2021

Closing Date: 8 March 2021

Details: Are you an experienced locksmith looking for a challenge? This opportunity could be for you!

This position is part of ACT Property Groups professional trades area coordinating trade based provision of maintenance services for ACT Government owned or managed buildings. This role has two key responsibilities: using your trade expertise to diagnose and fix problems in buildings, recommend improvements and ensure that buildings meet the needs of the ACT Government and building users; and proving leadership, technical expertise and coordination as the senior in the locksmith trade. This role is based primarily in the field working with supervisors to program and deliver work and reporting on progress and completion of jobs. We want people in the team that are highly experienced in their trade, deliver high quality work and provide good customer service.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to

provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements:

Professional/Trade qualifications in the named trade speciality (Certificate III in Locksmithing or greater) and significant building maintenance experience in a relevant function.

Hold or have the capacity to obtain White Card, Asbestos Awareness and Working with Asbestos Cards, and any relevant Certificates such as gas fitting, TMV and Backflow prevention, working at heights, confined space, forklift.

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

A current driver's licence.

Qualification/s in Security, Property/Facilities Management, Project Management, Work Health and Safety are desirable

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

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

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

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

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

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

Please include a current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Peacock (02) 6213 0712 stuart.peacock@act.gov.au

Commercial services and infrastructure group

ACT Property Group

Integrated facilities management

Apprenticeships - Electrician, HVAC and Locksmith

Adult Building Trade Apprentice \$59,247 - \$68,758, Canberra (PN: 27273, several)

Gazetted: 18 February 2021

Closing Date: 8 March 2021

Details: Are you interested in undertaking an apprenticeship? Have you already commenced an apprenticeship and would like to complete it at ACT Property Group? This opportunity could be for you!

ACT Property Group is looking for three apprentices: an apprentice electrician, an apprentice in the heating, ventilation and air conditioning team and an apprentice locksmith.

These positions are part of ACT Property Groups professional trades area providing maintenance services for ACT Government owned or managed buildings including corrections facilities. ACT Property Group supports the development of new trades professionals through providing apprenticeships in the trades team. You will receive training and development in the identified trade and learn to diagnose and fix problems in buildings, recommend improvements and ensure that buildings meet the needs of the ACT Government and building users. These roles are based primarily in the field working with qualified trade professionals to deliver work and reporting on

progress and completion of jobs. We want people in the team that are willing to learn, deliver high quality work and provide good customer service.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements:

Eligibility to undertake an Australian Apprenticeship in the nominated field.

Year 10 Certificate or equivalent.

Hold or Ability to undertake training to obtain relevant certificates/cards including White card, Asbestos Awareness and if required Height Safety and Confined Space

A current driver's licence is desirable.

Some building maintenance knowledge or experience and pre-apprenticeship course is desirable.

Notes: This is a temporary vacancy available up to four years. Applications from non-adults are also encouraged.

Non-adult apprentices are paid in accordance with the enterprise agreement. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Please Submit the following:

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

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

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

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

Identify which of the three trades you are interested in pursuing: electrician; or heating, ventilation and air conditioning; or locksmith.

Please include a current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Peacock (02) 6213 0712 stuart.peacock@act.gov.au

Community Services

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

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

Corporate Services

People Management

Workforce Development

Workforce Support Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 37975, several)

Gazetted: 24 February 2021

Closing Date: 12 March 2021

Details: An opportunity exists for an experienced Human Resources professional to join the People Management Branch of the Community Services Directorate. Within the branch the Workforce Development Unit consists of Training and Development and Workforce Management.

The Workforce Management Team develops and manages the strategic human resource policies and programs that enhance the capability and performance of the Directorate. The Unit is also responsible for the recruitment and retention policies and practices, and regular reporting and analysis of key performance measures.

The Workforce Support Officer will collaboratively support the team and to be successful in this role you will need excellent attention to detail, strong interpersonal skills and the capacity to develop productive professional relationships.

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.

Note: These are temporary position's available until 29 October 2021 with the possibility of extension and/or permanency. This position is in a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two page pitch to the Selection Criteria outlined in the attached Position Description, a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leanne Green (02) 6205 3711 leanne.green@act.gov.au

Inclusion and Participation

Community and Social Inclusion

Office for Women

Senior Policy Officer/Senior Program Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 36571, several)

Gazetted: 24 February 2021

Closing Date: 3 March 2021

Details: The Office for Women is seeking applications from high performing candidates for several positions within our team in Inclusion and Participation, ACT Community Services Directorate.

We are looking for enthusiastic team members who have proven skills in policy development and/or program management, stakeholder engagement, have strong analytical and communication skills and an ability to work to tight time frames.

Note: These are temporary positions available immediately for a period of three months, with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested candidates should submit an Expression of Interest as a two-page statement that demonstrates relevant skills and experience against the Selection Criteria. Please include a current curriculum vitae and contact details of at least two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Freya O'Brien (02) 6205 8434 freya.o'brien@act.gov.au

Inclusion and Participation

Community and Social Inclusion

Office for Women

Assistant Director

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 39123)

Gazetted: 24 February 2021

Closing Date: 3 March 2021

Details:

The Office for Women is seeking applications from high performing candidates for the position of Assistant Director (SOG C) within our team in Inclusion and Participation, ACT Community Services Directorate.

We are looking for an enthusiastic Assistant Director who has proven skills in policy development and/or program management, stakeholder engagement, strong analytical and communication skills and an ability to work to tight time frames.

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

How to Apply: Interested candidates should submit an expression of interest as a two-page statement that demonstrates relevant skills and experience against the Selection Criteria located in the Position Description along with a current curriculum vitae and contact details of at least two current referees to freya.obrien@act.gov.au

Contact Officer: Freya O'Brien (02) 6205 8434 freya.o'brien@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Facilities Manager - Bimberi Residential Services

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 03294)

Gazetted: 23 February 2021

Closing Date: 9 March 2021

Details: Bimberi Residential Services is seeking an experienced committed, and innovative individual to permanently fill the role of Facilities Manager. You will be responsible for leading a small team in the management and coordination of activities related to the maintenance and servicing of the Bimberi Youth Justice Centre's facilities, stores, equipment, vehicle fleet and grounds. This role also assists in the coordination of external contractors and liaises with internal clients and participates in minor building projects and improvements.

The occupant of this position may be required to be available to work at both Bimberi Youth Justice Centre and Youth Justice Residential properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House). Duties may be slightly varied to ensure the safe custody of residents.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Youth Justice Residential properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

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

Eligibility/Other requirements:

Desirable qualifications and experience

An industry recognised qualification in trade skills or equivalent work experience will be highly regarded.

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

Essential Requirements

Possession of a current driver's licence

Senior First Aid Certificate

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

Highly Desirable:

Relevant tertiary qualifications or experience in Education.

Previous experience working in ACT Government and in an Education context.

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

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

A supporting statement addressing each of the Selection Criteria which can be found in the Position Description which should be limited to 400 words per criteria.

A current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Gardiner (02) 6207 8801 kim.gardiner@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPS Practice

CYPS Disability Liaison Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50760)

Gazetted: 22 February 2021

Closing Date: 10 March 2021

Details: This position has been established as part of the ACT Disability Justice Strategy to foster a shared approach to providing access to justice to people with disability. The role will support Child and Youth Protection Services (CYPS) to improve experiences and access to services for young people with a disability involved with CYPS.

The position will be required to work closely with CYPS staff and relevant justice agencies to improve collaboration and the sharing of information. This will be achieved through projects, provision of information, policy, procedure, decision making and relevant legislation.

The role will also support the development of a cross system community of practice that will identify and address systemic barriers that impact access to justice for people with disability. The community of practice will support a cultural shift in justice agencies to identify and meet the needs of people with disability through coordination of training, resource adaption and engaging with service user.

The role requires compliance with the relevant provisions of the Children and Young People Act 2008 and other legislation to consider the child protection issues and determine outcomes in the best interests of children and young people.

Eligibility/Other requirements:

Essential:

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

Current driver's Licence

Desirable:

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

Lived experience of disability is highly desirable including being a person with disability, a supporter of people with disability or having significant experience in understanding issues experienced by people with disability.

Notes: This is a temporary position available for a period of three months with possibility of extension. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Kanellopoulos (02) 6207 6968 maria.kanellopoulos@act.gov.au

Housing ACT

Client Services

Tenant Experience

Housing Manager

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 09074, several)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: The Tenant Experience Section of Housing ACT is seeking enthusiastic and highly motivated people for the role of Housing Managers. As a Housing Manager you will be responsible for managing a portfolio of public housing tenancies and providing advice and support to assist clients to maintain their tenancy. These are frontline positions working directly with clients and the community to sustain tenancies and foster safe and inclusive neighbourhoods. The successful applicants will have a demonstrated ability to provide high quality customer service to a diverse range of clients, have effective communication, interpersonal and problem solving skills, be self-motivated and highly organised.

Community Services Directorate (CSD) is an inclusive employer where all people are

respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait

Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers

and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Current driver's licence is essential.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

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

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

How to Apply: Applications should include your written response to the Selection Criteria, limit responses to each criterion to no more than 350 words, contact details of at least two referees and a current curriculum vitae.

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: Chris Muir (02) 6207 7467 chris.muir@act.gov.au

Housing ACT

Client Services

Gateway Services

Gateway Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 44395, several)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: Gateway Services is the primary access point into Housing ACT and provides a range of services including the Central Access Point (shopfront services), Assessment and Support (assessment and determination of applications for social and community housing), Allocations (matching and allocation of properties against established Housing needs registers).

The Central Access Point is a busy operational unit performing a broad range of administrative services where clients are offered a high quality, outcomes focused and personal service experience through direct face to face engagement. Gateway Services is seeking enthusiastic, flexible and highly motivated people who enjoy working in a busy Human Services environment to deliver high quality client focused services to a diverse client group seeking housing assistance. As a Client Service Officer within the Central Access Point, the successful candidates will require a consistent and reliable work ethic, strong and efficient administration, liaison and negotiation skills and the ability to manage conflicting demands to meet deadlines and ensure a positive client experience.

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

Eligibility/Other Requirements: Prior to commencing in these roles, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

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

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

How to Apply: Applications should include your written response to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Frieda Kamilo (02) 6205 4208 frieda.kamilo@act.gov.au

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

Housing ACT

Infrastructure and Contracts

Procurement

Procurement Officer, Procurement

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 11502)

Gazetted: 19 February 2021

Closing Date: 26 February 2021

Details:

The Procurement Team are seeking a Procurement Officer to:

Assist in actively managing the full procurement cycle for goods and services and capital works requirements within Housing ACT. The Procurement officer also assists in delivering a wide range of procurements in partnership with Procurement ACT for Housing ACT.

Assist with high quality research, analysis and advice on procurement strategy and processes and guidance to Housing ACT business areas on procurement and contract issues.

Assist with designs and managing complex procurement projects, market analysis, detailed procurement strategy development and execution and active contract management and performance evaluation.

Assist to conduct interjurisdictional research, industry and stakeholder consultation, contract administration and reporting and attend/conduct regular contract evaluation and management meetings with industry and across government.

Provide administrative and management support role for the ACT Housing Strategy Growing and Renewing Public Housing 2019-2024 program.

Further details about the role can be found in the Position Description.

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

How to Apply: Application should be submitted as if an expression of interest, no more than one A4 page long, including a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hall (02) 6205 4655 caroline.hall@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

Learning Wellbeing Policy and Design

Learning and Teaching Policy and Service Design

Assistant Director, Curriculum/Gifted and Talented Education

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 34297)

Gazetted: 23 February 2021

Closing Date: 2 March 2021

Details: The Learning and Teaching Policy and Service Design Branch are looking for an individual with high level understanding of teacher pedagogy and the Australian Curriculum, for the position of Assistant Director Curriculum/Gifted and Talented Education. The position requires someone with outstanding interpersonal, liaison and negotiation skills as well as proven ability to provide strategic advice on the implementation of government policies and priorities with an emphasis on stakeholder engagement, innovation and sustainability.

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

Highly Desirable:

Relevant tertiary qualifications or experience in Education.

Previous experience working in ACT Government and in an Education context.

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

How to Apply: Please provide a response no longer than three pages to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Elton (02) 6207 0740 kathryn.elton@act.gov.au

Service Design and Delivery

Student Engagement

Universal School Support

Senior Director Student Engagement and School Support

Senior Officer Grade A \$151,002, Canberra (PN: 49498)

Gazetted: 23 February 2021

Closing Date: 9 March 2021

Details: The Senior Director Student Engagement and School Support is a key role in the Directorate and across ACT Government. The Senior Director has responsibility for leading the implementation of Positive Behaviour for Learning (PBL) in the ACT and provision of universal training with a focus on inclusion and wellbeing. The Senior Director works collaboratively with other teams and divisions to provide a service offer that is flexible and delivers training to schools at their point of need.

The position requires a person with exceptional leadership and management skills including expertise in policy development and advice to Government. Ideally, the successful candidate will have demonstrated experience in leading a team, as well as a strong understanding of and commitment to inclusion and wellbeing.

Eligibility/Other requirements: An understanding of the PBL framework is highly desirable.

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

How to Apply: Please provide a response no longer than four pages to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 SDDRecruitment@act.gov.au

Service Design and Delivery

Occupational Violence and Complex Case Management

Senior Director Complex Case Management

Senior Officer Grade A \$151,002, Canberra (PN: 09420)

Gazetted: 23 February 2021

Closing Date: 9 March 2021

Details:

The Senior Director Complex Case Management is a key role in the Directorate and across ACT Government. The Senior Director has responsibility for supporting ACT public schools to manage risk and provides strategic leadership in the development and delivery of case coordination and school support services including allied health, workforce occupational therapy, psychologists, speech therapists as well as a service offering package to assist schools in developing and training their workforce. The position requires a person with exceptional leadership and management skills including expertise in policy development and advice to Government. Ideally, the successful candidate will have demonstrated experience leading a diverse allied health professional workforce and be capable of leading a team of senior clinicians.

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

How to Apply: Please provide a response no longer than four pages to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan Please email SDDRecruitment@act.gov.au to arrange a time to speak to the position contact SDDRecruitment@act.gov.au

Business Services

Communications Engagement and Government Support

Communications and Engagement

Communications Officer - Content Writer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 46280)

Gazetted: 22 February 2021

Closing Date: 1 March 2021

Details: The Communications and Engagement Team is seeking an online content writer to help revitalise the Education Directorate's intranet and website. The successful candidate will have demonstrated experience in writing web content in Plain English and organising accessible content.

Notes: This is a temporary position available from 08 March 2021 to 04 March 2022 with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria located in the Position Description, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyn Larkin (02) 6205 0837 lyn.larkin@act.gov.au

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Occupational Therapist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 49240)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: Student Engagement Branch is looking for an individual to provide occupational therapy supports within ACT Public Schools, including the provision of information, advice and professional learning to school staff. The position is based in a Network Student Engagement Team (NSET), an interprofessional team of specialist teachers, psychologists, social workers, allied health professionals and allied health assistants. ACT Education Directorate occupational therapists work with schools, building school capacity to benefit students who are experiencing difficulty connecting to school and engaging with education.

Eligibility/Other requirements:

Mandatory:

Tertiary qualification or equivalent in Occupational Therapy.

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA). Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

Eligibility for Membership with the Australian Occupational Therapy Association. Current drivers licence essential, including access to a private vehicle.

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

Highly Desirable: Applicants must have a minimum of at three years, (ideal five years) experience as an occupational therapist in paediatric settings. Experience as a school-based occupational therapist and/or working within specialist school settings.

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

How to Apply: Please provide a response to the selection criteria (maximum four pages), current curriculum vitae and details for two referees, including your current supervisor.

Applications should be submitted via the Apply Now button below

Contact Officer: Teresa Carr 0466 468 041 Teresa.Carr@ed.act.edu.au

School Improvement

Chapman Primary School

Business Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 37405)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

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

This role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role. Chapman Primary School is located at Weston Creek with approximately 633 students enrolled across Kindergarten to year 6, 55 teaching staff and 14 support staff. Link to School website www.chapmanps.act.edu.au/

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

A First Aid Certificate or a willingness to undertake appropriate training is desirable.

Experience in a business-related role and financial qualifications and/or relevant experience is desirable

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria found within the Position Description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Barnett (02) 6205 7488 erin.slinger@act.gov.au

School Improvement

North Gungahlin

Harrison School

Corporate Manager

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 39411)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

Details: Harrison School is seeking a dynamic corporate manager to lead and manage the business services of a large and complex primary to grade 10 School. The role encompasses leading a collaborative team, utilising distributive leadership and managing school resources to achieve optimal social and educational outcomes and ongoing learning support for all students.

The successful applicant will possess excellent knowledge and understanding of ACT Education Directorate Policies and Processes, outlined in the duty statement below.

Lead the compliance, governance, human resourcing, finance and infrastructure responsibilities of Harrison School.

Prepare complex correspondence and assist with the development of procedural guidelines aligning to departmental policies.

Manage all administration, support and facilities management teams of the School and ensure a high level of administration and support is delivered.

Lead and administer the necessary services to support teaching and learning functions.

Manage administration services including student services, procurement, community use hirers, ceremonial activities and publications.

Co-ordinate the preparation of budgets, estimates and financial returns; monitor commitments and expenditure.

Manage the Harrison School buildings, including the preschool, grounds and facilities to ensure maximum benefit is obtained from the resources available.

Take responsibility for Health and Safety requirements of the school site

Prepare specifications for the efficient and effective maintenance and servicing of the building, grounds and facilities as well as energy usage and emergency services and procedures; organise the letting of these contracts and manage their delivery to ensure specifications are met.

Liaise with the Executive Principal and the Senior Executive Team to ensure the building is maintained at a high level of security and serviceability.

Be a member of the Senior Executive Team responsible for the operation of Harrison School.

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

Notes: This is a temporary position available for a period from 05 April 2021 to 26 January 2022 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants need to submit an expression of interest comprising of a current curriculum vitae, supporting statement and contact details of two referees. The supporting statement should address the Selection Criteria located in the position description and be written with a focus on the job description specified for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Breen (02) 6142 2200 daniel.breen@ed.act.edu.au

School Improvement and Performance Division

North and Gungahlin Network

Gold Creek School

Principal - Gold Creek School

School Leader A 3 \$194,304, Canberra (PN: 02605)

Gazetted: 18 February 2021

Closing Date: 8 March 2021

Details: Reporting to the Director School Improvement, North/Gungahlin the principal will lead a consistent approach to learning and teaching across the school. As the leader of the school's executive team, the principal will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership team and staff.

The principal will continue to lead the school's improvement agenda for the school, grounded in evidence from contemporary research and practice and expressed in terms of improvements in measurable student outcomes. With students at the centre, strategic priorities include data informed practice, strengthen pedagogical practices with a particular focus on literacy, personalised learning, and inquiry leaning. The school continues its journey to embed evidence-based teaching practices to address the learning and wellbeing needs of individual students, including high achieving students, and has a strong focus on equity and inclusion.

The leadership team supports teacher-initiated action as evidenced through school wide Action Learning Teams which are driven by the school's improvement plans. The appointed principal will work to build the capability of all teachers through the development of a culture of continuous professional improvement that includes Professional Learning Communities, linking collaborative planning and data to improve student outcomes and mentoring and coaching arrangements across the school in line with ACT Education Directorate Future of Education strategy.

The school's Annual Action Plans, Annual School Board Reports, School Review Reports and current School Improvement Plan are available on the school website and may provide further information.

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

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

Note: The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. 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. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the Contact Officer prior to interview.

How to Apply: Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@act.gov.au

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

School Performance and Improvement

North/Gungahlin Network

Franklin School

Principal - Franklin School

School Leader A 1 \$168,315, Canberra (PN: 29135)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

Details: Reporting to the Director School Improvement, North/Gungahlin the principal will lead a consistent approach to learning and teaching across the school. As the leader of the school's executive team, the principal will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership team and staff.

The appointed principal will work to build the capability of all teachers through the development of a culture of continuous professional improvement that includes mentoring and coaching arrangements across the school in line with ACT Education Directorate Future of Education strategy. With students at the centre, strategic priorities include improved numeracy and writing growth, and a strong focus on equity and inclusion.

The principal of Franklin School will continue to lead the school's improvement agenda for the school, grounded in evidence from research and practice and expressed in terms of improvements in measurable student outcomes. The school continues its journey to embed evidence-based teaching practices to address the learning and wellbeing needs of individual students, including high achieving students.

The school's Annual Action Plans, Annual School Board Reports, School Review Reports and current School Improvement Plan are available on the school website and may provide further information.

Eligibility/Other Requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

Note: The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

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.

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

How to apply: Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees.

Statement of claims:

The statement of claims is integral to the application and should be based on the position information and the School Leader Capability Framework. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Deputy Director-General, Planning and Sustainable Development

Temporary Vacancy (9 March 2021 to 22 March 2021)

Environment, Planning and Sustainable Development Directorate

Planning and Sustainable Development

Position: E1017

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Senior Executive List

Date circulated 25 February 2021

A short Executive opportunity is available at the Environment, Planning and Sustainable Development Directorate (EPSDD). The position of Deputy Director-General Planning and Sustainable Development is charged with leading strategic planning, a number of planning and building reform projects, as well as the delivery of the Asbestos Response Taskforce and development assessment and leasing for the Territory. The position will be required to continue a range of key projects including the work of the Planning Review and Reform Project for the period, which will include engagement with stakeholders and the community, and comprehensive briefings of the relevant Ministers.

This position reports to the Director-General and Chief Planning Executive and includes support staff.

To apply: Interested applicants are requested to submit an expression of interest of no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees to Laura Marcantonio via email laura.marcantonio@act.gov.au by COB Monday 1 March 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$361,128 - \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

Contact Officer: Laura Marcantonio (02) 6207 2136 laura.marcantonio@act.gov.au

Statutory Planning

Office of the Surveyor-General and Land Information

Graduate Surveyor

Professional Officer Class 1 \$61,931 - \$85,873, Canberra (PN: 20190)

Gazetted: 23 February 2021

Closing Date: 18 March 2021

Details: The ACT Office of the Surveyor-General and Land Information (OSGLI) is seeking a graduate land surveyor wanting to be part of a dynamic team that provides a rigorous surveying and geospatial framework to support

effective planning and development, climate change and environmental outcomes for the ACT Government and community.

The successful officer will need to be:

Motivated, have an analytical mind, and inclination for problem-solving, an eye for detail and demonstrate strong technical and self-management skills.

Actively seeking registration as Land Surveyor. A generous study assistance package will be provided.

Eligibility/Other Requirements: A four year Bachelor Degree, or studying for a degree, in Surveying and Spatial Information suitable for Registration as a Land Surveyor is mandatory.

How to Apply: Please submit a pitch as a response to the Selection Criteria. The maximum word length of the pitch should not exceed 750 words (Approximately three pages).

Applications should be submitted via the Apply Now button below.

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

Statutory Planning

Development Assessment / DA Gateway

Assistant Director, Development Assessment / DA Gateway

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 17696)

Gazetted: 22 February 2021

Closing Date: 1 March 2021

Details: The Development Assessment / DA Gateway team is seeking an experienced and enthusiastic person for the position of Assistant Director.

The section is responsible for assessing and determining a large range and number of development proposals, including complex commercial proposals, multi-unit, mixed use development, and estate development plans.

The section also administers processes relevant to the management of deeds of agreement for development activities in the ACT; assists the ACT Civil and Administrative Appeals Tribunal in its review of decisions.

The section includes the DA Gateway Team which is the primary public interface for planning and development matters including duty planning and pre-application meetings. The team also determines exemption declarations (single dwelling approvals).

The Assistant Director may work across multiple teams within the section.

Notes: This is a temporary position available from 01 March 2021 to 02 January 2022 with the possibility of extension. Selection may be based on application and referee reports only. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are to provide a two-page statement addressing the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Weller (02) 6205 3846 craig.weller@act.gov.au

Environment

Conservation Planning and Policy

Biodiversity Planning and Policy

Senior Policy Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 36228)

Gazetted: 19 February 2021

Closing Date: 9 March 2021

Details: The Biodiversity Planning and Policy section focuses on policy development for biodiversity conservation and natural resource management. The section has key responsibilities for legislation relating to nature conservation, implementation of the ACT Nature Conservation Strategy and provides policy support within environment inter-jurisdictional fora. The Section has a focus on biodiversity adaptation and achieving landscape scale biodiversity outcomes across public and private land.

The position will be tasked to gather, analyse, and interpret data from various sources to support the provision of evidence-based biodiversity policy advice and assist in the development and drafting of ministerial correspondence and other relevant government documentation. It is an opportunity for a highly motivated candidate to develop skills in environmental planning and policies.

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

Notes: This is a temporary position available from the 12 April 2021 to 30 June 2022, with the possibility of an extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please address each Selection Criteria in the Position Description separately, limiting responses for each selection criteria to 350 words. Please also submit a current curriculum vitae and contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clare McInnes (02) 6205 4680 clare.mcInnes@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

Corporate Services

Business Services

Administration Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 43038)

Gazetted: 23 February 2021

Closing Date: 9 March 2021

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Administration Officer within the Business Services Unit.

The position of Administration Officer requires a motivated 'hands on' person who is keen to work at all levels. The Administration Officer will provide and maintain accurate and timely data entry to ensure efficiency of the Unit, including assisting with daily banking, processing detainee accounts payable and receivable, and monthly reconciliation reporting. The successful applicant will love numbers and have great attention to detail. Strong customer service skills and a great phone (and email) manner is a must. The Administration Officer will deal with enquiries and enter data. To be successful, you will have the ability to work in a demanding and busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities. 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:

The successful candidate may be required to undergo a National Police check.

A current ACT driver's licence is essential.

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

Note: The position requires a daily start at 8.00 am. Selection may be based on application and referee reports only.

How to Apply: To apply, applicants are required to submit five items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); (4) a copy of your current Working with Vulnerable People; and (5) a copy of your current driver's licence. Please ensure you submit all five items as selection may be based on application and two referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Callum McNicol (02) 6207 4121 callum.mcnicol@act.gov.au

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

ACAT Project Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 50776)

Gazetted: 23 February 2021

Closing Date: 2 March 2021

Details: The ACT Civil and Administrative Tribunal is seeking a project officer. This is a fixed term position, working closely with the ACAT Registry and Registrar's team to complete key ACAT projects including:

Scoping and requesting change to ICMS (the ACAT's ICT case management system) required to facilitate ACAT's move to Allara House;

Assisting with the ACAT member portal project, including locating and loading documents on to the portal; and

Other project and registry work as required.

Eligibility/Other Requirements:

Proficiency in the use of Microsoft Office Suite and the Tribunal's ICT case management system (ICMS) or the demonstrated ability to quickly learn new programs/systems.

Demonstrated knowledge and understanding of the role of the ACAT in the ACT Community and of ACAT practices, procedures and related legislation, or the ability to quickly acquire this knowledge.

Note: This is a temporary position available immediately up to 30 July 2021. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a one-page Expression of Interest, addressing the key position requirements as set out in the Position Description, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Cath Fallon (02) 6205 0609 Cath.Fallon@act.gov.au

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

ACAT Project Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50775)

Gazetted: 23 February 2021

Closing Date: 2 March 2021

Details: The ACT Civil and Administrative Tribunal is seeking an experienced project support officer. This is a fixed term position, working closely with the ACAT Registrar, Legal Project Officer and Registry to complete key ACAT projects including scoping and facilitating ICT and procedural changes required as a result of imminent wide-ranging legislative amendments.

The following is required:

Supporting the Legal Project Officer to analyse legislative impacts, and to work through proposed new processes to deliver optimal outcomes for registry and tribunal users;

Analysis of new processes to determine ICMS (the ACAT's ICT case management system) and procedural changes required;

Developing change requests for ICMS changes and liaising with the ICMS team to ensure that requests meet the needs of their systems and processes, and that requests meet the timeframes and deadlines of the ICMS team.

Assist the Legal Project Officer with implementation work including assisting with the development and delivery of member and staff training and information, communication materials for tribunal users and new forms as required;

Oversight of and close collaboration with the ASO4 project officer responsible for identifying and requesting changes to support the ACAT's move to Allara House. A review of all ICMS letters and notices is required, and change requests developed as appropriate.

Eligibility/Other Requirements:

Demonstrated knowledge and understanding of the role of the ACT Civil and Administrative Tribunal in the ACT Community and of ACAT practices, procedures and related legislation, or the ability to quickly acquire this knowledge.

Proficiency in the use of Microsoft Office Suite and the Tribunals case management system or the demonstrated ability to quickly learn new programs/systems.

Note: This is a temporary position available immediately up to 30 July 2021. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a one-page Expression of Interest, addressing the key position requirements as set out in the Position Description, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Cath Fallon (02) 6205 0609 Cath.Fallon@act.gov.au

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

ACAT Legal Project Officer

ACT Courts and Tribunal Legal 1 \$67,893 - \$136,739, Canberra (PN: 50774)

Gazetted: 23 February 2021

Closing Date: 2 March 2021

Details: The ACT Civil and Administrative Tribunal is seeking an experienced legal project officer to lead a team responsible for a delivering on a range of scoping and implementation tasks to facilitate imminent legislative change impacting on ACAT practice and procedure. The following is required:

Analysis of legislation to determine impacts on ACAT practice and procedure;

Determining and agreeing new processes in consultation with case managing members, the Registrar and key staff;

Implementation work including the development and delivery of member and staff training and information, communication materials for tribunal users and new forms as required;

Oversight of and close collaboration with the project support officer responsible for analysing ICT impacts and seeking changes to ICMS (the ACAT's ICT case management system). The project support officer will also assist with facilitating procedural changes; and

Undertake other project work as required.

Eligibility/Other Requirements:

Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

Demonstrated knowledge of practice and procedure in the areas of law within the jurisdiction of the ACT Civil and Administrative Tribunal, or the ability to quickly acquire this knowledge.

Demonstrated experience in, the management of tribunal registry administrative functions, and providing leadership of employees in a tribunal registry environment, or the ability to quickly acquire this experience.

Note: This is a temporary position available immediately up to 30 July 2021. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a one-page Expression of Interest, addressing the key position requirements as set out in the Position Description, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Kristy Carter (02) 6205 9984 Kristy.Carter@act.gov.au

ACT Corrective Services

Community Corrections

Community Operations

Team Leader, Community Operations

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 11208)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: ACT Corrective Services is seeking expressions of interest from highly motivated employees to fill a temporary vacancy within Community Corrections, as a Team Leader Community Operations (SOGC), to commence immediately for a period of 6 months with the possibility of extension up to 12 months.

As a Team Leader you will be responsible for providing leadership, supervision and management of staff and the management of workflow within Community Operations.

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.

Successful applicants will be required to have day to day oversight of:

Managing a team of probation and parole staff, providing leadership, direction and monitoring and evaluating staff performance.

Ensuring the provision of quality written and verbal advice to Courts and releasing authorities.

Liaising and negotiating with Court, the Sentence Administration Board of the ACT, victims and victims' agencies, community agencies, key stakeholders and offenders to provide assistance and advice on correctional matters.

Overseeing the development and review of case management strategies to ensure the provision of high-quality interventions for offenders.

Assessing the developmental needs of staff and provide mentoring, guidance and training on correctional issues, including, but not limited to, understanding, assessment and high-risk management of violence, domestic violence, sexual offender and victim issues.

Participating in the ongoing review and evaluations of work practices, including monitoring of quality assurance and reporting on Key Performance Indicators, and contribute to the development of correctional policy and procedures.

To be successful you will need to possess exceptional communication and interpersonal skills in addition to demonstrating leadership and supervisory qualities.

Eligibility/Other requirements:

This position will require a National Police Check to be conducted.

This position requires a pre-employment medical.

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

Driver's license is essential.

Tertiary qualifications in criminology, justice or management related discipline is desirable.

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

How to Apply:

To apply, applicants are required to submit three items:

A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities found in the position description, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of their driver's licence.

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jack Powsey (02) 6207 5058 jack.powsey@act.gov.au

ACT Corrective Services

Community Operations

Community Corrections Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 43723)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: ACT Corrective Services (ACTCS) is looking for a highly motivated, values-driven professional to join Community Operations as a Community Corrections Officer (CCO).

A career as a CCO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a CCO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

Eligibility/Other Requirements:

Experience working with offenders and relevant tertiary qualifications are highly desirable.

A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment is desirable.

Must complete designated ACT Corrective Services Community Operations suite of training programs within 12 months of commencing employment.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Background National Police Checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

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

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

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Kenna (02) 6207 1560 peter.kenna@act.gov.au

ACT Corrective Services

Policy and Risk Management

Senior Quality Assurance Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50066)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

Details: ACT Corrective Services (ACTCS) is looking for an experienced and motivated individual to join the Quality Assurance Team as the Senior Quality Assurance Officer (ASO6).

The Quality Assurance Team is a small team that provides a range of governance support to ACTCS.

The successful applicant will undertake a range of administrative, quality assurance and risk management activities to support the Quality Assurance Team in providing evidence-based data and information and advice to the ACTCS Executive concerning the delivery of compliant, safe and effective corrective services.

In addition, you will monitor, review and analyse data sources, prepare compliance reports and lead and support others in ACTCS risk management and internal audit and assurance activities. Further to this, you will develop and maintain audit, assurance and risk management processes, systems and associated documentation and develop, implement, review and maintain ACTCS Audit Standards.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills.

Eligibility/Other Requirements:

Background/Security clearance checks will be conducted.

A pre-employment medical health check will be required.

A current driver's licence is essential.

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

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

How to Apply: Applicants are required to submit three items: (1) A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a

current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Cussen (02) 6205 0366 tracyl.cussen@act.gov.au

ACT State Emergency Service

Director, Volunteer Education and Membership

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 44656)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

Details: The ACT Emergency Services Agency is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Volunteer Education and Management.

Under broad direction from the Chief Officer ACTSES and Chief Officer ACTRFS; as the Director, Volunteer Education and Management you will develop and implement programs and policies; administrative systems and contribute to the ACTESA to attract, educate, develop and retain a highly capable volunteer workforce.

You will provide leadership and management of ACTSES and ACTRFS service volunteers under a 'One Agency' approach including training, recruitment, community and youth engagement and volunteer membership. In addition, you will also prepare complex correspondence, briefs and reports for the Executive, as well as represent the ACTESA in local and national forums, committees and working groups.

This position plays a key role in leading incident response activities within the ACTSES legislated responsibilities.

Eligibility/Other Requirements:

Previous experience working in a training environment is required; previous experience working in an emergency management and within a volunteer environment is desirable.

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

Note: This is a temporary position available for immediately for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Draheim (02) 6207 8400 anthony.draheim@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Client Services team

Justice Volunteer Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 37155)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

Details: Victim Support ACT is seeking expressions of interest from highly organised professionals with excellent interpersonal skills to fill the ASO6 role of Justice Volunteer Coordinator.

The Justice Volunteer Coordinator is based in Victim Support ACT at the Human Rights Commission, supporting the Victims of Crime Commissioner's functions under the *Victims of Crime Act 1994 and Victims of Crime Regulation 2000*. The Justice Volunteer Coordinator operates as part of a multidisciplinary team and manages all aspects of the Justice Volunteer Program.

Eligibility/Other requirements: To be successful in your application for this role you will have:

Excellent organisational skills and the capacity to manage a high volume of time-sensitive work.

Excellent leadership and program management skills.

Outstanding interpersonal skills, including the ability to work collaboratively with community volunteers and justice stakeholders.

A demonstrated ability to work with clients with complex needs, including but not limited to Aboriginal and Torres Strait Islander clients, clients with a disability and clients from culturally and linguistically diverse backgrounds
Excellent verbal and written communication skills.

The ability to work independently and contribute to the work of a larger team.

A demonstrated understanding of, and commitment to workplace diversity, workplace health and safety, and the values of the ACT Public service.

The following skills and experience are also highly desirable:

Experience managing and working with volunteers.

Experience undertaking human resource and supervisory functions, including recruitment, induction, retention, and supervision.

A strong understanding of the criminal justice system and civil processes relating to family violence orders and personal protection orders.

Notes: This is a Temporary position available for a period of six months with possibility of extension. The successful applicant will ideally be available to commence the role within two weeks of acceptance of offer. Selection may be based on application and referee reports only. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

How to Apply: Please review the Position Description and provide a written pitch of no more than two pages demonstrating your relevant skills and experience and why you are the best person for this role. Please also provide a curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margo Lilley (02) 6207 0686 margo.lilley@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Ministerial, Governance and Corporate Support

Governance

Assistant Director Risk and Compliance

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 46403)

Gazetted: 22 February 2021

Closing Date: 8 March 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Project Development and Support provides leadership and contributes strategic direction for Major Projects Canberra (MPC), focussing on innovation, collaboration and high performance.

The Group is responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

Ministerial, Governance and Corporate Support works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch provides leadership and expertise to Major Projects Canberra on governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The Assistant Director Risk and Compliance is responsible for ensuring that MPC's enterprise risk and compliance management frameworks are effective in supporting MPC's business operations and operate in accordance with relevant legislative and regulatory requirements. Please note that a key responsibility of this position is designing and implementing an enterprise risk profiling process to support risk assessments and the development of treatment plans, as well as developing enterprise risk management products and tools.

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

Eligibility/Other Requirements:

Tertiary qualifications in public sector management, governance and/or risk would be well regarded.

Hold or be able to obtain a Negative Vetting Level 1 security clearance.

A certificate in safety management or compliance would be well regarded.

Expert level MS Word, Excel, PowerPoint and Outlook.

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. Current and former ADF members are encouraged to apply.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Be sure to explicitly address your experience in working flexibly and collaboratively and managing competing deadlines.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lily Mulholland (02) 6207 1786 lily.mulholland@act.gov.au

Light Rail

Contract Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50742)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra. Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Contracts Officer role reports to the Assistant Director, Transaction Management, and is responsible for managing all evaluation aspects of the procurement the Light Rail project including maintaining contract management guidelines 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:

Desirable Relevant tertiary qualifications in an administration or business field will be an advantage.

A good working knowledge of Objective will be an advantage.

An understanding of the ACT government business and administrative processes, or equivalent.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to five years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Kelley (02) 6207 7396 Sarah.Kelley@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 Operations

Executive

Senior Director, Transport Canberra HR

Senior Officer Grade A \$151,002, Canberra (PN: 35984)

Gazetted: 24 February 2021

Closing Date: 10 March 2021

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around.

Transport Canberra Operations are seeking applications from experienced candidates to join our team as the Senior Director of Human Resources. Reporting to the Executive Group Manager, the Senior Director is responsible for providing leadership in shaping and developing a culture that drives excellence and builds capability in support of the organisation's values, vision and mission. The role has a key responsibility for collaborating with business to deliver on the people priorities as outlined in the Transport Canberra and City Services (TCCS) 2019 – 2023 People Strategy, deliver the commitments outlined within the areas Business Plan, and build strategic partnerships maximising employee engagement and building fit for purpose capability. With the support of a team of human resource professionals, the Senior Director has leadership responsibility for Transport Canberra's recruitment strategies, onboarding, entry level programs, learning and development programs and pathways, and identifying and developing opportunities to enhance the directorates human resource policies and practices. As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in our values and demonstrate behaviours in line with our values.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in human resources, organisational development, change management, psychology or extensive experience in these areas or related discipline is highly desirable.

Accreditation, skills or knowledge of formal stakeholder and/or business engagement methodologies is highly desirable.

Note: This is a temporary position available from 13 March 2021 up to 15 September 2021. Selection may be based on application and referee reports only. This position is based in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than three pages, responding to the Selection Criteria and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Judith Sturman (02) 6205 2639 Judith.Sturman@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Canberra Cemeteries

Crematorium Operator

Technical Officer Level 3 \$75,985 - \$85,873, Canberra (PN: 48078, several)

Gazetted: 23 February 2021

Closing Date: 2 March 2021

Details: Canberra Memorial Parks are seeking applications to engage two dedicated Crematorium Operators. The Crematorium Operators will be responsible for the day to day operation of Gungahlin Crematorium. To be considered suitable for these positions the successful candidates will possess:
strong planning and administrative skills with attention to detail
passion for building and maintaining relationships with stakeholders and colleagues
self-motivation and the capability to perform well under pressure

a proven ability to perform in a highly sensitive environment with tact and discretion
the necessary Work, Health and Safety skills treating this as a top priority

The ideal candidates will play a key role alongside Canberra Memorial Parks' management to implement a strong foundation of operations for the soon to be opened crematorium. They will also be committed to continual learning and finding opportunities for operational improvement.

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

Eligibility/Other Requirements: Relevant experience in cemetery and crematorium operations is highly desirable.

Note: Please note that some after hours and weekend work may be required. Selection may be based on application and referee reports only. Please refer to the position description for more information.

How to Apply: Interested applicants must address the Selection Criteria in no more than two pages, together with a current curriculum vitae, outlining relevant skills and experience and the details of at least two references.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Amber Vozella (02) 6207 0646 amber.vozella@act.gov.au

Chief Operating Office

Governance and Ministerial Services

Governance

Assistant Director, Quality Management

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 32546)

Gazetted: 22 February 2021

Closing Date: 8 March 2021

Details: The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated people to fill the role of Assistant Director, Quality Management which sits within the Governance team and is responsible for developing and managing a quality management system for Transport Canberra and City Services (TCCS) to ensure that it meets specific quality objectives in decision making to create a culture of continuous improvement.

Ideally, you will have experience in the development and implementation of a quality management system or similar governance project, well developed collaboration and project management skills, ability to identify quality management needs and assist in the delivery and management of related projects and priorities, ability to negotiate with influence, manage a project through to delivery and implementation, understand and work within a Government policy, legislative and operating context, think strategically, be innovative and achieve results.

The successful candidate will be part of a positive and high-performing team and will be able to contribute to the Governance team outcomes of developing and implementing governance systems and policies that cover and support the full range of TCCS business activities.

Eligibility/Other requirements:

Relevant tertiary qualifications, or demonstrated experience in an associated discipline, is highly desirable.

Qualifications, or demonstrated experience in Project Management is highly desirable.

Notes: Selection may be based on application and referee reports only. This position is located in a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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 Behaviour in relation to the Duties/Responsibilities listed in the Position Description. Applications should include a curriculum vitae and two-page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Wilson (02) 6205 3404 chris.wilson@act.gov.au

City Services

City Presentation

Place management

Urban Open Space Volunteer Coordinator

Technical Officer Level 3 \$75,985 - \$85,873, Canberra (PN: 37023, Several)

Gazetted: 19 February 2021

Closing Date: 5 March 2021

Details: Place Management is seeking an Urban Open Space Volunteer Coordinator responsible for supporting a number of land management focused volunteer groups across the Urban Open Space estate.

This position is a vital contributing member to the City Presentation workforce. Reporting to the Assistant Director, Land Management, the Urban Open Space Volunteer Coordinator is expected to deliver the Urban open Space Volunteer Program by encouraging, guiding and influencing community led projects; encouraging skills development and community connectedness through training; working closely with conveners of volunteer groups as a liaison point; and maintaining accurate activity registers and volunteer statistics. The role will work as part of a small team but will have periods of independent work and will need to exercise good judgment. A high degree of self-motivation, enthusiasm, and commitment to supporting community-based activities will be essential for success in this role.

Transport Canberra and City Services (TCCS) is a value-based organisation where all employees are expected to embody the core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours.

The role is based at Dickson but will also be participating in field work across Canberra.

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

Eligibility/Other Requirements:

Tertiary qualifications relevant to urban land management, natural and cultural resource management are desirable.

Understanding of urban landscape management and landscape construction practices, horticulture and arboriculture are desirable.

Driver's licence Class C or higher is essential.

This position does require a pre-employment medical, for employees new to TCCS.

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

A White Card and Asbestos Awareness Card are essential.

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

How to Apply:

Please address the 5 criteria under "what you require" within the Position Description with no more than 1 page per criteria. Also provide evidence supporting any qualification or clearances listed in the position description.

Contact Details of at least two referees must also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Bathgate (02) 6205 5350 brian.bathgate@act.gov.au

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

City Services

Roads ACT

Road Maintenance/Program Delivery

Asset Inspector

Infrastructure Officer 1 \$72,803 - \$86,020, Canberra (PN: 29021)

Gazetted: 19 February 2021

Closing Date: 19 March 2021

Details: Roads ACT are looking for the right person to join the team and who will coordinate the planning and delivery of a range of infrastructure maintenance projects. This position will have accountability for administration, productivity and efficiency, quality standards, WHS and environmental requirements for the assigned maintenance projects.

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

Eligibility/Other Requirements:

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.

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: Candidates should provide a response to the Selection Criteria (what you require) of no more than one A4 page per criteria; provide details of two referees, and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shium Reza (02) 6205 9305 shium.reza@act.gov.au

Office of the Director-General

Communications and Engagement

Marketing and Communications Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 39525)

Gazetted: 18 February 2021

Closing Date: 4 March 2021

Details: Do you enjoy being creative? Are you a team player? Do you want to work on projects which make a difference to the lives of Canberrans and visitors?

We are looking for an enthusiastic Marketing and Communications officer to inform the community about Transport Canberra's services. You will be responsible for marketing campaigns, social media, website content, community engagement and passenger information.

In return you will be supported through ongoing learning and the chance to see the results of your work every day. 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:

At least one years' experience in a similar role is highly desirable.

Tertiary qualifications in public relations, communications, marketing or a related discipline is highly desirable.

Notes: This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Staff are currently working from home, as well as from the office, due to the COVID-19 restrictions. Please discuss any concerns you may have with the Contact Officer. 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 supply a written application of no more than two pages, addressing the Selection Criteria, including the Professional/Technical skills and Behavioural Capabilities located in the Position Description. Along with a current curriculum vitae including two professional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Slinger (02) 6207 4725 erin.slinger@act.gov.au

City Service

ACT NoWaste

Strategic Coordination and Planning

Assistant Director, Project Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38476)

Gazetted: 19 February 2021

Closing Date: 9 March 2021

Details: ACT NoWaste is seeking an Assistant Director, to join the Strategic Coordination and Planning team to deliver a program of work and actively contribute to procurement, improved quality outcomes and the delivery of waste management contracts and projects on time and within budget.

The role will draw on extensive project management, procurement and quality assurance experience to deliver on-going procurements, contracts and projects for ACT NoWaste. This will require rigour and expertise in the management of this function.

The position requires the officer to actively engage with key stakeholders, interpret and apply relevant legislation and the ability to deliver project management competencies (which include project research, scoping, time management, budget estimation, procurement, quality assurance, human resource management, risk assessment, education and communications, and contract initiation).

The role requires high-level attention to detail and excellent communication and organisational skills.

If you are interested in joining a dynamic team with an interesting program of works, please apply by addressing the selection criteria.

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

Notes: An order of merit will be established from the selection process and may be used to fill future identified vacancies of the next 12 months. Selection may be based on application and referee reports only. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangement, officers do not have a designated workstation/desk.

How to Apply: In no more than four pages, along with a current curriculum vitae, please tell us why you are suited to this role by addressing the criteria that is listed in the 'What you require' section of the position description. For further information on the position please contact the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Kitchin (02) 6207 7623 Margaret.Kitchin@act.gov.au

APPOINTMENTS

Canberra Health Services

Registered Nurse Level 1 \$67,984 - \$90,814

Elaine Alforque, Section 68(1), 25 February 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Jordan Kamal, Section 68(1), 18 February 2021

Registered Nurse Level 2 \$94,409 - \$100,061

Antonia Taylor, Section 68(1), 17 February 2021

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

Sarah Toohey, Section 68(1), 25 February 2021

Pharmacist Level 1 \$72,260 - \$83,418

Nicholas Trethewy, Section 68(1), 19 February 2021

Pharmacist Level 1 \$72,260 - \$83,418

Christine Tsang, Section 68(1), 25 February 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$73,248 - \$79,310

Elizabeth Forner, Section 68(1), 17 February 2021

Building Trade Inspector \$97,071 - \$110,397

Peter Hyland, Section 68(1), 12 February 2021

Senior Officer Grade B \$130,018 - \$146,368

Emily Walker, Section 68(1), 24 February 2021

Education

Cleaning Services Officer 2 \$51,742 - \$53,670

Gayleg Chopel, Section 68(1), 22 February 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Maddisson Kourpanidis, Section 68(1), 24 February 2021

Cleaning Services Officer 2 \$51,742 - \$53,670

Claudia Reyes Jimenez, Section 68(1), 17 February 2021

Environment, Planning and Sustainable Development

Senior Officer Grade B \$130,018 - \$146,368

Ryan Breen, Section 68(1), 24 February 2021

Senior Officer Grade C \$110,397 - \$118,832

Amy Sleeman, Section 68(1), 1 March 2021

Justice and Community Safety

Administrative Services Officer Class 6 \$87,715 - \$100,388

Kezang Choden, Section 68(1), 1 March 2021

Senior Officer Grade C \$110,397 - \$118,832

Marguerite Robb, Section 68(1), 23 February 2021

Suburban Land Agency

Senior Officer Grade A \$151,002

Jason Netting, Section 68(1), 22 February 2021

Transport Canberra and City Services

Administrative Services Officer Class 4 \$73,248 - \$79,310

Anya Dettman, Section 68(1), 24 February 2021

Senior Officer Grade C \$110,397 - \$118,832

Jane Rowe, Section 68(1), 20 February 2021

TRANSFERS

Canberra Health Services

Arun Justus Saroja

From: Registered Nurse Level 3.1 112,691

Canberra Health Services

To: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 49487) (Gazetted 10 November 2020)

Chief Minister, Treasury and Economic Development

Sheikh Lana

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 25332) (Gazetted 3 December 2020)

Jacquelyn Marks

From: Administrative Services Officer Class 4 77,389

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development, Canberra (PN. 02854) (Gazetted 10 December 2020)

Hamish Palfreyman

From: \$130,018 - \$146,368

Transport Canberra and City Services

To: Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 00735) (Gazetted 21 December 2020)

Environment, Planning and Sustainable Development

Gregory Baines

From: Senior Officer Grade C 118832

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development, Canberra (PN. 36279) (Gazetted 26 November 2020)

PROMOTIONS

ACT Health

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Office of the Chief Medical Officer

Patrick Meere

From: Intensive Care Paramedic 1 \$88,974 - \$98,585 plus penalties

ACT Health

To: †Senior Officer Grade B \$130,018 - \$146,368

ACT Health, Canberra (PN. 45084) (Gazetted 14 December 2020)

Canberra Health Services

Canberra Health Services

Clarke Clapham-Finn

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 24599) (Gazetted 10 December 2020)

Chief Operating Officer Clinical Services

Janelle Mellis

From: Registered Midwife Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 20469) (Gazetted 7 January 2021)

Clinical Services

Ellen Obersteller

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 22202) (Gazetted 14 January 2021)

Chief Operating Officer Clinical Services

Andrea Richens-James

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 48711) (Gazetted 7 January 2021)

Clinical Services

Lawrence Valic

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 28442) (Gazetted 5 January 2021)

Chief Minister, Treasury and Economic Development

Corporate

Corporate Management

Governance and Audit

Julie Baker

From: Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development, Canberra (PN. 48831) (Gazetted 7 January 2021)

Shared Services

Shared Services ICT Technology Services

Networks, Communications Services and ICT Facilities

Alex Duckworth

From: Senior Information Technology Officer Grade C \$110,397 - \$118,832
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$130,018 - \$146,368
Chief Minister, Treasury and Economic Development, Canberra (PN. 26728) (Gazetted 15 December 2020)

**Shared Services ICT
Customer Engagement
ICT Team CSD
Michael Eldridge**

From: Information Technology Officer Class 1 \$71,004 - \$80,826
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 2 \$87,715 - \$100,388
Chief Minister, Treasury and Economic Development, Canberra (PN. 48384) (Gazetted 6 August 2020)

**Commercial Services and Infrastructure
Property and Venues
Venues Canberra
Stephen Marriage**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$110,397 - \$118,832
Chief Minister, Treasury and Economic Development, Canberra (PN. 39419) (Gazetted 14 January 2021)

**Shared Services ICT
Customer Engagement
ICT Team CSD
Ananya Narendranth**

From: Information Technology Officer Class 1 \$71,004 - \$80,826
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 2 \$87,715 - \$100,388
Chief Minister, Treasury and Economic Development, Canberra (PN. 47417) (Gazetted 6 August 2020)

**Shared Services ICT
Technology Services Branch
Networks, Communications Services and ICT Facilities
Jamie Reid**

From: Information Technology Officer Class 2 \$87,715 - \$100,388
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade C \$110,397 - \$118,832
Chief Minister, Treasury and Economic Development, Canberra (PN. 18329) (Gazetted 17 November 2020)

Community Services

**Housing ACT
Client Services
Gateway Services
Deidre Brooks**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$81,407 - \$86,168
Community Services, Canberra (PN. 49714) (Gazetted 30 November 2020)

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

**Office of the Director-General
Executive Office**

Kara Stapleton

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Community Services, Canberra (PN. 19415) (Gazetted 18 December 2020)

Director of Public Prosecutions

Legal

Morgan Howe

From: Prosecutor Grade 3 \$129,762 - \$143,490

Justice and Community Safety

To: †Prosecutor Grade 4 \$149,377 - \$160,147

Director of Public Prosecutions, Canberra (PN. 43760) (Gazetted 18 November 2020)

Education

System, Policy and Reform

Strategic Policy

Education Strategy Fund

Brooke Jermyn

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Education

To: †Senior Officer Grade C \$110,397 - \$118,832

Education, Canberra (PN. 48136) (Gazetted 12 January 2021)

Service Design and Delivery

Digital Strategy, Services and Transformation

Tracey Smith

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Education

To: †Senior Officer Grade C \$110,397 - \$118,832

Education, Canberra (PN. 44266) (Gazetted 23 June 2020)

Environment, Planning and Sustainable Development

Climate Change and Sustainability

Senior Leadership Support Team

Joanne Tolson

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Environment, Planning and Sustainable Development, Canberra (PN. 48200) (Gazetted 15 January 2021)

Justice and Community Safety

Liam Doherty

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. 26261) (Gazetted 1 January 2021)

This promotion is made under R3.2.11 of the ACT Ambulance Service Agreement 2018-2021.

Public Trustee and Guardian

Stefan Dzwonnik

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety

To: †Senior Officer Grade C \$110,397 - \$118,832

Justice and Community Safety, Canberra (PN. 48595) (Gazetted 5 January 2021)

Transport Canberra and City Services

City Services

City Presentation

Place Management

Jonathon Corby

From: General Service Officer Level 3/4 \$53,168 - \$56,997

Transport Canberra and City Services

To: †General Service Officer Level 7 \$65,087 - \$68,733

Transport Canberra and City Services, Canberra (PN. 17891) (Gazetted 30 November 2020)

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

City Services

City Presentation

Place Management

Aydon Driscoll

From: General Service Officer Level 5/6 \$57,359 - \$63,127

Transport Canberra and City Services

To: †General Service Officer Level 7 \$65,087 - \$68,733

Transport Canberra and City Services, Canberra (PN. 17889) (Gazetted 30 November 2020)

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

City Services

ACT NoWaste

Strategic Coordination and Planning

Mark Lee

From: Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services, Canberra (PN. 44702) (Gazetted 11 December 2020)

CORRIGENDA

Chief Minister, Treasury and Economic Development

Elizabeth Forner wrong AGS number in Gazette 18/02/2021.