



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 25 March 2021**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

**Health Systems, Policy and Research**

**Policy, Partnerships and Programs**

**Mental Health Policy**

**Youth Mental health Project**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50882, several)**

Gazetted: 31 March 2021

Closing Date: 14 April 2021

**Details:** Mental health Policy is looking for two enthusiastic and dedicated people to join our team and take the lead on two exciting projects.

Our team works collaboratively across health and human service sectors to deliver a mental health service system that meets the needs of all Canberrans. On 3 February 2021 the ACT Government announced additional investment to increase mental health support for young Canberrans with highly complex needs who are at risk of mental illness.

Two project officers are required for 6 months to complete the scoping, design and preparatory work for the following services:

A multidisciplinary service to support young people with complex needs who experience mental health challenges alongside trauma and/or drug and alcohol abuse.

An intensive trauma service for adolescents to support recovery and positive behaviour for 13 to 17-year-olds who have experienced childhood trauma, including abuse or neglect.

These services will focus on young people with highly complex needs who are at risk of mental illness, contact with the justice system and substance misuse. While they are discrete projects they will be developed together as complementary service offers and to streamline engagement with stakeholders.

We are looking for project leads with experience and subject matter expertise in the areas of youth mental health, trauma, alcohol and other drug issues and/or working with young people with multiple or complex needs. Project experience is highly desirable along with a commitment to excellence and innovation and highly developed collaboration and communication skills. You will be working in a supportive and positive team environment with a small group of talented and dedicated people.

**Eligibility/Other requirements:**

Highly Desirable

Subject matter expertise in the areas of youth mental health, trauma, alcohol and other drug issues and/or working with young people with multiple or complex needs.

Experience working in a health or human services policy setting.

Tertiary qualifications in a relevant area.

A strong understanding of current and emerging issues in contemporary health policy and service delivery.

**Notes:** These are temporary positions available immediately for a period of six months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

**How to Apply:** Applicants are asked to submit a one-page pitch addressing the requirements 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: Melissa Lee (02) 5124 9780 [melissa.lee@act.gov.au](mailto:melissa.lee@act.gov.au)

**Digital Solutions Division  
Future Capability and Governance  
Digital Health Record Program  
Principal Trainer**

**Senior Officer Grade C/Senior Officer Grade B \$110,397 - \$146,368, Canberra (PN: 49906)**

Gazetted: 25 March 2021

Closing Date: 8 April 2021

**Details:** The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record. The Digital Health Record Program team will comprise of approximately 140 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for multiple Principal Trainers that will work closely with the Training Manager, Digital Health Record Analysts and Workstream (Project) Manager to develop and maintain the training content, as well as policy and procedure documentation. Principal Trainers will also work with the Change Manager to ensure end users are prepared for change. Principal Trainers will be designated to a focus area.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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

**Eligibility/Other Requirements:** This role 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:** This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months. This position will be filled at either the SOGC or SOGB level, dependant on the skills and experience of the successful applicant.

**How to Apply:** Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. More details can be found in the attached Position Description. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process.

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

Contact Officer: Matthew Goldrick (02) 5124 9110 ACTHealthCIO@act.gov.au

**Digital Solutions Division  
Future Capability  
Future Capability Hub  
Project Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50954)**

Gazetted: 31 March 2021

Closing Date: 14 April 2021

**Details:** The Digital Solutions Division within ACT Health is seeking to recruit a motivated and experienced Project Officer who can be part of a dynamic project team to make a significant contribution to the digital transformational changes underway in our health system. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

Under the broad direction of the Senior Project Manager, the Project Officer is responsible for preparing project documentation, contributing to issue resolution, planning, monitoring and reporting activities in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Project Officer must have:

proven time management and organisational skills with the ability to multitask and work under pressure  
excellent communication skills interacting with diverse range of key stakeholders to assist in project delivery  
good written skills with experience in developing detailed project documentation and providing secretariat support

experience in providing training support of staff during implementation of new solutions

strong problem solving skills to resolve issues as they arise as well as foresee potential project obstacles and take action to prevent these drawbacks.

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) Security Clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for NV1 Security Clearance, you must be an Australian citizen. If you are not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

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

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

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

Contact Officer: Sandra Millett (02) 5124 9409 [sandra.millett@act.gov.au](mailto:sandra.millett@act.gov.au)

#### Health Systems, Policy and Research

#### Health Systems, Policy and Research Executive

#### Office of the Deputy Director-General

#### Director of Outbreak Preparedness and Response

#### Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 46956)

Gazetted: 30 March 2021

Closing Date: 13 April 2021

**Details:** The COVID-19 Response Team in the ACT Health Directorate is responsible for the planning and implementation of the public health response to the COVID-19 pandemic. The Outbreak Preparedness and Response Section supports this by ensuring the preparedness of high-risk settings for outbreaks, as well as working with other teams to improve community preparedness overall. In addition, the team supports the frameworks and infrastructure in the ACT to manage the ACT implications of COVID-19 outbreaks wherever they occur in Australia. To be successful in this position, you will lead a multidisciplinary team of medical officers, infection control practitioners, community engagement experts and project officers. You will have training and experience in emergency management (preferably in a health setting) and superior stakeholder management skills. You will be flexible and comfortable working with ambiguity and developing plans and processes on short notice and to a very high standard as well as managing competing demands. You will also be expected to take a leading role in management of COVID-19 outbreaks in the ACT and we will train you in this role.

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

**Eligibility/Other Requirements:** This position may be required to work after hours, weekends and on-call. A class-C drivers license is required. The successful application will need to undergo a pre-employment National Police Check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

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

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

Contact Officer: Toby Keene (02) 51246252 [Toby.Keene@act.gov.au](mailto:Toby.Keene@act.gov.au)

**Digital Solutions Division  
Information and Data Management  
Reporting and Analysis Hub  
Senior Business Analyst**

**Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 43161)**

Gazetted: 30 March 2021

Closing Date: 13 April 2021

**Details:** A new opportunity exists for a Business Analyst to work in a busy dynamic reporting and analysis team. The Business Analyst will be responsible for gathering, refining and documenting business processes and requirements for the ACT Health Directorate. This role is crucial for enabling the ACT Health Directorate to provide quality business documentation.

The role of Business analyst will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

If you are looking for an exciting new challenge and you have experience in business process and requirements analysis in a large and complex/diverse service industry organisation, there is an opportunity within the ACT Health Digital Solutions Division, Information Data Management (IDM) Branch.

The IDM branch is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies, is responsible for developing and monitoring a health performance framework and for the delivery of health services across the ACT.

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

**Eligibility/Other Requirements:**

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

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

**How to Apply:** 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, one of which has a good understanding of your technical skills.

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

Contact Officer: Leanne Lawrance (02) 5124 6220 [Leanne.Lawrance@act.gov.au](mailto:Leanne.Lawrance@act.gov.au)

**Digital Solutions Division  
Technology Operations  
Cyber Security Hub**

Assistant Director

**Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50876)**

Gazetted: 30 March 2021

Closing Date: 13 April 2021

**Details:** The Digital Solutions Division within ACT Health is looking to recruit a Cyber security professional to join the ACT Health Cybersecurity hub. This position will support the team to implement the directorates cyber security strategy and manage daily cyber security operations.

Responsibilities include:

Providing technical cyber security advice to various stakeholders.

Participating in procurement evaluation activities, which may include the conduct of light-weight information security risk assessments.

Developing/reviewing Security Risk Management Plans.

Support the development of proposals and business cases in support of security initiatives.

Generating and report on security metrics and performance.

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

**How to Apply:** Please submit a response which addresses the Selection Criteria located in the Position Description of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

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

Contact Officer: Hakan Gultekin (02) 5124 9062 [hakan.gultekin@act.gov.au](mailto:hakan.gultekin@act.gov.au)

### **Calvary Public Hospital Bruce**

#### **Calvary Public Hospital Bruce**

**Division: Clare Holland House**

**Position Title: Registered Nurse – Palliative Care**

**Classification: Registered Nurse Level 3 Grade 1 Year 2- \$110,465, Canberra (LP9642)**

Gazette Date: 29 March 2021

Closing Date: 5 April 2021

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

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15204

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

Contact Officer: Amanda Keogh (02) 6264 7300 [Amanda.Keogh@calvary-act.com.au](mailto:Amanda.Keogh@calvary-act.com.au)

#### **Calvary Public Hospital Bruce**

**Division: Human Resources**

**Position Title: Human Resources Business Partner**

**Classification: Senior Officer Grade C \$110,397 - \$118,832, Canberra (LP6852)**

Gazette Date: 29 March 2021

Closing Date: 11 April 2021

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

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15267

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

Contact Officer: Anne-Marie Cassell [Anne-Marie.cassell@calvary-act.com.au](mailto:Anne-Marie.cassell@calvary-act.com.au)

#### **Calvary Public Hospital Bruce**

**Division: Medical Imaging**

**Position Title: Radiographer**

**Classification: Medical Imaging 2 \$72,260 - \$93,203, Canberra (LP7710)**

Gazette Date: 25 March 2021

Closing Date: 1 April 2021

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

Reference Number: 15197

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

Contact Officer: Kristine Lindner (02) 6201 6141 [Kristine.Lindner@calvary-act.com.au](mailto:Kristine.Lindner@calvary-act.com.au)

### **Canberra Health Services**

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

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

#### **CHS Chief Operating Officer Clinical Services**

##### **CHS Surgery**

##### **Operations Manager - Administration**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 35658, several)**

Gazetted: 25 March 2021

Closing Date: 5 April 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**

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

Under the limited direction of the Executive Director Division of Surgery and Oral Health, the Operations Manager – Administration, will manage the administrative functions for the Division, across a variety of clinical settings.

The Operations Manager - Administration will be an active member of the leadership team and work closely with the Administration Manager, Division of Surgery and other executive team members.

Oversight of the provision of surgical outpatient services and senior medical officer support and liaison is a strong focus of this role.

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

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

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change
- Ability to analyse and interpret data
- 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:**

- Working towards or holds a certificate in management, customer service, medical terminology or another relevant field.

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

- Undergo a pre-employment National Police Check.

**Note:** These are temporary positions available for six months with the possibility of extension and/or permanency.

Contact Officer: Melanie Applebee (02) 5124 3207 melanie.applebee@act.gov.au

**Office of Chief Executive Officer**

**Project Officer**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50496)**

Gazetted: 29 March 2021

Closing Date: 12 April 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.

Five 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**

The Project Officer will report to the Office of the Chief Executive as Chair and Executive Sponsor of the Clinical Governance Committee. Guided by the Canberra Health Services Clinical Governance Framework, the Project Officer will support the Clinical Governance Committee projects in the lead up to organisation-wide accreditation against the NSQHS Standards in March 2022.

Under limited direction of the Director, Office of the Chief Executive Officer, you will work closely with the Clinical Governance National Standards Committee Chair and Quality, Safety, Innovation and Improvement Committee Lead to provide manage projects, communicate professionally and work with flexibility, efficiency and diplomacy.

It is expected that you will have or quickly gain an understanding of the NSQHS Standards and the associated Quality and Safety structures across Canberra Health Services.

**Eligibility/Other Requirements:**

**Desirable:**

Relevant experience in managing quality and safety projects in a health setting is desirable.

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

undergo a pre-employment National Police check.

**Notes:** This is a temporary position available for 11 months with the possibility of extension

Contact Officer: Nicole Stevenson (02) 5124 4702 nicole.stevenson@act.gov.au

**Women Youth and Children Community Health Programs**

**Supporting Safer Families Program**

**Trainer**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 46880)**



Gazetted: 29 March 2021

Closing Date: 14 April 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**

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context.

The Supporting Safer Families Program is a multi-disciplinary team who provide training for our CHS workforce on family violence and child abuse. As an employer and provider of public health services, CHS supports all staff with essential education to recognise and understand their responsibilities to:

report child abuse and neglect and

to develop a shared understanding to build capability to sensitively enquire and safely respond to people who are experiencing family violence.

The Health Professional level 3 is responsible for the development and co-delivery of evidenced based learning to the CHS workforce. This is a rewarding and exciting role positioned within an emerging team of specialist trainers within the newly established Safer Families Program. The position provides an opportunity to enhance skills in the translation of practice knowledge through the delivery of quality training to a broad range of health professionals.

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

##### **Mandatory:**

Tertiary qualifications (or equivalent) in a Health Profession

Eligibility for ACT Registration where applicable and/or eligibility for membership of the appropriate professional organisation required

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

##### **Desirable:**

Hold a current driver's licence.

Minimum 8 years post graduate experience in a relevant clinical area

Vocational or tertiary qualification in education and training e.g. Certificate 4 in training and assessment or group work

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

Undergo a pre-employment National Police check.

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

**Note:** This is a temporary part-time position available for 12 months with the possibility of extension and/or permanency. The position is at (22:03) hours per week, however consideration will be given for hours up to (29:24) per week with flexible working arrangements. The above full-time salary will be pro-rata.

Contact Officer: Anna McLeod (02) 5124 5223 [anna.mcleod@act.gov.au](mailto:anna.mcleod@act.gov.au)

**Allied Health**

**Acute Allied Health Services**

## **Social Worker**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 25557)**

Gazetted: 26 March 2021

Closing Date: 13 April 2021

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

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

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

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

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

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Allied Health Services Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

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.

### **About You**

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

### **Behavioural Capabilities**

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Ability to perform novel, complex, critical or difficult tasks with professional supervision.

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

Relevant qualifications and experience are essential.

Degree in Social Work

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

Be registered under the ACT Working with Vulnerable People Act 2011.

Applicants must have a minimum of three years' experience (preferably five years') working professionally in social work.

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

Previous hospital or health experience is desirable

Current driver's licence (mandatory for community positions)

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

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

Prior to commencement successful candidates will be required to:

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

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

Referee checks, including from current manager.

Undergo a pre-employment National Police Check.

**Note:** This is a full-time temporary position available from May 2021 for a period of 12 months with the possibility of extension. An order of merit list may be established to fill future vacancies; permanent, temporary, and casual at level of the next 12 months. Selection may be based on written application and referee report only.

**Contact Officer:** Patrice Higgins (02) 5124 2316 [patrice.higgins@act.gov.au](mailto:patrice.higgins@act.gov.au)

## **Infrastructure Health and Support Services**

### **Food and Sterilising Services**

#### **Health Services Officer**

**Health Service Officer Level 3/Health Services Level 7 \$53,168 - \$68,733, Canberra (PN: C08321, several)**

Gazetted: 26 March 2021

Closing Date: 13 April 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.

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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**

This role is for Food Services Area. The Infrastructure and Health Support Services Group is responsible for the infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation. The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital. Food Service is organised into the following functional areas:

Operation Support Services

Food preparation and Food Production.

Patient Services.

Meal Plating and Rethermalisation/Meal deliveries to patients/Menu monitors.

Cafeteria.

Food, meals and drinks for staff and guests.

Stores.

Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites, Dhulwa and other Community Centres.

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

##### **Desirable:**

Food Industry recognized qualification

Current class driver's licence.

Minimum of two years' experience in a Hospital/Food Industry environment.

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

Undergo a pre-employment Police check

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

**Note:** These position's will be offered on a casual on- call basis.

Contact Officer: Ric Della-Torre (02) 6207 9194 [ric.della-torre@act.gov.au](mailto:ric.della-torre@act.gov.au)

## Clinical Services

### Cancer and Ambulatory Services

#### Senior Specialist - Haematologist

#### Senior Specialist \$244,175, Canberra (PN: 24178)

Gazetted: 26 March 2021

Closing Date: 5 April 2021

Details: Our Vision: Creating exceptional health care together.

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#### About us:

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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 and Alcohol and Drug Services.

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

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

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

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<https://canberra.com.au/work/>

Overview of the work area and position:

CHS is seeking to appoint a Senior Specialist Haematologist to the Haematology Department of the Cancer Region Cancer Service at the Canberra Hospital. The Haematology Department currently occupies very new facilities with the administration, offices and outpatient and ambulatory treatment facilities within the Canberra Region Cancer Centre which opened in 2015. There is a purpose built, state of the art dedicated Haematology inpatient ward consisting of 28 beds (14A) opened in 2019.

The successful applicant (s) will join a team of 7 other Clinical Haematologists and 5 advanced Trainees in Haematology, all committed to excellence in the provision of a tertiary level, academic Haematology service. The successful applicant will report to the Clinical Director, Haematology, Canberra Region Cancer Centre and Service. The clinical Haematology Department is a unit of the Canberra Region Cancer Service and provides care for people living in ACT and South East NSW. It incorporates an autologous bone marrow transplantation and apheresis unit and major Haemophilia treatment service and is also responsible for clinical outreach programs at Calvary Hospital

ACT, Goulburn, Pambula and Moruya in NSW. There is a very active clinical trials unit within the department supported by 4.5 FTE clinical trials co-ordinators.

The successful applicant will be expected to participate fully in all activities of the Haematology Department, including on call and ward service duties and potentially travelling interstate to provide outreach services, on a proportionate bases. As a Senior Staff Specialist, the appointee will be expected to work with minimal supervision and provide leadership and support to specialists within the Haematology Department. The successful applicant, if in possession of the FRCPA qualification, may be offered the opportunity to work some of their weekly hours in laboratory haematology in a fractional appointment with ACT Pathology. The diagnostic haematology services forms part of the well-equipped hospital pathology service (ACT Pathology) and includes the sections transfusion medicine, cytogenetics, flow cytometry as well as general and morphological haematology.

The successful applicant would be strongly encouraged to participate in the research activities of the Department, which include a strong clinical trials research unit maintained within the Clinical Haematology Unit. The appointee would be strongly encouraged to pursue an active research interest. Strong research links between the Haematology Dept and the ANU, John Curtin School of Medical Research have been developed and form an integral part of departmental activities with plans for further expansion with the construction of a research hub within the CRCC building on the Canberra Hospital campus in 2021. The successful applicant would also be invited to participate in teaching of medical students of the ANU Medical School, as well as to post-graduate medical trainees in Internal Medicine, Clinical and Laboratory Haematology and other educational activities at the Canberra Hospital.

**Qualifications and experience:**

**Mandatory:**

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.

Fellowship of the Royal College of Pathologists of Australasia and/or a higher degree (e.g. PhD) would be an advantage. Fellowship of the Royal Australasian College of Physicians, or equivalent specialist qualifications.

Must be a Specialist who has been employed by a hospital on the maximum pay for a Specialist for a period of at least three years (full time equivalent) and has gained such experience and attained such ability in his or her speciality as is deemed by the employer to justify appointment to the classification.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

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

**Note:** This position is part-time at 28:00 hours per week and the full-time salary noted will be pro-rata.

Reimbursement of relocation costs may be available if you are the successful candidate.

**Total Remuneration Package:** \$280,553 - \$345,852 inclusive of salary, applicable allowances and 11.5% super.

Contact Officer: James D'Rozario 0411 489 603 James.D'Rozario@act.gov.au

**Clinical Forensic Medical Services**

**Administration Officer**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 18668)**

Gazetted: 25 March 2021

Closing Date: 8 April 2021

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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**

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

**Eligibility/Other Requirements:**

**Mandatory:**

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

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:**

undergo a pre-employment National Police check.

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

**Notes:** This is a temporary part-time position available for three months with the possibility of extension and/or permanency. The position is at (29) hours per week and the above full-time salary will be pro rata.

Contact Officer: Anna Brkic (02) 5124 2185 Anna.Brkic@act.gov.au

**Clinical Services**

**University of Canberra Hospital**

**Rehabilitation Aged and Community Services**

**Clinical Nurse Educator**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22373)**

Gazetted: 30 March 2021

Closing Date: 13 April 2021

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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.

Four 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:**

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

**Eligibility/Other Requirements:**

**Mandatory:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services.

**Desirable:**

Post graduate qualifications in nursing, education or related field.

Recent relevant experience in Education.

Current driver's licence.

Hold Intermediate or Advanced Life Support Certification.

**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).

Complete Intermediate Life Support Certification, if required.

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

Contact Officer: Maria Harman (02) 61748774/0466 634 639 maria.harman@act.gov.au

**Office of CEO**

**Reform**

**Senior Project Officer - Accreditation**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50824)**

Gazetted: 29 March 2021

Closing Date: 12 April 2021

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**Overview of the work area and position**

The Senior Project Officer will report to the Executive Branch Manager, Reform and be guided by the Canberra Health Services Clinical Governance Framework to support the organisation in the lead up to organisation-wide accreditation against the NSQHS Standards in March 2022.

Under limited direction of the Executive Branch Manager, Reform, you will work closely with the Clinical Governance Committee Chair and Quality, Safety, Innovation and Improvement division to lead projects, communicate professionally and work with flexibility, efficiency and diplomacy. It is expected that you have an

excellent understanding of the NSQHS Standards and be able to lead work within the associated Quality and Safety structures across Canberra Health Services.

**Eligibility/Other Requirements:**

**Mandatory:**

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

Undergo a pre-employment National Police check.

**Desirable:**

Relevant experience in managing quality and safety projects in a health setting is desirable.

**Note:** This is a temporary position available for a period of 11 months with the possibility of extension.

Contact Officer: Nicole Stevenson (02) 51244702 [nicole.stevenson@act.gov.au](mailto:nicole.stevenson@act.gov.au)

**Clinical Services**

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

**Justice Health**

**Senior Psychologist**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 45175)**

Gazetted: 30 March 2021

Closing Date: 13 May 2021

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**About Us**

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Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

- FMHS Forensic Consultation and Intervention Service (FoCIS) including:
- Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG).
- FMHS Mental Health Court Assessment and Liaison Service (MHCALS)
- FMHS Custodial Mental Health (CMH) including:
- CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA).
- CMH – Adult at the Alexander Maconochie Centre (CMH – A).

As a specialist area, clinicians working with FMHS are supported via access to structured clinical supervision, a collaborative and multidisciplinary team environment, and regular professional development opportunities.

**ABOUT YOU**

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**Behavioural Capabilities**

- Adaptability and flexibility to accommodate change and respond to novel situations.
- Ability to communicate effectively and with influence on clinical issues
- Resilience and calm in the face of conflict or uncertainty.
- Curiosity

**Position Requirements/Qualifications:**



**Mandatory:**

- Be registered or eligible for general registration with the Psychology Board of Australia under AHPRA.
- Minimum three years (ideally five years) post-qualification work experience.

**Desirable:**

- Area of practice endorsement in either clinical or forensic psychology.
- Approved or eligible for approval as a Psychology Board of Australia Supervisor.
- Knowledge and experience in the use of structured risk assessment tools for risk of offending behaviours.
- Current driver's licence.

**Other:**

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

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

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

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Professionals.

**Contact Officer:** Gillian Sharp (02) 5124 1813 [gillian.sharp@act.gov.au](mailto:gillian.sharp@act.gov.au)

**Canberra Health Services**

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

**Custodial Mental Health Nurse**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 14460, several)**

Gazetted: 30 March 2021

Closing Date: 28 April 2021

Details: **About us**

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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.

Forensic Mental Health Services (FMHS) is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

**Overview of the work area and position**

This position is based at the AMC and may be in either the Assertive Response Team (ART) or the Clinical Management team depending on interest and experience. ART is a seven-day acute mental health service that

operates between 08:30 and 18:00 hours daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. Four to seven weeks annual leave depending on roster. Weekends and public holidays attract penalty rates. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

The AMC allows smoking by detainees and as such staff may be exposed to intermittent secondary smoke in the line of their work.

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**

##### **Mandatory:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Minimum three year (preferably five years) post-qualification experience.

##### **Desirable:**

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate clinical concepts with influence and sensitivity.

Strong organisational skills with a high degree of drive.

Experience of working in a custodial setting or community mental health service.

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

Undergo a pre-employment National Police Check.

Comply with CHS credentialing requirements for allied health.

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

##### **Notes**

This is a temporary position available for a period of six months with the possibility of extension and/or permanency. There are several positions available and an order of merit list may be established to fill future vacancies at level over the next 12 months.

The successful applicant will need to be available for weekend shifts and limited shift work between 08:30 hours and 19:00 hours; 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.

Contact Officer: Leigh Thompson (02) 5124 4677 leigh.thompson@act.gov.au

#### **Strategy, Policy and Planning**

##### **Executive Branch Manager, Strategy and Governance**

##### **Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1162)**

Gazetted: 29 March 2021

Closing Date: 12 April 2021

**Details:** Canberra Health Services is seeking a suitably skilled Executive Branch Manager (EBM), Strategy and Governance, who will be engaged on a long term contract for a period of five years.

Reporting to the Deputy Chief Executive Officer (DCEO), as Executive Branch Manager (EBM) you will have the opportunity to operate with a high degree of independence and collaborate with representatives from across CHS, stakeholders and government. You will be responsible for leadership and management of the Strategy and Governance Division, leading the development and implementation of organisational strategy and support corporate governance systems and processes. You will also support DCEO in their role as a key interface between Cabinet, Ministers and other ACT Public Service Directorates, to ensure CHS is positioned well for the future and delivers transformational and innovative change in the health services we provide for our community.

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

**Contract:** The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

**How to Apply:** Please provide a copy of your curriculum vitae and Selection criteria addressing your skills and experience against the executive capabilities.

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

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

## **CHS Chief Executive Officer**

### **CHS Medical Services**

#### **Sonographer**

#### **Medical Imaging Level 4 \$121,435 - \$130,714, Canberra (PN: 17840)**

Gazetted: 26 March 2021

Closing Date: 13 April 2021

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

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#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Full time, part time, and casual positions available. These positions require a high level of specialist knowledge to provide novel complex and critical ultrasound service delivery under broad supervision of the MI5. This is a Clinical health MI4 role which requires the applicant to demonstrate a specialist level of ultrasound knowledge, skills experience, and professional leadership. Independent professional judgement in problem solving and service management is required to deliver the essential ultrasound service of a major tertiary hospital.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills.

Work independently and as a member of a multi-disciplinary team.

High level communication skills.

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

A degree or diploma in Medical Ultrasound or equivalent qualifications.

Current registration with the Australian Sonographer Accreditation Registry.

Minimum of 5 years' experience working professionally in the ultrasound speciality is preferred.

The successful applicant will be required to participate in the weekend shift and out of hours on call roster

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

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

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

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

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

Comply with CHS credentialing requirements for allied health.

Undergo a pre-employment National Police Check.

**Notes:** An order of merit will be established which may be used to fill future full-time and/or part time, permanent and temporary positions at level, which may arise over the next 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on written application and referee reports only.

Contact Officer: Leigh Bush (02) 5124 5834 [leigh.bush@act.gov.au](mailto:leigh.bush@act.gov.au)

## **Canberra Health Services**

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

**Psychologist (Psychology Registrar, Custodial Mental Health)**  
**Health Professional Level 1 \$63,671 - \$83,418, Canberra (PN: 19656)**

Gazetted: 31 March 2021

Closing Date: 11 April 2021

Details:

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.

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/>

Forensic Mental Health Services (FMHS) is one united service with three distinguishable yet integrated service components as follows:

- FMHS Forensic Consultation and Intervention Service (FoCIS) including:
- Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)
- FMHS Mental Health Court Assessment and Liaison Service (MHCALS)
- FMHS Custodial Mental Health (CMH) including:
- CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)
- CMH – Adult at the Alexander Maconochie Centre (CMH – A)

As a specialist area, clinicians working with Forensic Mental Health Service (FMHS) are supported via access to structured clinical supervision, a collaborative and multidisciplinary team environment, and regular professional development opportunities.

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

**Behavioural Capabilities**

- Adaptability and flexibility to accommodate change and respond to novel situations.
- Ability to communicate effectively with challenging people
- Resilience and calm in the face of conflict or uncertainty.
- Curiosity

**Eligibility/Other Requirements**

Mandatory:

- Be registered or be eligible for registration with the Psychology Board of Australia under Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

- 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:

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

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

Contact Officer: Gillian Sharp (02) 5124 1813 [gillian.sharp@act.gov.au](mailto:gillian.sharp@act.gov.au)

**Acute Allied Health Services**

**Speech Pathology**

**Speech Pathology**

**Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 28692)**

Gazetted: 25 March 2021

Closing Date: 12 April 2021

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

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

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

**POSITION OVERVIEW**

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

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.

Four 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.

Acute Allied Health Services Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma.

This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload and contribution to an active teaching and quality improvement program with strong professional support.

**ABOUT YOU**

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

**Behavioural Capabilities**

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

Excellent communication skills,

Ability to work collaboratively with the multidisciplinary and speech pathology teams,

Adaptability and flexibility to accommodate, change and be responsive to clinical needs,

Organisational skills and motivation.

**Position Requirements/Qualifications:**

**Mandatory:**

A degree in Speech Pathology from a recognised tertiary institution.

Eligibility for practicing membership of Speech Pathology Australia.

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

**Desirable:**

Hold a current driver's licence. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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

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

Part-time or job share will be considered if requested by the successful applicant(s). Appointment may be made by written application only. Applicants are strongly encouraged to contact us to discuss the position before applying.

Contact Officer: Timothy Tooke (02) 5124 2230 [Timothy.Tooke@act.gov.au](mailto:Timothy.Tooke@act.gov.au)

## **Clinical Services**

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

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

##### **Creative Arts Therapist**

**Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 50782, several)**

Gazetted: 30 March 2021

Closing Date: 15 April 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.

#### **About Us**

Mental Health, Justice Health and 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 young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

This role will be based within CAMHS Acute Services, primarily the newly established Day Program. The Day Program offers short term intensive support to adolescents and their families/carers aged between 12- 18 years who have had a recent mental health admission/presentation to Canberra Hospital Services.

The Day Program will offer a mixture of group and individual interventions to support the young person and their families/carers during a period of high mental health acuity.

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities:**

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

Ability to manage confidential and sensitive information.

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

Works cohesively within a multi-disciplinary team and adapts quickly to a changing environment.

Commitment to achieving positive outcomes for mental health consumers.

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

##### **Mandatory:**

A Master's degree in Arts Therapy (e.g. Art Therapy/Music Therapy/Creative Arts Therapy/Dramatherapy)

Professional membership or eligibility for professional membership of the Australian, New Zealand and Asian Creative Arts Therapies Association (ANZACATA)

Registration under the ACT Working with Vulnerable People Act 2011

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

**Highly Desirable:**

Experience in public mental health and/or a psychiatric inpatient setting.

**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:** These are part-time permanent position's available at 14.7 hours per week and the full-time salary noted above will be paid pro-rata. The successful candidate will be required to 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: Melina Tsembis (02) 5124 1407 melina.tsembis@act.gov.au

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Occupational Therapy Services**

**Occupational Therapist**

**Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 20134)**

Gazetted: 25 March 2021

Closing Date: 8 April 2021

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Overview of the work area and position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: reliable, progressive, respectful and kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of CHS network of health facilities designed to meet the needs of our ageing and growing population.

Occupational Therapy services within RACS are offered in community, outpatient and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We are committed to providing exceptional care through high quality assessment and therapeutic intervention for a range of client populations in rehabilitation, aged care and community health settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians and Allied Health Assistants.

This position will rotate through inpatients and outpatients at the University of Canberra Hospital, the aged care wards at the Canberra Hospital and community health services that operate from centres in Belconnen and Kambah.

**Behavioural Capabilities**

Strong organisational skills with high degree of initiative.

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

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

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

**Eligibility/Other Requirements:**

**Mandatory:**

Tertiary qualifications (or equivalent) in Occupational Therapy,

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

Hold a current driver's licence.

Previous experience working in the rehabilitation, aged-care or community health care sectors is highly desirable.

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

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

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

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*.

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

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

**Note:**

This is a temporary position available for a period of 10 months. An order of merit will be established from this selection process and may be used to fill future temporary vacancies over the next 12 months.

Contact Officer: Michelle Bennett (02) 5124 0079 michelle.bennett@act.gov.au

**Clinical Services**

**Cancer Supportive Care Team**

**Psychologist**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 25676)**

Gazetted: 25 March 2021

Closing Date: 12 April 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.

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**

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.

**Eligibility/Other Requirements:**

**Mandatory:**

General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA)



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

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

Undergo a pre-employment National Police check.

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

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

**Desirable:**

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology

Area of Practice Endorsement in Clinical Psychology and eligibility to supervise higher degree students

Previous work experience as a Clinical Psychologist is highly desirable.

**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: Andreea Ardleeanu (02) 5124 8540 andreea.ardleeanu@act.gov.au

## **Clinical Services**

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

#### **Mental Health Short Stay Unit and Ward 12B**

#### **Clinical Nurse Consultant- Mental Health Short Stay Unit and ward 12B**

#### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 12192)**

Gazetted: 31 March 2021

Closing Date: 15 April 2021

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

CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

#### **About Us**

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/>

#### **About us**

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

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

It is expected that in this position you will provide high quality advanced nursing skills, leadership and care to achieve sound outcomes for patients. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. Although primarily responsible for the MHSSU and ward 12b, this position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultants for AMHU

to ensure optimum service delivery and best practice across the service. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Reliable, Progressive, Respectful and Kind.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Proven advanced clinical experience in a leadership role.

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

Strong organisational skills with a high degree of drive.

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

Relevant tertiary qualifications and a minimum of three years' experience working professionally within mental health nursing.

Recent 12 months experience in an Acute Mental Health Facility is preferred.

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Sonny Ward (02) 5124 5406 sonny.ward@act.gov.au

### **Canberra Health Services**

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

#### **Office Manager**

#### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: P28661)**

Gazetted: 31 March 2021

Closing Date: 15 April 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

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

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. The AMHU Office Manager reports to the Adult Acute Mental Health Administration Manager and provides administrative support to the clinical staff and team. It is expected in this position you will be responsible for facilities management and other related administrative duties such as providing secretariat support to the Allied Health Manager, assisting with human resource and financial management functions. This includes the provision of high-quality customer service to the consumers and staff.

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

#### **Behavioural Capabilities**

- Ability to manage confidential and sensitive information.
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

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

##### **Desirable:**

- Hold a current driver's licence.
- Experience within a health administration area.
- Knowledge and experience in the use of relevant medical terminology.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

##### **Notes**

This is a permanent full-time position working Monday to Friday .

Contact Officer: Tessa Sealey (02) 5124 5404 tessa.sealey@act.gov.au

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

### **Child and Adolescent Mental Health Services**

#### **Specialist Youth Mental Health Outreach**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 13423)**

Gazetted: 31 March 2021

Closing Date: 20 April 2021

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

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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> 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 Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment to young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis.

Under the direction of the Manager of CAMHS SYMHO, the Registered Nurse positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Registered Nurses within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

## ABOUT YOU

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

### Behavioural Capabilities

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

Commitment to achieving positive outcomes for young people and their families and carers.

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

### Position Requirements/Qualifications:

Relevant tertiary qualification in nursing and a minimum of three years' post-qualification experience working professionally in respective field, five+ years' experience is preferred.

Must be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). A current Driver's Licence. The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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

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

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

Comply with CHS credentialing requirements for allied health.

Undergo reference checks.

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

Undergo a pre-employment National Police Check.

**Notes:** 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: Laura Dawel (02) 5124 3190 [laura.dawel@act.gov.au](mailto:laura.dawel@act.gov.au)

## Quality, Safety, Innovation and Improvement

### Quality Assurance

#### Audit Manager

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 20114)**

Gazetted: 31 March 2021

Closing Date: 11 April 2021

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**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 and alcohol and drug services.

### Overview of the Work Area and Position

The role of the Quality, Safety, Innovation and Improvement Unit (QSII) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement.

Monitoring clinical performance, analysis of clinical information and developing insights into healthcare improvement.

Branches within the Quality, Safety, Innovation and Improvement Division are:

Consumer Participation

Incident Management

National Standards, Accreditation and Quality Improvement

Quality Assurance

The Audit Manager works within in a small Quality Assurance Team responsible for confirming the provision of safe, effective, efficient care within CHS. The Audit Manager will provide leadership in the development and testing of audit tools including linkages to national standards and CHS policy; delivery of education around the use of audit tools; coordination of organisational wide audits and report on audit findings. The Audit Manager will also liaise with relevant stakeholders within QSII and across CHS on audit requirements.

**Eligibility/Other Requirements:**

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

Undergo a pre-employment National Police Check.

**Desirable:**

Relevant tertiary qualifications and/or work experience in qualitative or quantitative research methods is preferred.

Experience in building audit tools in SharePoint and/or Adobe, particularly in a clinical environment, OR the capacity and desire to learn how to build audit tools is desirable.

Experience in a health environment is desirable.

**Applicants should:**

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

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

**How to Apply:**

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

Contact Officer: Lesley Dickens (02) 5124 9593 [lesley.dickens@act.gov.au](mailto:lesley.dickens@act.gov.au)

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

**Child and Adolescent Mental Health Services**

**Specialist Youth Mental Health Outreach**

**Allied Health Assistant 3 \$67,158 - \$70,454 (up to \$74,533 depending on qualification level), Canberra (PN: 38019)**

Gazetted: 31 March 2021

Closing Date: 20 April 2021

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

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

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

**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> 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 Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment to young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis.

Under the direction of the Manager of CAMHS SYMHO, the Youth Worker position works collaboratively as part of a multidisciplinary outreach team to provide assertive engagement, practical support, emotional support, advocacy, and group work for young people at high risk of developing serious, long term mental illness.

The Youth Worker is expected to be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Commitment to achieving positive outcomes for young people and their families and carers.

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

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

Minimum Certificate IV in Youth Work (or equivalent qualification) plus relevant experience.

A current Driver's Licence.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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

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

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

Comply with CHS credentialing requirements for allied health.

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

Undergo reference checks.

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

Undergo a pre-employment National Police Check.

**Notes:** This is a temporary position available for 12 months with the possibility of extension. Selection may be based on written application and referee reports only. 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: Laura Dawel (02) 5124 3190 [laura.dawel@act.gov.au](mailto:laura.dawel@act.gov.au)

#### **Clinical Services**

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

##### **AAMHS Health Service Officer**

**Health Service Officer Level 5 \$57,809 - \$60,679, Canberra (PN: 23296)**

Gazetted: 31 March 2021

Closing Date: 20 April 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 and alcohol and drug services.

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

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

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

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

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

#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:  
Flexible attitude; ability to demonstrate initiative in addition to working as directed to achieve outcomes, even in difficult circumstances.

Supportive; willingness to engage meaningfully with consumers, assisting wherever possible and ability to manage your own time effectively

Communicative; speaking clearly and listening carefully to those around you as well as sharing knowledge and experience appropriately

Collaborative; offer to support consumers and your colleagues and seek input

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

##### **Mandatory:**

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

Hold a current Drivers Licence

##### **Desirable:**

Experience working with people with mental illness or disorder

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

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

Undergo a pre-employment National Police Check.

**Note:** A merit list will be created through this process for future temporary employment opportunities.

#### **How To Apply**

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

Contact Officer: Sonny Ward (02) 51245406 [sonny.ward@act.gov.au](mailto:sonny.ward@act.gov.au)

## **Medicine**

### **Respiratory and Sleep**

#### **Administrative Service Officer**

**Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 21066)**

Gazetted: 25 March 2021

Closing Date: 8 April 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.

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.

Four 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:**

This position assists the Department of Respiratory and Sleep Medicine with general reception duties, in addition to the reporting and data entry requirements of the Department. Under the direction of the Office Manager, you will assist with front desk duties, booking and scheduling of appointments and procedures, data entry and distribution of results and provide general office support as required.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

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

undergo a pre-employment Police check.

Contact Officer: Andrew Barrow (02) 5124 3994 [Andrew.J.Barrow@act.gov.au](mailto:Andrew.J.Barrow@act.gov.au)

**Canberra Institute of Technology**

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

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

**Education and Training Service**

**Health Community and Science**

**Innovation and Project Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 41151)**

Gazetted: 31 March 2021

Closing Date: 7 April 2021

**Details:** The CIT (Canberra Institute of Technology) Health, Community and Science College are seeking a highly motivated and professional individual to provide a wide range of high level administrative support to the Director, staff and students in the College. Duties will include overseeing all student placement policies and procedures, coordinating the College's wide range of projects, researching and preparing complex written documents and maintaining local information management systems. The successful candidate will need to work as a team member as well as being able to work under limited supervision to support and promote the college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential.

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.



Working at CIT: With an impressive 90 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:  
Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program.

Flexible work options.

Free parking.

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

**Note:** This is a temporary position available from 4 May 2021 up until 20 August 2021 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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.

**How to Apply:** Applicants are asked to submit a written application of no more than two pages addressing the Selection Criteria, as well as a current curriculum vitae and the contact details of two referees.

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

Contact Officer: Sally Holdsworth (02) 6205 1877 sally.holdsworth@cit.edu.au

## Corporate Services

### Human Resources

#### Work, Health and Safety

##### Manager - Work, Health and Safety

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 55270)**

Gazetted: 25 March 2021

Closing Date: 1 April 2021

**Details:** Applications are sought for the Manager – Work, Health and Safety role in the Human Resources team at Canberra Institute of Technology. We seek a customer-centric, motivated HR professional who has the skills and experience to deliver a strategic approach to WHS issues with a focus on injury prevention; WHS awareness and education; and promoting psychologically and physically safe and healthy workplaces.

The position manages a small team to deliver a range of initiatives to support the achievement of CIT's Strategic Compass utilising our Evolving Together approach.

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

**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:** Applicants should provide a written response to the selection criteria and include a copy of their curriculum vitae detailing their relevant experience.

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

Contact Officer: Cheryl Steff (02) 6205 0647 Cheryl.Steff@cit.edu.au

## CIT Industry Engagement and Strategic Relations

### CIT Business Growth and Development

#### Project Manager - JobTrainer

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 49561)**

Gazetted: 29 March 2021

Closing Date: 12 April 2021

**Details:** Are you a customer focused leader who can grow and strengthen connections, explore the system at different scales and understand the context within? Have you worked in project environments of complexity and

uncertainty and empowered others to overcome challenges and see the opportunities to ensure the best outcome for your customers?

As the JobTrainer Project Manager, you will report directly to the Director of Industry Engagement and work closely with CIT staff. You will lead the JobTrainer Project, implementing a Project Management approach to the administration, financial management and delivery of the JobTrainer Project, including the management and reporting of an overarching project plan.

You will also initiate and foster strategic relationships, ensure the implementation of the JobTrainer project progresses according to scope and schedule, create synergies to explore the possibilities, take opportunities to acquire knowledge and ensure visibility through regular reporting and communication.

The ACT Government is investing \$8.375 million in the JobTrainer program, this is matched by the Australian Government, bringing total funding for free training places to \$16.75 million. JobTrainer will provide job seekers and young people aged 17 to 24 with free vocational education and training, including full qualifications, pre-apprenticeships and online short courses.

CIT is delivering approximately 2500 places through the JobTrainer initiative.

**Notes:** This is a temporary position available from 17 May 2021 until 10 January 2022.

**How to Apply:** Interested applicants are required to provide written responses to the key Selection Criteria relating to this position, a current curriculum vitae outlining relevant skills and experience, and the contribution they believe they can make to CIT's objectives within the Strategic Compass. Three (3) referee reports will also be required to support their application.

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

Contact Officer: FionaM Mitchell (02) 6207 3125 FionaM.Mitchell@cit.edu.au

## **Health, Community and Science College**

### **CIT Science**

#### **Administration Project officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 49661)**

Gazetted: 30 March 2021

Closing Date: 6 April 2021

**Details:** CIT Science is a dynamic department delivering a range of programs including Forensics, Laboratory skills and Animal studies. An exciting opportunity is available to fill a vacancy due to maternity leave. The successful applicant will be responsible for supervising the administration team, and coordinating a range of projects within the department. Excellent customer service skills are an essential part of this role, as well as the ability to prioritise work flow within the administration team.

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

Experience in administration of an Educational department would be advantageous.

**Notes:** This is a temporary position available for three months with the possibility of extension up to 12 months.

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

**How to Apply:** Applicants are required to address the selection criteria located on the position description, and provide a current curriculum vitae along with two referee reports.

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

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

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

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

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

### **Communications and Engagement**

#### **Executive Branch Manager, Communications and Engagement**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1095)**

Gazetted: 29 March 2021

Closing Date: 12 April 2021

**Details:** This is a great opportunity that requires a senior leader who can blend strategy with creativity. In this varied and busy role you will lead the teams responsible for campaigns focused on government priorities, the creative hub that provides digital, design and publishing services as well as content teams who manage and produce content for our whole of government channels: websites, social media and Our Canberra. The branch works closely with directorates and the Public Information Coordination Centre (PICC) to produce engaging content that supports the government's priorities.

The position involves direct supervision of staff and requires leadership, good judgement, relationship management, attention to detail, and strategic communications expertise.

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

**Contract:** The successful applicant will be placed on a short-term contract for six months with possibility of extension up to two years. If the position becomes vacant, the successful applicant may be offered a long term contract up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

**How to Apply:** Please attach the following to your application: Your Curriculum Vitae, Names and contact details of two professional referees, a written application of no more than two pages, providing evidence of your suitability for the role. Please refer to the Position Description for further details of what is required to succeed in the position. Include detailed examples from your experience and achievements, particularly where you have: Initiated a communications or engagement strategy or program that significantly transformed the organisation's outcomes; Utilised your executive leadership skills to empower, develop and mentor a manager in your team to achieve success; and Influenced an organisation-wide solution to a complex issue through a collaborative relationship with a key senior stakeholder.

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

Contact Officer: Anita Perkins [\(02\) 6205 0035](tel:0262050035) [anita.perkins@act.gov.au](mailto:anita.perkins@act.gov.au)

## **Executive Branch Manager**

**Temporary Vacancy (asap – 1 January 2022)**

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

**Policy and Cabinet - Office of the Coordinator General Whole of Government COVID-19, Non-health response**

**Position: E1191**

**(Remuneration equivalent to Executive Level 1.2)**

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 31 March 2021

The Coordinator General Whole of Government COVID-19 (Non-health) Response is looking for an Executive Branch Manager to provide strategic advice to the Coordinator General to ensure they are fully briefed on current and emerging issues, initiatives, projects, and responses in relation to the COVID-19 pandemic and the Territory's cross-government non-health related response.

The Executive Branch Manager, Office of the Coordinator General is a key position within the CMTEDD. The role is highly strategic and facilitative rather than administrative in nature and is one that requires a combination of focus, flexibility, and ability to work with limited direction.

**To apply:** If you can collaborate on National issues, build effective relationships with senior staff across all levels of Government and have the proven experience in complex Interjurisdictional engagement. Please send your resume and an Expression of Interest no longer than one page direct to the contact officer by COB Tuesday 6 April 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 \$221,815 - \$230,275 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

Contact Officer: Leesa Croke on (02) 6207 3751 or [leesa.croke@act.gov.au](mailto:leesa.croke@act.gov.au)

## **Access Canberra**

**Licensing and Registrations**

## **Births, Deaths and Marriages**

### **Assistant Director – Births, Deaths and Marriages**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 46787)**

Gazetted: 31 March 2021

Closing Date: 7 April 2021

**Details:** At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver services. Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment. We are seeking a capable individual to fill the role of Assistant Director in the Births, Deaths and Marriages team for a period of six months, with the possibility of extension up to 12 months. We are looking for someone who is an analytical thinker, enjoys challenging work, has a can-do attitude and a keen eye for detail. If you have experience in implementing projects, delivering regulatory reform, developing new processes and services and are up for the challenge, then we want to hear from 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:**

Tertiary qualifications in policy development or similarly relevant fields are desirable but not mandatory.

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

**How to Apply:** Please submit a two-page pitch addressing the Selection Criteria along with your current curriculum vitae.

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

Contact Officer: Luke Madden (02) 6205 9619 [Luke.Madden@act.gov.au](mailto:Luke.Madden@act.gov.au)

## **Access Canberra**

### **Licensing and Registrations**

#### **Community, Industry and Traders Licensing**

### **Assistant Director – Community, Industry and Traders Licensing**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 42523)**

Gazetted: 31 March 2021

Closing Date: 7 April 2021

**Details:** At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver services. Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment. We are seeking a capable individual to fill the role of Assistant Director in the Community, Industry and Traders Licensing team for a period of six months, with the possibility of extension up to 12 months. We are looking for someone who is an analytical thinker, enjoys challenging work, has a can-do attitude and a keen eye for detail. If you have experience in leading teams, driving innovation and meeting challenges on short notice, then we want to hear from 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.

**Notes:** This is a temporary position available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position will be moving to a new

workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a two-page pitch addressing the Selection Criteria along with your current curriculum vitae.

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

Contact Officer: Luke Madden (02) 6205 9619 Luke.Madden@act.gov.au

## **Policy and Cabinet Division**

### **Social Policy**

#### **Policy Design and Evaluations**

##### **Senior Project Officer, Policy Design and Evaluation**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 33766)**

Gazetted: 31 March 2021

Closing Date: 7 April 2021

**Details:** The Policy Design and Evaluation Team is seeking an experienced project or policy officer with an interest in evaluation to join the team for a 6-week secondment.

A role of the team is to support embedding a culture of learning, evidence and evaluation into how the ACT Public Service designs and delivers policies, programs and services.

As part of this role, we shortly will be launching a bespoke Evaluation Capability Development Program "Towards Joined-Up Evaluation in the Wellbeing Era" to be run during 2021 and are seeking an experienced project officer to support the establishment of this program, including contributing to the team's evaluation framework to measure the effectiveness of the initiative.

The placement will also provide an opportunity to be involved in evaluation planning and design on a range of projects.

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

**Eligibility/Other requirements:** This opportunity would suit policy or project officers with excellent organisational skills and an interest in evaluation capability building. Ideally, the person filling this role will have some familiarity with evaluation practice and/or have prior experience with training and capability development programs in government.

**Notes:** This is a temporary position available for a period of six weeks with the possibility of extension up to six months. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely or options for working out of the office. A gradual return to the workplace is anticipated at a later date. This position is available to ACT Government officers and employees only.

**How to Apply:** Expressions of interest (maximum of 800 words) and a current curriculum vitae can be sent to the contact officer.

**Applications should be sent to the Contact Officer.**

Contact Officer: Raoul Craemer (02) 6205 8475 raoul.craemer@act.gov.au

## **Policy and Cabinet**

### **Wellbeing Team**

#### **Wellbeing Project Coordination Officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 27073)**

Gazetted: 31 March 2021

Closing Date: 7 April 2021

**Details:** The wellbeing team in Policy and Cabinet Division, Chief Minister, Treasury and Economic Development (CMTEDD), is looking for a Wellbeing Project Coordination Officer to join us in a permanent role to help implement the ACT Wellbeing Framework. We are a small, agile team of five-six staff and we work every day with colleagues from across the Service.

As Wellbeing Project Coordination Officer, you will work closely with the team to embed wellbeing across the ACTPS and engage proactively on issues from a whole of government perspective. You will use your project

management experience to coordinate whole of government responses to the wellbeing framework and data dashboard, and your communication and relationship development skills to liaise with stakeholders from all ACT Government directorates. You will support the team through the roll out of education and training materials, and contribute to the maintenance, design and upkeep of a data dashboard and website.

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:** Policy, project and data experience within government is highly desirable. Experience in maintaining websites and writing for an online audience also highly desirable.

**Note:** This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited on-site working. Please discuss any concerns you may have with the Contact Officer. Selection may be based on applications and referee reports only.

**How to Apply:** Please provide a pitch of no more than two pages outlining why you would be the best person to join our team. This pitch should draw on examples from your work, as well as the way you work. You do not need to directly address each selection criterion in this pitch, but you may wish to refer to these as you consider your approach. We are looking for a story about you and what you will bring to this role.

Please provide a curriculum vitae that details your relevant Skills and Experience and one written referee report with your application.

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

Contact Officer: Erin-Claire Barrow (02) 6207 9973 erin-claire.barrow@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: 14680)**

Gazetted: 31 March 2021

Closing Date: 16 April 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) Objective, Objective Connect, Content Manager and WIRE 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 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 whilst supporting a team in delivering high level system administration. This requires good communication and analytical skills and the ability to refocus priorities in a fast paced BAU system environment.

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 a period of 12 months with the possibility of permanency.

**How to Apply:** Please supply a pitch in response to the duty statement of no more than three pages, as well as the contact names of two referees and a current curriculum vitae. Applications should be submitted using the Apply Now button.

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

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

## **Economic Development**

### **Sport and Recreation**

#### **Sport and Recreation Infrastructure Manager**

##### **Infrastructure Manager/Specialist 2 \$180,234, Canberra (PN: 51005)**

Gazetted: 30 March 2021

Closing Date: 13 April 2021

**Details:** The Sport and Recreation Infrastructure Manager is part of a dynamic team delivering against the sport and recreation priorities of the ACT Government. This position is responsible for the technical input, coordination and management of new Sport and Recreation infrastructure projects for the ACT. With a core responsibility to oversee and coordinate all aspects of facility planning, design and construction activities within the Branch, this position involves working closely with the Sport and Recreation Executive Branch Manager and Senior Director within the team. Effective communication and negotiation skills are key enablers in the performance of this role, as is a team-oriented style of engagement.

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:** Hold a relevant professional qualification in Engineering or Architecture or Project Management and a minimum of ten years relevant experience in Engineering or Architecture or Project Management.

**Note:** This is a permanent position available immediately. Selection may be based on written application and referee reports only. A merit pool may be established from this recruitment process to fill future similar vacancies over the next 12 months. Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Please provide a supporting statement of no more than two pages, outlining experience and/or abilities against the 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

## **Access Canberra**

### **Customer Coordination**

#### **Service Centres**

##### **Concierge**

##### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 49603, several)**

Gazetted: 25 March 2021

Closing Date: 1 April 2021

**Details:** The occupant of this position may be requested to assist in any of the Service Centre locations undertaking the following duties;

Support the manager in managing customer queues and assisting with customer inquiries including; being the first point of contact with all customers; delivering superior customer service and provision of information and advice to customers; and educating customers on other options for service delivery such as the over the phone or online channels.

The position also assists in the day to day operations of the Service Centre including supervising staff including assistance with knowledge of operating and regulatory procedures and requirements.

**Eligibility/Other Requirements:** Previous supervisory experience in a customer service area and a knowledge of Service Centre processes is preferred.

**Note:** These are temporary positions available immediately for up to 12 months with 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. 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:** Please submit a written application of no more than two pages, along with your current curriculum vitae, listing two referees and their contact detail

**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: Jennie Gannon (02) 6207 5137 [jennie.gannon@act.gov.au](mailto:jennie.gannon@act.gov.au)

### **Executive Group Manager, Communications and Engagement**

**Executive Level 2.4 \$327,547 - \$340,747 depending on current superannuation arrangements, Canberra (PN: E1012)**

Gazetted: 25 March 2021

Closing Date: 6 April 2021

**Details:** Expressions of interest are sought for the position of Executive Group Manager, Communications and Engagement. This temporary vacancy is from Monday 19 April 2021 to 25 February 2022.

The Executive Group Manager leads whole of government communications and engagement across the ACT Public Service, and is responsible for a coordinated and strategic use of all communications resources and channels across government to support government priorities. The position works collaboratively with the Ministers' offices, Strategic Board, other Executives and officers across the ACT Public Service, and key government and non-government stakeholders. It is the designated Public Information Coordinator (PIC) for all Territory emergencies, and is currently leading the ACT Government's COVID-19 Public Information Coordination Centre.

This is an excellent opportunity to work across the ACTPS, to provide high quality and responsive public information for government priorities and emerging issues. The division includes strategic communications, engagement and media for CMTEDD operations, and whole of government responsibilities for market research, content and creative services for core ACT Government channels, advertising, protocol, honours, awards and civic events.

You will thrive working flexibly and in a fast-paced environment, and have:

An established track record in providing advice and implementing contemporary and emerging CandE services;

Significant experience in leadership roles in CandE, leading high performing teams;

A strong focus on maintaining effective working relationships with stakeholders; and

Relevant tertiary qualifications.

**Remuneration:** The position attracts a remuneration package ranging from \$327,547 to \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

**Note:** This position is available from 19 April 2021 to 25 February 2022.

**How to Apply:** Interested candidates should submit a one page pitch, curriculum vitae and details of two referees to Anita Perkins at [anita.perkins@act.gov.au](mailto:anita.perkins@act.gov.au) by **COB Wednesday 31 March 2021**, or to discuss the role please call (02) 6205 0035.

**Applications should be sent to the Contact Officer.**

**Contact Officer:** Anita Perkins (02) 6205 0035 [anita.perkins@act.gov.au](mailto:anita.perkins@act.gov.au)

### **Commercial Services and Infrastructure**

**Shared Services, Finance Services**

**Financial Applications Support Team**

**Project Support Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51007)**

Gazetted: 30 March 2021

Closing Date: 13 April 2021

**Details:** The Financial Applications Support Team is looking for a temporary Project Support Officer to support a number of project implementations, such as Banking Tender, Oracle Feasibility Study and Oracle Cloud Expense Management System. As a Project Support Officer, you will play a key role in actively providing administrative and governance support to the delivery of multiple projects. Primary duties will include developing and maintaining project documents, liaising and engaging with internal and external stakeholders, developing project communication artefacts and assisting in operational advice and support within the Finance Applications Support Team.

You will be a positive and enthusiastic person, with the ability to adjust your focus to manage competing priorities, and you will have a passion for keeping-everything-together with a good attention to detail. If this sounds like you, we encourage you 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.

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

**How to Apply:** Please submit a maximum two-page Expression of Interest providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in Position Description. Please provide a current Curriculum Vitae including two referees.

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

Contact Officer: Tran Nguyen (02) 6205 4620 [tran.nguyen@act.gov.au](mailto:tran.nguyen@act.gov.au)

## Economic Development

### artsACT

#### Arts Infrastructure Project Officer

#### Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 45603)

Gazetted: 29 March 2021

Closing Date: 5 April 2021

**Details:** artsACT is seeking an experienced Project Officer. The successful applicant will be responsible for supporting the delivery of the arts facilities capital works program including project scope development, financial management, programming and reporting. The applicant will need strong project management skills, a history of developing productive working relationships with internal and external stakeholders, and a desire to work innovatively to achieve results.

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

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

**Note:** This is a temporary position available immediately until 30 June 2021 with the possibility of extension up to 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Please provide a supporting statement of no more than two pages, outlining experience and/or abilities against the 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: Libby Gordon (02) 6205 5468 [libby.gordon@act.gov.au](mailto:libby.gordon@act.gov.au)

## Property and Venues

### Venues Canberra

#### EPIC

#### Visitor Services Coordinator

#### Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 51018)

Gazetted: 29 March 2021

Closing Date: 21 April 2021

**Details:** The Visitor Services Coordinator (VSC) is the first point of contact for many EPIC visitors and patrons. The position will manage the smooth operation of the EPIC Reception including the checking in of campers. The role will also oversee and monitor the compliance of contractors coming to site and may at times assist with monitoring of events hosted at EPIC. The VSC supervises a small team of casual staff and reports to the Senior Venue Manager.

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

**Eligibility/Other Requirements:**

This position is considered a shift worker

Working week will be Thursday to Monday inclusive

C Class driver's licence essential.

Fork Lift licence is desirable

Ability to complete some manual handling tasks.

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

**Note:** The role will work Thursday to Monday each week and will be considered a shift worker with the indicated salary inclusive of related pay provisions. The salary for this position (not including any public holidays) is \$69,812.16 based on a working week of Thursday to Monday. Leave and other entitlements will be as per the ACT Government EBA for shift workers. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a curriculum vitae and your claims against the Selection Criteria. Please provide specific examples in your responses to the Selection Criteria.

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

Contact Officer: Amal Davis (02) 6205 4948 amal.davis@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.

**Access Canberra**

**Engagement, Compliance and COVID-19 Response**

**Communication and Community Education**

**Digital Content and Communication Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 46790)**

Gazetted: 29 March 2021

Closing Date: 5 April 2021

**Details:** Are you a creative Digital Content Officer who loves to use your video, graphic design and/or written content skills to push the boundaries in how information is presented to achieve cut-through and effect behaviour change? Then this is the job for you!

This exciting new position has been created to enhance the way Access Canberra provides information and education to regulated businesses and industries.

In this position, you'll produce a range of communication materials and education campaigns to improve compliance across industries. You'll also develop, implement, and create effective and fun corporate communications content, to support the busy and dynamic organisation.

We are looking for someone with a creative flair to provide clear information to our community and to business – in the way they want to receive it, a knack for working collaboratively with stakeholders and enjoys being a member of a team which works in a fast-paced environment.

Sound like you? Apply now and you could be joining a great, supportive and enthusiastic team and have the opportunity to work in a diverse, challenging and dynamic organisation where each day you will have the opportunity to do something different.

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:**

Relevant tertiary qualifications or a minimum of two years' experience working professionally in the fields of communications and content production, media, public relations, marketing, or strategic communications is preferred.

Experience in planning and producing digital content including video and/or graphic design is desirable.

Experience managing SharePoint and/or websites including publishing content is desirable.

**How to Apply:** To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria, a current curriculum vitae and details of two referees.

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

Contact Officer: Emily Walker (02) 6205 0549 emily.walker@act.gov.au

**Digital, Data and Technology Solutions**

**Strategic Business Branch**

**Portfolio Governance and Support Services**

**Senior Director, Portfolio Governance and Support Services**

**Senior Officer Grade A \$151,002, Canberra (PN: 00054)**

Gazetted: 25 March 2021

Closing Date: 1 April 2021

**Details:** Are you a leader with extensive experience in governance, change and communication, or contract management? Do you like a fast-paced work environment, which drives business improvements and best practice processes and governance advice? Do you have strong written communication, stakeholder engagement, negotiation, and leadership skills? Then Senior Director, Portfolio Governance and Support Services is the job for you! The Strategic Business Branch in the Digital, Data and Technology Solutions Group (DDTS) is seeking a Senior Director who has experience managing a diverse range of services in an ICT environment, including governance (P3M and ITSM), change management and communication, contract management and licensing, and project finance and reporting.

The role is accountable for leading, driving and guiding the strategic governance of DDTS through policy settings and frameworks; providing strategic leadership to change management, communication, and contracts and licensing initiatives, and for leading and mentoring a multi-disciplinary team to provide detailed professional, technical and governance advice to solve complex problems.

**Eligibility/Other Requirements:** Experience or qualifications in ICT, governance, change management, communications, contract management, or project management would be an advantage. A current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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

**How to Apply:** Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in relation 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: Jenna McVeigh (02) 6205 3199 [jenna.mcveigh@act.gov.au](mailto:jenna.mcveigh@act.gov.au)

**Policy and Cabinet**

**Executive Branch Manager, Program Delivery, Climate Action**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1178)**

Gazetted: 31 March 2021

Closing Date: 14 April 2021

**Details:** Policy and Cabinet is looking for an individual who will be responsible for leading project delivery for two significant emissions reductions initiatives. The position requires strong skills in project management. Past experience in establishing or managing government programs that are directly accessed by the community, and/or experience in energy policy or emissions reduction initiatives would be advantageous.

The position is also responsible for managing and developing staff, including their professional development, and fostering positive and productive relationships with stakeholders inside and outside the Government and the ACTPS.

The Executive Branch Manager reports to the Coordinator-General for Climate Action.

**Eligibility:** This is a Position of Trust Level 1 (PoT 1). You are required to gain and maintain an ACT Government CMTEDD Baseline clearance. If screening is not successful, your employment will not commence or, if already commenced, your employment will be reassessed.

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

**Contract:** This position is available ASAP to 30 June 2022 with possibility of extension through to a maximum of five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

**How to Apply:** Interested candidates should submit a response to the selection criteria found in the Position Description and current curriculum vitae (including the contact details of two referees) to Sam Engele via email to [sam.engele@act.gov.au](mailto:sam.engele@act.gov.au) by **noon 14 April 2021**.

**Applications should be sent to the Contact Officer.**

**Contact Officer:** Sam Engele (02) 6205 0230 [sam.engele@act.gov.au](mailto:sam.engele@act.gov.au)

## **Communications and Engagement**

### **Executive Branch Manager, Communications and Engagement**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1095)**

Gazetted: 29 March 2021

Closing Date: 12 April 2021

**Details:** This is a great opportunity that requires a senior leader who can blend strategy with creativity. In this varied and busy role you will lead the teams responsible for campaigns focused on government priorities, the creative hub that provides digital, design and publishing services as well as content teams who manage and produce content for our whole of government channels: websites, social media and Our Canberra. The branch works closely with directorates and the Public Information Coordination Centre (PICC) to produce engaging content that supports the government's priorities.

The position involves direct supervision of staff and requires leadership, good judgement, relationship management, attention to detail, and strategic communications expertise.

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

**Contract:** The successful applicant will be placed on a short-term contract for six months with possibility of extension up to two years. If the position becomes vacant, the successful applicant may be offered a long term contract up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

**How to Apply:** Please attach the following to your application: Your Curriculum Vitae, Names and contact details of two professional referees, a written application of no more than two pages, providing evidence of your suitability for the role. Please refer to the Position Description for further details of what is required to succeed in the position. Include detailed examples from your experience and achievements, particularly where you have: Initiated a communications or engagement strategy or program that significantly transformed the organisation's outcomes; Utilised your executive leadership skills to empower, develop and mentor a manager in your team to achieve success; and Influenced an organisation-wide solution to a complex issue through a collaborative relationship with a key senior stakeholder.

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

**Contact Officer:** Nicole Mahar (02) 6205 9530 [nicole.mahar@act.gov.au](mailto:nicole.mahar@act.gov.au)

## **Community Services**

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

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

### **Children, Youth and Families**

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

##### **Practice and Performance**

##### **Operational Compliance Officer**

**Child and Youth Protection Professional Level 4 \$117,046 - \$125,587, Canberra (PN: 07444)**

Gazetted: 31 March 2021

Closing Date: 15 April 2021

**Details:** The Child and Youth Protection Professional, Operational Compliance Officer role is focused on ensuring Child and Youth Protection Services (CYPS) compliance with legislative requirements as monitored by external governance bodies including the Public Advocate. The role is primarily responsible for the effective management of abuse in care reporting, providing advice to CYPS operations staff to undertake effective abuse in care appraisals and sharing Child Protection information consistent with the *Children and Young People Act 2008* with the Public Advocate and other governance bodies as required. The position will focus on improving and strengthening operational compliance practice and will be a central mechanism for coordination between Children, Youth and Families and the Public Advocate's office. The position is also responsible for identifying and monitoring risks to CYPS capability to meet our statutory obligations.

**Eligibility/Other Requirements:**

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years practice experience working with children, young people and their carers or families. Current driver's licence.

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

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

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

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

Contact Officer: Julie Crane (02) 6207 0867 [julie.crane@act.gov.au](mailto:julie.crane@act.gov.au)

**Strategic Policy**

**Office for Aboriginal and Torres Strait Islander Affairs**

**Director/Assistant Director**

**Senior Officer Grade C/Senior Officer Grade B \$110,397 - \$146,368, Canberra (PN: 04834, several)**

Gazetted: 25 March 2021

Closing Date: 19 April 2021

**Details:** We have your next exciting career opportunity as a Director/Assistant Director, working in a role where you will have a chance to design strategic policy and lead small teams to deliver on projects that are focussed on delivering equitable outcomes for ACT Aboriginal and Torres Strait Islander communities.

The Office for Aboriginal and Torres Strait Island Affairs (OATSIA) drives strategic policy and accountability for the *Aboriginal and Torres Strait Islander Agreement 2019-2028*, collaborating broadly across government to achieve outcomes under the Agreement.

The ideal Director/Assistant Director will have sound experience delivering strategic policy and program initiatives that have a direct impact for Aboriginal and Torres Strait Islander peoples living in the ACT. You will be a leader/emerging leader who embodies the values of respect, integrity, collaboration and innovation. It is essential that you are culturally competent to enable working with Aboriginal and Torres Strait Islander communities in the ACT in the delivery of outcomes.

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

**Notes:** There are vacancies at both levels, candidates will be assessed against both the SOGC and SOGB levels, and roles will be filled based on the skills and experience of the successful applicant(s). Some of these vacancies are identified for Aboriginal and Torres Strait Islander peoples. There are opportunities for ongoing and non-ongoing positions, secondments from other government agencies will be considered. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** To apply, please submit a current CV and a Statement of Claims (maximum two pages), framed around the skills and capabilities listed in the Position Description, keeping in mind the duties and responsibilities of this position. It is not necessary to address each individual example. To assist you in responding to the criteria,

please refer to the Manager/Expert/Specialist section of each capability of the [ACTPS Shared Capability Framework](#).

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

Contact Officer: Megan Boyd Megan.Boyd@act.gov.au Megan.Boyd@act.gov.au

## **Children Youth and Families**

### **Children and Families**

#### **Child Development Service**

##### **Social Worker**

**Health Professional Level 1/2 \$63,671 - \$93,203, Canberra (PN: 36142)**

Gazetted: 30 March 2021

Closing Date: 15 April 2021

**Details:** The Child Development Service is seeking an enthusiastic Social Worker to join our team. The Child Development Service is a dynamic multidisciplinary team offering assessment and referral services for children aged 0-6 years of age in the ACT.

At the Child Development Service, you will have the opportunity to be involved in

Face to face work with families of children at risk of developmental delay to support their movement through the service system.

Work in a team of dedicated and dynamic social workers.

Have direct supervision by an experienced social worker.

Work as part of an innovative multidisciplinary team consisting of speech pathologists, occupational therapists, physiotherapists, social workers early childhood teachers and allied health assistants.

Participate in health promotion activities providing developmental information and promoting CDS services in the community.

Work in a culturally safe and inclusive environment.

Work with families to build capacity to best support their children.

Working collaboratively with stakeholders to optimise outcomes for children and their families.

The Child Development Service is committed to providing the best service possible and supports staff in professional development to achieve this. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Relevant tertiary qualification in Social Work

At least 3 years practice experience working as a social worker with children and their carers or families

Current Driver's License

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

**Notes:** This position will be filled at either the HP1 or HP 2 level, dependent on the skills and experience of the successful applicant. Educational, suitability and professional qualification checks may be carried out prior to employment.

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description, please limit your response to 400 words per criteria. Please also include a current curriculum vitae and contact details of referees.

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

Contact Officer: Katherine Parker (02) 6205 1595 katherine.parker@act.gov.au

## **Children Youth and Families**

### **Children and Families**

#### **Child Development Service**

##### **Clinical Leader Occupational Therapist**

**Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 36164)**

Gazetted: 30 March 2021

Closing Date: 15 April 2021

**Details:** The Child Development Service is seeking enthusiastic and highly experienced Occupational Therapist to join our team as a Clinical Leader. The Child Development Service is a dynamic multidisciplinary team offering assessment and referral services for children aged 0-6 years of age in the ACT.

The HP4 Clinical Leader role is focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery. The individual in this position will provide leadership and management to a multidisciplinary team of health professionals and allied health assistants who deliver services to clients of the Child Development Service, with a particular focus on Occupational Therapy services. You will maintain a clinical load, and also undertake other duties which include administration, coordination and oversight of professional practice, performance management, relationship and marketing, training, and project and portfolio management.

The Child Development Service is committed to providing the best service possible and supports staff in professional development to achieve this. 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 qualification in Occupational Therapy.

At least 5 years' experience delivering Occupational Therapy services.

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for Membership with Occupational Therapy Australia (OTA)

Current Driver's Licence.

Experience in the planning, delivery, and oversight of early intervention programs is highly desirable.

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

Educational, suitability and professional qualification checks may be carried out prior to employment.

**Notes:** This is a temporary position available for a period up till 31 March 2022.

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description, please limit response to 400 words per criteria. Please also include a current curriculum vitae and contact details of referees.

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

Contact Officer: Katherine Parker (02) 6205 1595 [katherine.parker@act.gov.au](mailto:katherine.parker@act.gov.au)

## **Housing ACT**

### **Client Services Branch**

#### **Senior Director, Client Services Branch**

#### **Senior Officer Grade A \$151,002, Canberra (PN: 45337, several)**

Gazetted: 29 March 2021

Closing Date: 12 April 2021

**Details:** Are you a dynamic leader seeking to make a difference to the Canberra community? Do you enjoy a challenge and like working in an environment where no two days are the same? If that's you, we invite you to apply for an operational role within our Senior Leadership Team. Client Services Branch in Housing ACT is a fast paced, high volume customer service area with responsibility for assessing applications for social housing assistance, allocating social housing properties, tenancy and property management, and tribunal advocacy services. In doing so, we provide a range of supports to low income households, community providers and people who are unable to find appropriate accommodation in the private rental market.

**Eligibility/Other Requirements:**

Experience in a human services field and/or a relevant tertiary qualification 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 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: Min McIntyre (02) 6205 1856 [Min.McIntyre@act.gov.au](mailto:Min.McIntyre@act.gov.au)

## Children, Youth and Families

### Child and Youth Protection Services

#### Bimberi Residential Services

##### Manager, Bimberi Community Residential Services - Bimberi Residential Services

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 09101)**

Gazetted: 29 March 2021

Closing Date: 12 April 2021

**Details:** Bimberi Residential Services is seeking experienced, committed and suitably qualified applicant to temporarily fill the Manager, Bimberi Community Residential Services (BCRS) position.

The Manager of BCRS, using an evidence-based approach, will manage and lead a team of Youth Workers to provide residential based programs and supervision to young people, on community-based orders. This position will be required to develop and maintain high level productive working relationships with key stakeholders.

The Manager, BCRS is responsible for the ongoing management of the community residential properties managed by Bimberi Residential Services, including responsibility for delivery of program management, relationship management, and key partnerships with government, non-government and community. The position will also be responsible for undertaking reviews of the effectiveness of the programs.

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 Bimberi Community Residential Services (BCRS), including Narrabundah House Indigenous Supported Residential Facility (NHISRF).

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.

BCRS provides supported accommodation to young men, aged between 15 and 18 years old, on a youth justice order. All facilities operate 24 hours a day, 7 days a week.

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

Demonstrated experience in a management role developing or delivering youth custodial or residential services.

Must be prepared to actively participate on the on-call manager's roster.

Must be prepared to participate in mandatory training

Proficiency with Microsoft Office products and database systems.

*Working with Vulnerable People (Background Checking) Act 2011.* For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Senior First Aid Certificate

Current driver's licence

#### **Desirable:**

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

two years' experience working with children, youth and/or families.

**Note:** This is a temporary position available immediately for six 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 will be based on application, psychometric assessment and interview.

**How to Apply:** Applications are sought from potential candidates that should include; supporting statement addressing each of the criteria should be limited to 400 words per criteria: and a current curriculum vitae should also be included.

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

Contact Officer: Alison Grace (02) 6207 9963 [alison.grace@act.gov.au](mailto:alison.grace@act.gov.au)

## Cultural Facilities Corporation

### ACT Historic Places

#### Assistant Director, Heritage and Collections

**Senior Professional Officer Grade C \$110,397 - \$118,832, Canberra (PN: 9018)**

Gazetted: 26 March 2021

Closing Date: 9 April 2021



**Details:** ACT Historic Places is seeking an experienced and enthusiastic Assistant Director, Heritage and Collections to manage the natural and cultural heritage portfolio at Lanyon Homestead, Mugga-Mugga Cottage and Calthorpes' House. This position provides an opportunity to work on a broad range of projects, from heritage conservation, planning and design and infrastructure upgrades, as well as coordinating the asset maintenance and operational programs across our three heritage significant places. The successful applicant will have a strong background in heritage and site management at historic site museums or other tourism sites. Your work supports the broader conservation, education, interpretation and public uses of our sites.

ACT Historic Places manages three historical properties including Lanyon Homestead, Calthorpes' House and Mugga-Mugga Cottage. Through these historic site museums and places, we deliver diverse cultural experiences to our community through exhibitions, public and education programs and presentation of the cultural heritage and social history of the Canberra region. ACT Historic Places is part of the Cultural Facilities Corporation, an ACT Government Enterprise.

**Eligibility/Other Requirements:**

Tertiary/Building Trade qualification in Engineering, Architecture, Landscape Architecture, Building Construction or a related field is mandatory. Driver's licence.

**Note:** This is a temporary position ending June 2023 with the possibility of extension and/or permanency.

**How to Apply:** Applicants must submit a written statement addressing the Selection Criteria and a curriculum vitae.

Contact Officer: Anna Wong 0466 423 375 [anna.wong@act.gov.au](mailto:anna.wong@act.gov.au)

## **Education**

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

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

### **School Improvement**

#### **Tuggeranong**

#### **Theodore Primary School**

#### **School Leader C**

#### **School Leader C \$126,542, Canberra (PN: 03748)**

Gazetted: 31 March 2021

Closing Date: 14 April 2021

**Details:** Theodore Primary School is seeking an educational leader for our senior primary school team with the following responsibilities:

Lead the Year 3/4 and Year 5/6 teaching teams, including a teaching load on a senior primary class.

Introduce Inquiry Learning across the school.

Lead pedagogy using a Marzano model to deliver personalised learning, including the development of proficiency scales and reading/writing workshops.

Lead PLCs with a spiral of inquiry approach to improve student learning outcomes.

Lead school-wide initiatives to encourage student leadership and agency.

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

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

**How to Apply:** Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the Position Description (maximum five pages) and two referees.

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

Contact Officer: Debbie Martens (02) 6142 3100 [debbie.martens@ed.act.edu.au](mailto:debbie.martens@ed.act.edu.au)

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

## **Service Design and Delivery**

### **Digital Strategy, Services and Transformation**

#### **Director – Data Architect**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 44271)**

Gazetted: 31 March 2021

Closing Date: 14 April 2021

**Details:** This is a critical leadership position to lead and direct a team to improve and assist in selecting tools or products that improve business efficiency. Crucial is the understanding of the (Whole of Government) WhoG technology and data direction to ensure integration and ongoing improvement with existing solutions and standards. You will be expected to work with all levels of the organization across diverse areas and multiple stakeholders to select and implement solutions, building strategic and tactical relationships inside and outside the organization to support ACT Education's growth. As the Data Architect you will be the senior technical resource in the Data/Data Science/AI Practice as a leader in the management, analysis, manipulation, and interpretation of data, solving some of Education's biggest challenges. You will be responsible for technology implementation, advice and ensuring a high quality of standards are being adhered to. This will include ensuring solutions of efficient, user friendly, scalable, stable, reliable and are secure.

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

##### **Mandatory:**

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

Permanent resident of Australia.

##### **Desirable:**

Degree qualification in related field or equivalent experience.

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

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

In two pages or less tell us:

why you want the role;

what you would bring to the role and what you would get out of it; and  
describe an achievement that you are most proud of.

A current resumé,

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

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

Contact Officer: Kelly Bartlett (02) 6207 5663 [kelly.bartlett@act.gov.au](mailto:kelly.bartlett@act.gov.au)

## **Telopea Park School**

### **Principal Telopea Park School**

**School Leader A 2 \$181,309, Canberra (PN: 45293)**

Gazetted: 31 March 2021

Closing Date: 26 April 2021

#### **Details:**

##### **PRINCIPAL PROFILE**

The Principal will lead a consistent approach to learning across the school, including the bilingual English/French education program. 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 works with the French principal / Proviseur to develop and implement the bilingual program and support teachers to deliver quality teaching in English and French languages.

With students at the centre, strategic priorities include improved numeracy growth, data informed practice, establishing a culture of inquiry and empowering students to be active contributors in their learning. The appointed Principal will work to build the capability of all teachers to collaborate with purpose and to embed a

consistent approach to teaching and learning across the school in line with ACT Education Directorate Future of Education strategy.

The new Principal of Telopea Park School will continue to nurture the established strong partnership with the school community and external stakeholders. Further, the Principal will recognise that teachers and school leaders work in partnership with families, support staff and other professionals to promote equity of opportunity and excellent outcomes for all learners.

For a deeper understanding about the school, examine the school's *Annual Action Plans*, *Annual School Board Reports*, *School Review Reports* and current *School Improvement Plan* available on the [school website](#).

#### **KEY DUTIES**

The principal will ensure the needs of all students are met in a timely way through the strategic use of resources. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom.

As the leader of the school's executive team, you will collaboratively develop and assist in leading the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

You will manage the school within legislative requirements and in accordance with system and school board policies. The school is administered within the frameworks of the ACT Education Directorate in accordance with the provisions of the Binational Agreement. The objectives of the Agreement are to promote bilingual education in the English and French languages and to foster cultural understandings. Providing professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

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

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

Competency in French language speaking is desirable and will support the successful candidate to promote the school's bilingual context for learning and teaching.

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

**How to Apply:** Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum six pages) with two referees.

**Statement of claims:** The statement of claims is integral to the application and should consider the position information and 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.

**Curriculum vitae:** Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

**Referees:** In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

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

Contact Officer: Angela Spence (02) 6207 1555 [Angela.Spence@act.gov.au](mailto:Angela.Spence@act.gov.au)

#### **Student Engagement**

##### **Clinical Practice**

**School Psychologist - Jervis Bay School**

**School Psychologist \$83,646 - \$120,042, Canberra (PN: 34980)**

Gazetted: 30 March 2021

Closing Date: 28 April 2021

**Details:** Are you a psychologist who is passionate about seeing children and young people thrive in the beautiful region of Jervis Bay? ACT Education is seeking applicants for the Jervis Bay School Psychologist position.

This School Psychologist works with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

build rapport with students, families and the community and learn the local culture, historical context and customs  
consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students

conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals

provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers

identify and assess mental health issues and provide follow up support or refer to other mental health services

assist in the design and evaluation of culturally sensitive prevention, early intervention and support programs for individuals, groups and school populations

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

**Eligibility/Other Requirements:**

**Prior to commencing in this role applicants require:**

Current full general registration as a psychologist with the Psychology Board of Australia.

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

It is highly desirable applicants hold a current Australian drivers' licence.

**Note:** This position is part-time at 14.7 hours per week and the full-time salary noted above will be pro-rata. A merit list/pool will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months. These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022*. Selection may be based on application and referee reports only.

**How to Apply:** In your application, please provide statements addressing the Selection Criteria in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and *Working with Vulnerable People Check*.

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

Contact Officer: Tej Kaur (02) 6205 9780 [tej.kaur@act.gov.au](mailto:tej.kaur@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.

**Service Design and Delivery**

**Learning Wellbeing Policy and Service Design**

**Aboriginal and Torres Strait Islander Education**

**Aboriginal and Torres Strait Islander Education Officer**

**School Assistant 4 \$67,267 - \$72,837, Canberra (PN: 44186, several)**

Gazetted: 30 March 2021

Closing Date: 15 April 2021

**Details:** An opportunity exists to join a dynamic and passionate team committed to Cultural Integrity in ACT Public Schools and working with schools to ensure the needs and aspirations of all Aboriginal and Torres Strait Islander students are achieved.

Aboriginal and Torres Strait Islander Education Officers fulfil an important role in ACT public schools by supporting schools to build their cultural integrity, making schools safe and supportive places in which Aboriginal and Torres Strait Islander students and families feel connected and their cultures respected.

**Eligibility/Other Requirements:**

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

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

**Desirable:**

Relevant qualifications in education, community services, youth work or related fields.

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

**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. Offers may be made on both a permanent or temporary basis. Selection may be based on application and referee reports only.

**How to Apply:** Please provide current curriculum vitae, claims against the Selection Criteria (maximum four pages, minimum 10 font) and details for two referees.

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

Contact Officer: Ben Johnston (02) 6207 4782 [benn.johnston@act.gov.au](mailto:benn.johnston@act.gov.au)

**Office for Schools**

**Tuggeranong School Network**

**Gilmore Primary School**

**Administrative Assistant**

**School Assistant 3 \$56,101 - \$60,379, Canberra (PN: 46631)**

Gazetted: 26 March 2021

Closing Date: 2 April 2021

**Details:** Gilmore Primary School accommodates students from Preschool to Year 6. Gilmore is a small school located in the Tuggeranong Valley and has approximately 155 students.

Gilmore Primary School values relationships between children, staff and families. We believe that all children are capable. Gilmore Primary School supports children to become confident and creative lifelong learners who demonstrate courage, kindness and respect.

The administration assistant position works closely with the Business Manager in the reception area.

This position is 80% Administrative and 20% Library coordinator. This is a full time position.

**Eligibility/Other Requirements:**

**Mandatory**

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

**Highly Desirable**

First Aid Certificate or a willingness to undertake appropriate training.

**Desirable**

Library experience.

**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 only.

**How to Apply:** Please submit a response to the Selection Criteria along with your curriculum vitae and details of two referees

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

Contact Officer: Illona James (02) 6142 1780 [Illona.James@ed.act.edu.au](mailto:Illona.James@ed.act.edu.au)

**Service Design and Delivery**

**Digital Strategy, Services and Transformation**

**Director - Solution Architect**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 32975)**

Gazetted: 30 March 2021

Closing Date: 15 April 2021

**Details:** This is a critical leadership position to lead and direct overarching solution designs to improve and assist in selecting tools or products that improve business efficiency. Crucial is the understanding of the WhoG technology direction to ensure integration and ongoing improvement with existing solutions and standards. You will be expected to work with all levels of the organization across diverse areas and multiple stakeholders to select and implement solutions, building strategic and tactical relationships inside and outside the organization to support ACT Education's growth.

As the Solution Architect you will play a role in positioning solution design, you will be both hands on and a leader in the technical design, analysis, development and management, solving some of Education's biggest challenges. You will also contribute to the branches strategic service delivery by supporting digital capabilities and contributing to information sharing frameworks.

You will be responsible for technology advice and implementation, ensuring a high quality of standards are being adhered to. This will include ensuring solutions of efficient, user friendly, scalable, stable, reliable and are secure. In addition, this position is responsible for leading and contributing to a wide range of ongoing activities in a hands-on manner and is a key technical contributor to sensitive and time critical requests.

**Eligibility/Other Requirements:**

**Mandatory**

Possession of a current drivers licence and access to a private vehicle

This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or permanent resident.

**Highly Desirable**

Degree qualification in related field or equivalent experience.

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

**How to Apply:**

In two pages or less tell us:

why you want the role;

what you would bring to the role and what you would get out of it; and  
describe an achievement that you are most proud of.

Please also submit a curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

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

Contact Officer: Kelly Bartlett (02) 6207 5663 [Kelly.Bartlett@act.gov.au](mailto:Kelly.Bartlett@act.gov.au)

**Service Design and Delivery**

**Student Engagement**

**Allied Health Executive, Student Engagement**

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

Gazetted: 29 March 2021

Closing Date: 14 April 2021

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

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

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

**Eligibility/Other Requirements:**

**MANDATORY REQUIREMENTS**

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

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

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

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

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

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

**Notes:** This is a temporary position available immediately until 26 January 2022 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a response (maximum four pages) to the Statement of Claims, current curriculum vitae and contact details for two referees.

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

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

## School Performance and Improvement Division

### Belconnen School Network

#### Cranleigh School

#### Administrative Service Officer

#### Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 50979)

Gazetted: 25 March 2021

Closing Date: 15 April 2021

**Details:** Cranleigh is a specialist school for students aged between 4 and 12 years living north of Lake Burley Griffin. Students who attend Cranleigh, have moderate to severe disabilities, complex communication needs, and/or autism. We have a total of 93 students and close to 60 staff. Cranleigh School is looking for an energetic and highly motivated School Administrative Service Officer, to work in a dynamic, fast paced environment.

The successful application will be the initial contact for all families, visitors and staff to the school, providing a positive welcome to our school. Under the direction of the Business Manager, the successful application will undertake a variety of tasks including high level administrative duties, enrolments, newsletter production and finance.

The successful application must have strong interpersonal skills and be proficient in the use of a variety of computer applications, database and spreadsheets, with the ability to implement effective office work practices. The Administration Service Officer will work closely with the Principal/Leadership Team and will receive direction from the Principal and Business Manager. The occupant is expected to be proactive, exercise judgement and initiative and to perform the duties of the position under general direction.

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

#### Highly Desirable:

Working knowledge of School Administration System (SAS).

Working knowledge of Sentral/ Xero management system and financial processes.

First Aid Certificate.

**Note:** A merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit your response of no more than two pages and no less than 11pt font addressing the Selection Criteria, together with your curriculum vitae and names of two referees.

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

Contact Officer: Brionie Robins (02) 6142 0444 [brionie.robins@ed.act.edu.au](mailto:brionie.robins@ed.act.edu.au)



## **School Performance and Improvement**

### **Belconnen Network**

#### **Weetangera Primary School**

##### **School Administrative Assistant**

##### **School Assistant 3 \$56,101 - \$60,379, Canberra (PN: 50851)**

Gazetted: 26 March 2021

Closing Date: 2 April 2021

**Details:** A vacancy exists for an SA3 who is able to provide high level administrative support to the school. This will include, but is not limited to tasks that support the smooth running of a busy, school, front office. Enrolment processes and information, maintaining student records, responding to queries, being responsive to students and supporting the Business Manager with associated tasks.

An ability to work for staff, students and families in a warm and responsive manner.

##### **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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**How to Apply:** Please attach your curriculum vitae and a written response that addresses the selection criteria related to the position. Ensure your application is no more than 5 pages in length. Include the name and contact details for at least two referees.

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

Contact Officer: Julie Cooper (02) 6205 2022 Julie.Cooper@ed.act.edu.au

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

## **School Improvement**

### **Tuggeranong Network**

#### **Birrigai Outdoor School**

##### **Birrigai Teacher**

##### **Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 25281)**

Gazetted: 29 March 2021

Closing Date: 12 April 2021

**Details:** This position requires innovative and engaging pedagogy to teach a range of Birrigai programs covering Australian Curriculum content including: Outdoor Adventure Activities; Aboriginal and Torres Strait Islander histories and Cultures; Personal and Social Capabilities; STEM to students from P-12. The successful applicant will work in a highly supportive teaching environment with ongoing training provided to ensure that the successful applicant is capable and confident to deliver this range of programs.

Birrigai is defined as a 'School in Special Circumstances' within the ACT Government Education System. Birrigai provide 'school camp' and day visit learning experiences to over 12,000 students annually.

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

Qualifications in or willingness to complete:

Certificate III or IV in Outdoor Leadership with specialisations in three or more of:

Challenge Ropes

Bush Walking

Top Rope Climbing

Vertical Rescue

Abseiling

Flat Water Canoeing

First Aid Certificate - (Wilderness First Aid preferred)

Royal Life Saving – Bronze Medallion

Demonstrated ability to integrate Aboriginal and Torres Strait Islander knowledge into teaching and learning programs.

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

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.



Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

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

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

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

**Note:** Given the unique nature of teaching at Birrigai, applicants are strongly advised to contact 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:** Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers. Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

**Referees:** In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

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

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

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

Contact Officer: Peter Kent (02) 6052006 [peter.kent@ed.act.edu.au](mailto:peter.kent@ed.act.edu.au)

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

## Business Services

### Executive Branch Manager, Governance and Community Liaison

**Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E607)**

Gazetted: 26 March 2021

Closing Date: 23 April 2021

**Details:** The Education Directorate has a permanent vacancy from 2 August 2021 to 1 August 2026 to fill the position of Executive Branch Manager, Governance and Community Liaison.

Reporting to the Executive Group Manager, Business Services, the Executive Branch Manager is responsible for the leadership, management and provision of enabling services for the directorate, that includes:

Ensuring the audit, assurance and compliance program is robust, effective and focuses on identifying and addressing organisational risk. This includes supporting the Audit and Risk Committee to deliver organisational assurance to the Director-General.

Undertaking the role of Senior Executive for Business Integrity Risk (SERBIR), which supports the directorates response to fraud and integrity. This includes undertaking investigations where necessary and educating directorate staff in relation to their obligations under the Public Sector Management Act, Integrity Commission Act and the Public Interest Disclosure Act.

Ensuring the effective management of complaints and feedback received from parents/carers/community, and supporting our schools to resolve matters in a way that demonstrates the directorate is committed to open and transparent engagement with the school community.

Ensuring the directorate's governance framework is effective, which includes maintaining current and accurate frameworks, policies and procedures.

Ensuring the directorate complies with its obligations under the Freedom of Information Act, Information Privacy Act, and associated legislation in its response to requests for information held by the directorate.

Ensuring the directorate is able to support the executive, schools and the school community when there are matters that require legal advice, representation and/or support. There is also a requirement to manage legal claims against the directorate (civil, criminal, national redress scheme). This will include managing in-house legal counsel in accordance with the Legal Services Directions.

Ensuring the directorate maintains an effective and sustainable response to risk, security and emergency management at the directorate and school level.

**Conditions of employment:** Employment conditions and benefits, including remuneration, are detailed on the Chief Minister and Treasury Directorate website <https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>.

**Remuneration:** The position attracts a remuneration package ranging from \$236,451 to \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

**Contract:** The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

**How to apply:** Applications should include an application coversheet, curriculum vitae and supporting claims against the Executive Capabilities.

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

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

## **Environment, Planning and Sustainable Development**

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

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

### **Planning and Urban Policy**

#### **Strategic Planning and Reform**

##### **Planning Policy Officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 33333)**

Gazetted: 31 March 2021

Closing Date: 14 April 2021

**Details:** The Strategic Planning and Reform Team is seeking a motivated and enthusiastic individual for the role of Planning Policy Officer to work in a dynamic multi-disciplinary team undertaking strategic planning projects and policy work responding to Canberra as a rapidly evolving city in a changing climate. Our work focuses on the implementation of the ACT Planning Strategy through a wide range of urban planning and land strategy policy and projects, to guide Canberra's future growth as a compact, diverse, liveable, sustainable and accessible city.

To undertake this role, you will possess a sound understanding of strategic urban and greenfield planning policy in an ACT context. You will regularly apply your strategic thinking and policy development knowledge to support the progression of innovative and contemporary planning policies, programs and projects consistent with Government policy and investment priorities.

As the Strategic Planning and Reform team sits within the broader Planning and Urban Policy Division, this position may also be required to participate in the work of other teams in the Division as required.

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

**Eligibility/Other requirements:** Tertiary qualifications and experience in strategic planning, urban and regional planning and policy, social planning, urban economics or other relevant professional area are highly desirable.

Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities listed in the Position Description.

**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. The Planning and Urban Policy 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.

**How to Apply:** Applicants must submit a written response to the Selection Criteria of no more than 350 words per criterion outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour and Relevant Experience). This must be accompanied by a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

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

Contact Officer: Rebecca Bamford (02) 6207 8749 rebecca.bamford@act.gov.au

## **Planning and Urban Policy**

### **Strategic Planning and Reform**

#### **Director**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 15012)**

Gazetted: 30 March 2021

Closing Date: 13 April 2021

**Details:** The Strategic Planning and Reform Team is seeking a motivated and enthusiastic individual for the role of Director to work in a dynamic multi-disciplinary team undertaking strategic planning projects and policy work, responding to Canberra as a rapidly evolving city in a changing climate. Our work focuses on the implementation of the ACT Planning Strategy through a wide range of urban planning and land strategy policy and projects, to guide Canberra's future growth as a compact, diverse, liveable, sustainable and accessible city.

To be successful in this role, you will have an excellent understanding of urban planning policy and land strategy in an ACT context. You will regularly apply your strong strategic thinking and policy development knowledge to manage the progression of innovative and contemporary land planning policies, programs and projects consistent with Government policy and investment priorities. As the Strategic Planning and Reform team sits within the broader Planning and Urban Policy Division, this position may also be required to participate in the work of other teams in the Division as required.

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

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

Tertiary qualifications and experience in strategic land use planning, urban and regional planning and policy, social planning, urban economics or other relevant professional area are highly desirable.

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

**How to Apply:** Applicants must submit a written response to the selection criteria of no more than 350 words per criterion outlining your ability to perform the advertised role (skills, knowledge, behaviour and related experience). This must be accompanied by a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

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

Contact Officer: AlisonM Moore (02) 6207 2693 alisonM.moore@act.gov.au

## **Environment**

### **ACT Heritage**

#### **Manager, Aboriginal Engagement**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50934)**

Gazetted: 25 March 2021

Closing Date: 19 April 2021

**Details:** ACT Heritage is looking for a senior professional to establish and manage engagement programs and activities with Representative Aboriginal Organisations (RAOs), Traditional Custodians and other Aboriginal organisations and people, on the assessment and management of Aboriginal cultural heritage in the ACT.

In this role, you will represent ACT Heritage at meetings with RAOs, Traditional Custodians, other Aboriginal organisations and people, the ACT Heritage Council, Government agencies, development proponents and the community. You will also research and prepare policy, plans, correspondence, submissions, advice and other written material on the assessment and management of Aboriginal cultural heritage in the ACT.

To be a strong contender for this role, you will need proven experience in the administration of legislation, and knowledge of the *Heritage Act 2004* (the Act) and the way in which this Act specifies the protection and management of Aboriginal places and objects.

The successful applicant will have outstanding communication, liaison, representation, consultation and negotiation skills to communicate sensitively and effectively with Traditional Custodians, Aboriginal and Torres Strait Islander peoples and senior management, ACT Government agencies and the community.

You will have high level skills in conflict mediation and customer service, and well developed conceptual, analytical, research and problem solving skills and an ability to exercise sound judgement.

The role works closely with all sections of the Heritage branch in the administration of the Act and supports the ACT Heritage Council and the Minister for Heritage in exercising their responsibilities under the Act for the recognition, registration and conservation of natural and cultural heritage places and objects, including Aboriginal places and objects. The role forms part of the broader management team within in the branch.

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

**Highly Desirable:**

Demonstrated experience working with Aboriginal and/or Torres Strait Islander communities.

Understanding of contemporary Aboriginal heritage management issues.

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

**How to Apply:** Please provide a written response by addressing the Selection Criteria with a maximum of 300 words per criterion, as well as a curriculum vitae to be provided as a minimum. Other documents might be provided at the request of the Selection Advisory Committee, for example referee reports, copies of qualifications, licences etc.

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

Contact Officer: Jennifer Oconnell (02) 6207 2179 [jennifer.oconnell@act.gov.au](mailto:jennifer.oconnell@act.gov.au)

## Planning and Urban Policy

### Strategic Planning and Reform

#### Assistant Director

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 05429)**

Gazetted: 30 March 2021

Closing Date: 13 April 2021

**Details:** The Strategic Planning and Reform Team is seeking a motivated and enthusiastic individual for the role of Assistant Director to work in a dynamic multi-disciplinary team undertaking strategic planning projects and policy work, responding to Canberra as a rapidly evolving city in a changing climate. Our work focuses on the implementation of the ACT Planning Strategy through a wide range of urban planning and land strategy policy and projects, to guide Canberra's future growth as a compact, diverse, liveable, sustainable and accessible city.

To be successful in this role, you will have an excellent understanding of strategic urban and greenfield planning policy in an ACT context. You will regularly apply your strong strategic thinking and policy development knowledge to support the progression of innovative and contemporary planning policies, programs and projects consistent with Government policy and investment priorities. As the Strategic Planning and Reform team sits within the broader Planning and Urban Policy Division, this position may also be required to participate in the work of other teams in the Division as required. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other requirements:** Tertiary qualifications and experience in strategic planning, urban and regional planning and policy, social planning, urban economics or other relevant professional area are highly desirable.

Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description.

**Notes:** The Planning and Urban Policy 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. 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 must submit a written response to the selection criteria of no more than 350 words per criterion outlining your ability to perform the advertised role (skills, knowledge, behaviour and related experience). This must be accompanied by a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

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

Contact Officer: Alison Moore (02) 6207 2693 [alisonm.moore@act.gov.au](mailto:alisonm.moore@act.gov.au)

### **Justice and Community Safety**

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

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

#### **ACT Corrective Services**

##### **Office of the Commissioner**

##### **Director, Office of the Commissioner**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 37993)**

Gazetted: 31 March 2021

Closing Date: 6 April 2021

**Details:** A career opportunity has arisen within ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Director, Office of the Commissioner (SOGB).

The Director, Office of the Commissioner, provides high level support across a broad range of functions to the ACTCS Executive and is pivotal in managing the executive support and governance functions of the organisation, providing high level, timely and accurate advice to the Minister, Commissioner and Executive.

In addition, you will also have significant responsibility for managing stakeholder engagement, including internal communications and developing external communication strategies to promote the work of ACTCS.

Further to this, you will coordinate and provide organisational responses to internal and external reviews and provide oversight to the implementation and management of associated recommendations.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills and an ability to develop and compose complex workplace documents.

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

Driver's licence is essential.

NV 1 security clearance or the ability to obtain one.

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

This position requires a pre-employment medical.

**Notes:** The position is being re-advertised due to a change at the senior executive level. Previous applicants need not reapply, and will be considered in the new process.

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

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

Contact Officer: Rebecca Hughes (02)6205 2022 [Rebecca.Hughes@ed.act.edu.au](mailto:Rebecca.Hughes@ed.act.edu.au)

**Public Trustee and Guardian  
Finance**

**Taxation Officer**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 38900)**

Gazetted: 25 March 2021

Closing Date: 1 April 2021

Details: The Public Trustee and Guardian has a vacancy for a motivated, well-organised and efficient person as a Taxation Officer in our Finance Unit. The Finance Unit provides Corporate Finance, Investment/Funds Management, Taxation and Property services to the Public Trustee and Guardian (PTG) and its clients. Under the direction of the Principal Taxation Officer, the role of Taxation Officer is to assist PTG's Taxation team achieve PTG's taxation responsibilities for the office and clients. The successful applicant must demonstrate high attention to detail as this is essential to this position. The daily tasks include but are not limited to: daily administration duties, preparing tax returns, liaising with the Australian Taxation Office and daily ad hoc tasks.

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

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

**Note:** This is a temporary position available immediately up to June 2021 with the possibility of extension and/or permanency. An order of merit may be established from this selection process which 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 written two-page statement of claims, outlining how you meet the Professional/Technical Skills and the Behavioural Capabilities outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

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

Contact Officer: Alicia Beauchamp (02) 6207 9800 [alicia.beauchamp@act.gov.au](mailto:alicia.beauchamp@act.gov.au)

**Corporate**

**Governance and Business Improvement**

**Senior Freedom of Information Coordinator**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 39801)**

Gazetted: 26 March 2021

Closing Date: 9 April 2021

**Details:** The Governance and Business Improvement Branch is seeking applications from motivated professionals to undertake the role of the Senior Freedom of Information Coordinator. The successful applicant will assist in preparing responses to requests for information made under the *Freedom of Information Act 2016*, including interpreting and applying the provisions of this and other relevant legislation such as the *Health Records (Privacy and Access) Act 1997*, the *Information Privacy Act 2014*, and the *Territory Records Act 2002*. The successful applicant must be able to maintain confidentiality and deal sensitively with issues as they arise, as well as provide support to the Assistant Director with research and administrative assistance to ensure required statutory timelines are met.

**How to Apply:** Please submit a pitch of no more than two pages outlining your Professional/Technical Skills and Knowledge and Behavioural Capabilities, current curriculum vitae, and the name and contact details of two referees.

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

Contact Officer: Emma Hotham (02) 6207 0811 [Emma.Hotham@act.gov.au](mailto:Emma.Hotham@act.gov.au)

**ACT Corrective Services**

**Office of the Commissioner**

**Executive Assistant**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 10299)**

Gazetted: 31 March 2021

Closing Date: 6 April 2021

**Details:** ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the vacancy of Executive Assistant (ASO4) within the Office of the Commissioner.

The role of Executive Assistant to the Commissioner, ACTCS, will include providing high level organisational and practical support to assist the Commissioner to exercise their functions. This will include maintaining the Commissioner's schedule and diary, efficient and effective office systems and demonstrating high quality customer service.

The successful candidate will be the first point of contact for enquiries to the Commissioner and will maintain effective liaison between ACTCS and JACS Executive Officers, other directorates and external organisations.

Further to this, the successful candidate will provide secretariat and minute-taking support in meetings as required, general office management activities and arranging travel and accommodation bookings.

To be successful, you will have strong administrative and organisational skills, the ability to prioritise workloads, attention to detail and also possess excellent customer service and communication skills.

**Eligibility/Other requirements:**

The successful candidate will be required to undergo a National Police Check.

Relevant experience and/or qualifications in executive support/office management is desirable.

Driver's Licence is desirable.

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

**How to Apply:** Applicants are required to submit two items

A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all required items.

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

Contact Officer: Romina Charles (02) 6207 1149 [romina.charles@act.gov.au](mailto:romina.charles@act.gov.au)

## **Public Trustee and Guardian**

### **Finance**

#### **Assistant Director**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38281)**

Gazetted: 26 March 2021

Closing Date: 2 April 2021

**Details:** The Public Trustee and Guardian (PTG) is an ACT independent statutory authority office that provides trustee, guardianship, financial management and estate administration services to the ACT community.

The PTG Finance unit has a permanent vacancy available for a motivated and well-organised person who is skilled in strategic administration to act as Assistant Director in PTG's Finance Unit. The Finance Unit provides a Corporate Finance, Investment/Funds Management, Taxation and Property service to the PTG and its clients. The successful candidate will assist the Finance Unit's Senior Director with all functions in relation to the management of the Unit. This role requires precision, analytical skills, and strong ethics.

Applications are sought from people with exceptional communication, organisational and administration skills with a strong ability to prioritise workloads.

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:**

The successful applicant must examine and interpret complex financial data (utilising Microsoft Excel and the like), must have a firm understanding of budgeting and corporate finance and regulations for taxation and financial reporting.

Relevant tertiary professional accounting qualifications or equivalent are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications such as accounting qualifications provided by CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA ANZ) is also highly 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**How to Apply:** If you are looking for a dynamic role working in a unique environment, applicants should submit a two page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description. Applicants should also provide a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Alicia Beauchamp (02) 6207 9800 [alicia.beauchamp@act.gov.au](mailto:alicia.beauchamp@act.gov.au)

## ACT Courts and Tribunal

### Registrar, Magistrates Court

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E061)**

Gazetted: 30 March 2021

Closing Date: 14 April 2021

**Details:** The Magistrates Court is established by the *Magistrates Court Act 1930*. It has jurisdiction to hear a wide range of matters across both the civil and criminal jurisdictions. The Magistrates Court also sits as the Children's Court, Family Violence Court, Galambany Court, Warrumbul Court and Industrial Court. The Chief Magistrate and magistrates also constitute the Coroners Court.

Most of the Magistrates Court's work is in the criminal jurisdiction. The court also has a broad jurisdiction to hear and determine civil applications where the value of the claim is between \$25,000 - \$250,000 and in some cases, such as commercial leases, the jurisdiction is not limited.

The Registrar of the Magistrates Court is a statutory appointment by the Attorney-General under the Magistrate Court Act with responsibility for a range of quasi-judicial, statutory and administrative functions relating to the operation of the Court including the management of cases coming before it.

As Registrar you will exercise quasi-judicial powers, provide high level advice to the Chief Magistrate and Magistrates on matters of legislation and court practice, and give direction and support to the registry staff. You will also support the Principal Registrar of the ACT Courts and Tribunal in the overall management of the organisation.

To be a strong contender for this appointment you will need to be a self-motivated person with highly developed communication and interpersonal skills, sound judgement, very good planning and organisational skills (particularly in relation to work prioritisation), and a commitment to the delivery of high quality services. You will be able to demonstrate success in achieving best practice in court operations with proven ability to inspire employees to embrace change and transformation. You will also need to be a legal practitioner with at least five years' post admission experience, preferably in civil or criminal litigation.

**Qualifications:** Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

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

**Contract/appointment:** The successful applicant will be appointed by the Attorney-General and engaged under a performance-based contract for a period up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

**To apply:** Please provide a written response of no more than four pages addressing the Executive Capabilities, your curriculum vitae and the names of two referees before close of business on the closing date 14 April 2021.

*The ACT Courts and Tribunal is committed to building a diverse workforce and inclusive culture. We strongly encourage people of all abilities to apply, particularly people of Aboriginal and Torres Strait Islander heritage, and those who may experience diversity or disability related barriers in securing employment.*

**Contact Officer:** For further information please contact Amanda Nuttall, Principal Registrar and CEO, ACT Courts and Tribunal on (02) 6207 1054 or email to [Amanda.Nuttall@courts.act.gov.au](mailto:Amanda.Nuttall@courts.act.gov.au).



## **Major Projects Canberra**

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

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

### **Project Development and Support**

#### **Project Management Office**

#### **Senior Director Project Controls**

**Infrastructure Manager/Specialist 1 - Infrastructure Manager/Specialist 2 \$168,218 - \$180,234, Canberra (PN: 51008)**

Gazetted: 29 March 2021

Closing Date: 14 April 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 provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division 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.

The Project Management Office Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team and the Project Management and Reporting System (PMARS) Team. The position is within the Project Controls Team.

The Project Controls Team are responsible for providing project management leadership and delivering review, verification and validation of project controls functions of the Designated Projects and the Infrastructure Delivery Partner Group.

The Senior Director, Project Controls, reports to the Executive Branch Manager, Project Management Office. Key elements of the position include the development and implementation of the MPC Project Delivery Framework, establishing and managing the verification activities of the project controls team. The role will require the close consultation and collaboration with the Prequalification and Contracts Team and the PMARS Team along with the Ministerial Governance and Corporate Support Team, Designated Projects Teams and the Infrastructure Delivery Partner Group.

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

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

##### **Mandatory:**

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

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

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

**Project Management** – either:

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

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

have a least 10 years relevant experience in Project Management.

**Note:** This is a temporary position available immediately up to two years, with 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. This position will be filled at either the IM1 or IM2 level depending on the knowledge and skills of the preferred applicant.

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

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

Contact Officer: Amaranth King 0434 890 440 [amaranth.king@act.gov.au](mailto:amaranth.king@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **Executive Group Manager, Infrastructure Delivery and Waste**

**Temporary Vacancy (6 April 2021 to 6 October 2021)**

#### **Transport Canberra and City Services**

#### **City Services**

**Position: E1054**

**(Remuneration equivalent to Executive Level 2.3)**

Circulated to: ACTPS Senior Executive List

Date circulated: 26 March 2021

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Group Manager Infrastructure Delivery and Waste, commencing 6/04/2021 – 6/10/2021.

The Executive Group Manager, Infrastructure Delivery and Waste reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a range of services to the community.

Responsible for the provision, management and maintenance of Infrastructure Services.

Responsible for delivering sustainable waste management and resource recovery; and household waste collection services through ACT NoWaste.

The Executive Group Manager is responsible for leading each of these business units in providing sustainable, innovative and best practice management of facilities and service delivery.

The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations.

The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including strategic management, service delivery, policy, financial management, human resources, government, the wider community and business issues.

The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Group Manager will also contribute to broader whole of service initiatives relating to workforce management, planning and safety.

The Executive Group Manager will also have a key role in the research and development of innovative approaches for sustainable service delivery, asset planning and maintenance.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Petra Crowe via email, [Petra.Crowe@act.gov.au](mailto:Petra.Crowe@act.gov.au) by COB Wednesday 31 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 \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

Contact Officer: Meghan Oldfield on (02) 6207 5716 or [Meghan.Oldfield@act.gov.au](mailto:Meghan.Oldfield@act.gov.au)

## City Services

### Infrastructure Delivery and Waste

#### Infrastructure Delivery

##### Project Manager

##### Infrastructure Officer 3 \$110,651 - \$121,464, Canberra (PN: 18940)

Gazetted: 31 March 2021

Closing Date: 14 April 2021

**Details:** The Project Officer is responsible for the planning, design scope, procurement and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community

#### 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.

**Notes:** Selection may be based on application and referee reports only. If interviews are required, they will be conducted via Video or Teleconference.

**How to Apply:** Applicants should address the numbered requirements 1- 6 under "What You Require" in the Position Description and limit responses to 250-300 words (max) per criteria also attach a current curriculum vitae. Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

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

Contact Officer: Kae Harradine (02) 6205 3508 kae.harradine@act.gov.au

## Chief Operating Officer

### People and Capability

#### Organisational Development

##### Senior Director / HR Business Partner

##### Senior Officer Grade A \$151,002, Canberra (PN: 31383, several)

Gazetted: 31 March 2021

Closing Date: 20 April 2021

**Details:** Two exciting opportunities will soon be available for suitably experienced individuals to perform lead roles within the branch of People and Capability.

The People and Capability branch sits within the Chief Operating Officer Group. The Organisational Development team is responsible for the planning, development and management of programs and initiatives that enhance the capability of the directorate to meet current and future business requirements.

The Senior Director, Organisational Development and HR Business Partner is responsible for the development and implementation of workforce strategies and development programs to support a values based workplace culture and high performing workforce.

Ideal candidates for these roles will be leaders with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. They will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Additionally, they will model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

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

#### Eligibility/Other Requirements:

Tertiary qualifications in Human Resources, Organisational Development, Change Management, Organisational Psychology or extensive experience in these areas or related discipline is highly desirable.

**Notes:** There are two temporary positions available. One for April 2021 until April 2022 and one from July 2021 until July 2022. 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 should provide a two page pitch addressing the skills, capabilities and responsibilities outlined in the role, as well as supplying a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Petra Crowe (02) 6205 3817 [Petra.Crowe@act.gov.au](mailto:Petra.Crowe@act.gov.au)

#### **Chief Operating Officer Group**

##### **Chief Information Office**

##### **Senior Director Data Capability**

##### **Senior Officer Grade A \$151,002, Canberra (PN: 00488)**

Gazetted: 31 March 2021

Closing Date: 20 April 2021

**Details:** Transport Canberra and City Services (TCCS) Chief Information Office is seeking a driven, experienced leader to manage organisation-wide data and analytics governance activities.

This position is responsible for improving data maturity, literacy quality and governance of enterprise data and information assets through the data life cycle.

We are looking for a person with a proven track record in data and analytics management with strong leadership capabilities.

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

Data management and analytical skills such as Certificate, Diploma or Advance Diploma, or greater than five years experience in data strategies, management and analytics is highly desirable.

Project/Program management such as Certificate, Diploma or Advance Diploma, or greater than three years experience in project management is highly desirable.

**Notes:** 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 asked to address the following criteria. Maximum of 500 words per criteria:

Proven high level leadership skills including excellent interpersonal skills, performance management, coaching, task management and delivery to outcomes.

High level data analytics and management skills with experience in developing enterprise information management, data and analytics, data management and governance strategies, frameworks, processes and infrastructure.

Demonstrated high level ability to interpret strategic or business imperatives and then develop and deliver targeted initiatives through collaboration.

Demonstrated aptitude or experience in delivering change focusing on culture, systems and people.

Highly developed oral and written communication skills with an ability to influence and negotiate with internal and external stakeholders.

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

Contact Officer: Deb Butt (02) 6205 8581 [deb.butt@act.gov.au](mailto:deb.butt@act.gov.au)

#### **City Services**

##### **Infrastructure Delivery and Waste**

##### **Infrastructure Delivery**

##### **Senior Director, Business Management**

##### **Senior Officer Grade A \$151,002, Canberra (PN: 33794)**

Gazetted: 30 March 2021

Closing Date: 6 April 2021

**Details:** Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around.

We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

We have opportunities available in a wide range of teams, all doing their part to help us achieve our mission of delivering connected services to the people of Canberra. You can help us improve our parks, ponds and public open spaces through horticulture, mowing and maintenance; boost Canberra's sustainability through recycling and waste programs; and help our city be better connected through building and managing roads, footpaths, cycle paths and our integrated public transport network including buses and light rail. You can help us champion literacy and learning through our public libraries, ensure animal welfare and safety through our domestic animal services, and bring your skills to commercial operations that we oversee including Yarralumla Nursery, ACT Public Cemeteries and Capital Linen. We also need those with great technical, business, creative and people skills to help us plan, support and communicate the great work that we do.

Join our team of close to 2,000 employees already at work in one of our 50+ locations across Canberra and help us shape our city for tomorrow.

The Senior Director, Business provides strategic advice and leads the team in delivering high quality outcomes to the Executive Branch Manager and maintains relationships with key internal and external stakeholders. This position will utilise leadership and motivation skills to lead day-to-day business for Infrastructure Delivery (ID) including key communications, governance, financial, HR, records management and accountabilities.

This role is responsible for providing strategic and procedural advice on directorate and government issues, proactive identification of upcoming issues requiring the Executive Branch Manager's (EBM) attention and supporting the EBM with addressing priorities and prepare complex correspondence. The role will work closely with the Deputy Director General's Executive Officer and work with and assist leading the ID Administrative, reporting and financial officers to facilitate the required outputs of Infrastructure Delivery.

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

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

**How to Apply:** Please provide a maximum two pages addressing the Selection Criteria along with your curriculum vitae.

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

Contact Officer: Jeremy Smith (02) 6207 2738 [Jeremy.Smith@act.gov.au](mailto:Jeremy.Smith@act.gov.au)

## City Services

### Roads ACT

#### Road Maintenance / Environmental Services

##### Streetlight Electrician

##### Technical Officer Level 4 \$87,715 - \$100,388, Canberra (PN: 39506)

Gazetted: 29 March 2021

Closing Date: 21 April 2021

**Details:** As a streetlighting electrician within TCCS, this role requires a person who can inspire, energise and positively influence the team and individual outcomes. The role is one of a number of roles responsible for operation and maintenance of the streetlighting network, including asset audits, inspections and undertaking electrical work. The role supports streetlight network operations and coordinates works with Evonegry and TCCS' contractors. The role provides support and guidance to TCCS contractors in the delivery of works.

The role confirms that streetlight infrastructure assets constructed and handed over to TCCS meet relevant standards, specifications and codes so that they are safe and fit-for-purpose. This position requires a person with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. The ideal candidate will possess a commitment to continual learning and ongoing development. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

##### **Professional / Technical Skills and Knowledge**

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; and

Technical qualification or accreditations with a professional body recognised within Australia -current Electrical License Certification 3 (mandatory)/Linesman Certification 3 (highly desirable)

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

**How to Apply:** Applicants should provide a response to the Selection Criteria (what you require) in the Position Description; details of two referees; and a current curriculum vitae.

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

Contact Officer: Anand Joshi (02) 6205 4934 Anand.Joshi@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

### City Presentation

#### Urban Treescapes

#### Assistant Director, Policy, Planning and Programs

#### Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 17745)

Gazetted: 29 March 2021

Closing Date: 14 April 2021

**Details:** Are you a leader who can nurture a team while growing Canberra's urban forest?

The Assistant Director, Policy, Planning and Programs is responsible for the planning and development of policy and programs to manage Canberra's urban forest. Leading a growing team, this role is pivotal to the renewal of the urban forest and achieving the target of 30% canopy cover by 2045.

As a senior leader within Transport Canberra and City Services (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. Effective employee engagement skills are a key factor of this role as is a value based leadership style.

Please see the position description for further information about the role.

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

#### Eligibility/Other Requirements:

Driver's licence (C-class) 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

A degree in Forestry, Urban Forestry, or Urban Park Management, or the equivalent in a related discipline, or currently undertaking a related qualification is highly desirable.

Certificate 4 in Government Procurement or equivalent is highly desirable.

**Notes:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based within a workplace designated for Activity Based Working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applications should include:

A statement of no more than four pages addressing the 'What you require' and 'Compliance requirements/qualifications' sections in the position description.

A current curriculum vitae.

Contact details of at least two referees.

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

Contact Officer: Rachael Dawes (02) 6205 5263 Rachael.Dawes@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.

**Chief Operating Office**

**People and Capability**

**Organisational Development**

**Director, Corporate Communications and Engagement**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 38408)**

Gazetted: 25 March 2021

Closing Date: 1 April 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.

The TCCS People and Capability branch are seeking applications from proactive and enthusiastic candidates to join our branch as the Director, Corporate Communications and Engagement in the Organisational Development team. This position plays an integral role in leading the design and delivery of effective internal communications and engagement activities. This includes extensive stakeholder engagement, scoping and overseeing the delivery of corporate campaigns, strategies, key announcements and tailored employee communications and related events. The successful candidate will be a hands-on collaborative leader with extensive experience in managing corporate communications, branding, digital communications and communication services, building relationships, and implementing effective internal engagement practices for a diverse workforce.

Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in 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 formal higher education qualifications such as in Communications, Public Relations and or IAP2 is highly desirable

Experience (5+ years) in corporate communications and engagement, public relations and stakeholder engagement.

**Notes:** This is a temporary position available for a period from 01 July 2021 until 31 January 2023. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a response of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description, together with your tailored 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: Petra Crowe (02) 6205 3817 [petra.crowe@act.gov.au](mailto:petra.crowe@act.gov.au)

## **APPOINTMENTS**

### **Canberra Health Services**

**Administrative Services Officer Class 2/3 \$58,230 - \$71,004**

Soumya Nair AnoopKumar, Section 68(1), 1 April 2021

**Administrative Services Officer Class 2/3 \$58,230 - \$71,004**

Pietro Badalassi, Section 68(1), 1 April 2021

**Health Professional Level 2 \$67,892 - \$202,905**

Taryn Billing, Section 68(1), 29 March 2021

**Staff Specialist Band 1-5 \$164,8470 - \$93,203**

Holly Blunden, Section 68(1), 06 March 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Wai Yin Chan, Section 68(1), 29 March 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Renee Chick, Section 68(1), 29 March 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Denka Denka, Section 68(1), 15 April 2021

**Health Professional Level 2 \$67,892 - \$93,203**

Madeleine Gribben, Section 68(1), 1 April 2021

**Technical Officer Level 1 \$60,130 - \$63,043**

Zainab Hameed, Section 68(1), 29 March 2021

**Health Professional Level 2 \$67,892 - \$93,203**

Jennifer Hawke, Section 68(1), 25 March 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Floyd Ilagan, Section 68(1), 1 April 2021

**Radiation Therapist Level 2 \$70,758 - \$97,797**

Olivia Johns, Section 68(1), 30 March 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Basil Kuriakose, Section 68(1), 19 March 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Lelly Medoza Lopez, Section 68(1), 6 April 2021

**Registered Nurse Level 2 \$94,409 - \$100,061**

Felicity O'Neill, Section 68(1), 30 April 2021

**Technical Officer Level 1 \$60,130 - \$63,043**

Arpitaban Patel, Section 68(1), 12 April 2021

**Administrative Services Officer Class 2/3 \$58,230 - \$71,004**

Jemma Saunderson, Section 68(1), 19 March 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Roseanna Supple, Section 68(1), 29 March 2021

**Technical Officer Level 1 \$60,130 - \$63,043**

Ann Tabbu, Section 68(1), 18 March 2021

**Radiation Therapist Level 2 \$70,758 - \$97,797**

Jospehine Tigani, Section 68(1), 29 March 2021

**Radiation Therapist Level 2 \$70,758 - \$97,797**

Brianna Tooley, Section 68(1), 29 March 2021

**Health Professional Level 2 \$67,892 - \$93,203**

Amy Webb, Section 68(1), 19 March 2021

**Dental Assistant 1/2 \$48,865 - \$68,092**

Ouday Deeb: 85362608, Section 68 (1)



**Canberra Institute of Technology**

**Teacher Level 1 \$77,492 - \$103,397**

Sam Freebody, Section 68(1), 25 March 2021

**Teacher Level 1 \$77,492 - \$103,397**

Elissa Tarling, Section 68(1), 22 March 2021

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Luther Hare, Section 68(1), 30 March 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Ajit Kafle, Section 68(1), 1 April 2021

**Information Technology Officer Class 2 \$87,715 - \$100,388**

Xin Lu, Section 68(1), 29 March 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Kylie Maluta-Dellow, Section 68(1), 25 March 2021

**Senior Officer Grade B \$130,018 - \$146,368**

Aditya Rastogi, Section 68(1), 1 April 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Aislinn Rehwinkel, Section 68(1), 1 April 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Kyle Robertson, Section 68(1), 31 March 2021

**Information Technology Officer Class 1 \$71,004 - \$80,826**

Swathi SATHIDEVIAMMA, Section 68(1), 25 March 2021

**Professional Officer Class 2 \$87,715 - \$100,388**

Daniel Sheehy, Section 68(1), 1 April 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Rani Yesudas, Section 68(1), 29 March 2021

**Community Services**

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Patrick Connor, Section 68(1), 25 March 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Leila Corby, Section 68(1), 25 March 2021

**Administrative Services Officer Class 5 \$81,407 - \$86,168**

Sheridan Rose, Section 68(1), 29 March 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Hiran Rupasinghe, Section 68(1), 25 March 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Margaret Skillman, Section 68(1), 25 March 2021

**Education**

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

Ryan Bellairs, Section 68(1), 30 March 2021

**School Assistant 4 \$67,267 - \$72,837**

Ashley Howes, Section 68(1), 1 April 2021

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Stefanie Caldwell, Section 68(1), 29 March 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Rowan Clark, Section 68(1), 1 April 2021

**Justice and Community Safety**

**ESA Mechanical Technician Level 2 \$79,725 - \$91,372 (up to \$97,951)**

Joshua Andersen, Section 68(1), 1 April 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Tracy Jackson, Section 68(1), 27 March 2021

**Administrative Services Officer Class 5 \$81,407 - \$86,168**

Antonia Van Haperen, Section 68(1), 1 April 2021

**Office of the Legislative Assembly**

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Jayden Evett 1-00783, Section 68(1), 1 October 2020

**Technical Officer Level 2 \$65,087 - \$74,533**

Paul Crowley 1-00787, Section 68(1), 23 October 2020

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Ka Heng Loh 1-00816, Section 68(1), 22 February 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Cameron Sage 1-00817, Section 68(1), 4 March 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Christine Regan 1-00818, Section 68(1), 22 March 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Madeleine Luther 1-00819, Section 68(1), 6 April 2021

**Suburban Land Agency**

**Senior Officer Grade C \$110,397 - \$118,832**

Sonia Jimenez Malfaz, Section 68(1), 29 March 2021

**Transport Canberra and City Services**

**General Service Officer Level 7 \$65,087 - \$68,733**

Benjamin Bogusz, Section 68(1), 1 April 2021

**Bus Operator - Training \$71,642**

Peter Clarke, Section 68(1), 29 March 2021

**Bus Operator - Training \$71,642**

Kishore Gaurav, Section 68(1), 27 March 2021

**Bus Operator - Training \$71,642**

Andrew Gergely, Section 68(1), 29 March 2021

**Bus Operator - Training \$71,642**

Gurpreet Gill, Section 68(1), 27 March 2021

**Bus Operator - Training \$71,642**

Jeffrey Hirvihalme, Section 68(1), 27 March 2021

**Bus Operator - Training \$71,642**

Antoinette Karsten, Section 68(1), 29 March 2021

**Bus Operator - Training \$71,642**

Paramdeep Nrain, Section 68(1), 27 March 2021

**Bus Operator - Training \$71,642**

Maninder Rakhra, Section 68(1), 27 March 2021

**Bus Operator - Training \$71,642**

Matthew Riley, Section 68(1), 29 March 2021

**Bus Operator - Training \$71,642**

Manjinder Singh, Section 68(1), 27 March 2021

**Bus Operator - Training \$71,642**

Peter Stamatis, Section 68(1), 29 March 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Adam Symes, Section 68(1), 29 March 2021

**Bus Operator - Training \$71,642**

Steven Webbie, Section 68(1), 29 March 2021

**General Service Officer Level 5/6 \$57,359 - \$63,127**

Danny Williams, Section 68(1), 1 April 2021

**Bus Operator - Training \$71,642**

Darcy Woods, Section 68(1), 29 March 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Candice Wright, Section 68(1), 1 April 2021

**Bus Operator - Training \$71,642**

Xueyue Zhao, Section 68(1), 29 March 2021

**Worksafe ACT**

**Regulatory Inspector 6 \$87,715 - \$100,388**

Joanne Jeacocke, Section 68(1), 31 March 2021

**TRANSFERS**

**ACT Health**

**William Williamson**

From: Senior Officer Grade B \$130,018 - \$146,368

Education

To: Senior Officer Grade B \$130,018 - \$146,368

ACT Health, Canberra (PN. 51082) (Gazetted 2 February 2021)

**Canberra Health Services**

**Michael Thwaites**

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

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. 38018) (Gazetted 5 January 2021)

**Worksafe ACT**

**Jeffrey Beaver**

From: Professional Officer Class 2 \$87,715 - \$100,388

Education

To: ORS Inspector 6 \$86,547 - \$99,051

Worksafe ACT, Canberra (PN. 32676) (Gazetted )

**PROMOTIONS**

**ACT Health**

**Digital Solutions Division**

**Technology Operations**

**Support and Diagnostic Systems Hub**

**Brendan Douglas**

From: Senior Information Technology Officer Grade C \$110,397 - \$118,832

ACT Health

To: †Senior Information Technology Officer Grade B \$130,018 - \$146,368

ACT Health, Canberra (PN. 50750) (Gazetted 24 February 2021)

**Health Systems, Policy and Research  
Preventive and Population Health  
Health Promotion**

**Michelle Fisher**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

ACT Health

To: †Senior Officer Grade C \$110,397 - \$118,832

ACT Health, Canberra (PN. 24489) (Gazetted 1 July 2020)

**Canberra Health Services**

**Allied Health**

**Simone Cannon**

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

Canberra Health Services

To: †Health Professional Level 4 \$110,397 - \$118,832

Canberra Health Services, Canberra (PN. 21989) (Gazetted 11 February 2021)

**Clinical Services**

**Zoe Dwyer**

From: Administrative Services Officer Class 2 \$58,230 - \$64,299

Canberra Health Services

To: Administrative Services Officer Class 3 \$65,976 - \$71,004

Canberra Health Services, Canberra (PN. 48705) (Gazetted 17 December 2020)

**Nursing and Midwifery and Patient Support Services**

**Julijana Jakovceska**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Canberra Health Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Canberra Health Services, Canberra (PN. 40698) (Gazetted 19 November 2020)

**Clinical Services**

**Claire McDonnell**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 27093) (Gazetted 25 February 2021)

**Karyn Ward**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Canberra Health Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Canberra Health Services, Canberra (PN. 38716) (Gazetted )

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

**Alison Winsbury**

From: Registered Nurse Level 3.2 \$122,360

Canberra Health Services

To: †Registered Midwife Level 4.3 \$139,701

Canberra Health Services, Canberra (PN. 18044) (Gazetted 2 July 2020)

**Canberra Institute of Technology**

**Health, Community and Science College**

**CIT Science**

**Russell Stuart**

From: Teacher Level 1 \$77,492 - \$103,397

Canberra Institute of Technology

To: †Teacher Level 2 \$110,445

Canberra Institute of Technology, Canberra (PN. 37598) (Gazetted 2 March 2021)

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

**Chief Minister, Treasury and Economic Development**

**Shared Services**

**Partnership Services**

**Gerald Banks**

From: Senior Officer Grade C \$110,397 - \$118,832

Community Services

To: †Senior Officer Grade A \$151,002

Chief Minister, Treasury and Economic Development, Canberra (PN. 49268) (Gazetted 1 October 2020)

**Shared Services**

**Partnership Services**

**Recruitment Services**

**Nicholle Oke**

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:09335) (Gazetted 19 February 2021)

**Shared Services**

**Partnership Services**

**Performance, Governance and Service Delivery**

**Jennifer Purnell**

From: Information Technology Officer Class 1 \$71,004 - \$80,826

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 29673) (Gazetted 3 March 2021)

**Policy and Cabinet division**

**Cabinet, Assembly and Government Business**

**Assembly and Government Business**

**Kylie Sakul-Thonbai**

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. 42604) (Gazetted 23 December 2020)

**Shared Services**

**Strategic HR and Corporate**

**Capability and Programs**

**Timothy Stewart**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388  
Chief Minister, Treasury and Economic Development, Canberra (PN. 32176) (Gazetted 2 September 2020)

**Office of the Under Treasurer**  
**Business Development and Engagement**  
**Kylie Young**

From: Information Technology Officer Class 1 \$71,004 - \$80,826  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$81,407 - \$86,168  
Chief Minister, Treasury and Economic Development, Canberra (PN. 40764) (Gazetted 5 March 2021)

**Community Services**

**Children, Youth and Families**  
**Children and Families**  
**Child Development Service**  
**Janine Burt**

From: Classroom Teacher \$73,246 - \$109,641  
Education  
To: Professional Officer Class 2 \$87,715 - \$100,388  
Community Services, Canberra (PN. 36138) (Gazetted 28 January 2021)

**Housing ACT**  
**Client Services**  
**Tenant Experience**  
**Samantha Hoekstra**

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. 37486) (Gazetted 13 November 2021)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Housing ACT**  
**Client Services**  
**Tenant Experience**  
**Stuart West**

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. 37483) (Gazetted 13 November 2021)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Education**

**School Performance and Improvement**  
**Tuggeranong**  
**Theodore Primary School**  
**Lawrence Bell**

From: Building Service Officer 2 \$60,382 - \$63,127  
Education  
To: †Building Service Officer 3 \$70,534 - \$74,533  
Education, Canberra (PN. 45271) (Gazetted 9 March 2021)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

**School Performance and Improvement**

**Tuggeranong**

**Caroline Chisholm School**

**Lisa Greig**

From: School Assistant 2 \$49,516 - \$54,675

Education

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Education, Canberra (PN. 41089) (Gazetted 12 March 2021)

**System Policy and Reform Division**

**Early Childhood Policy and Regulation**

**Children's Education and Care Assurance**

**Margaret King**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Education

To: Professional Officer Class 2 \$87,715 - \$100,388

Education, Canberra (PN. 23537) (Gazetted 29 January 2021)

**School Performance and Improvement**

**South and Weston Network**

**Evelyn Scott School**

**Marnie Lotts**

From: School Assistant 2 \$49,516 - \$54,675

Education

To: Administrative Services Officer Class 3 \$65,976 - \$71,004

Education, Canberra (PN. 49220) (Gazetted 9 December 2020)

**School Performance and Improvement**

**South and Weston Network**

**Evelyn Scott School**

**Jessica Schroder**

From: School Assistant 2 \$49,516 - \$54,675

Education

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Education, Canberra (PN. 49591) (Gazetted 2 September 2020)

**Service Design and Delivery**

**Learning and Wellbeing Policy and Design**

**Academy of Future Skills**

**Simone Thompson**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Community Services

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Education, Canberra (PN. 40379) (Gazetted 1 January 2000)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

**Environment, Planning and Sustainable Development**

**Climate Change and Sustainability**

**Program Delivery**

**Nicole Coyles**

From: Senior Officer Grade C \$110,397 - \$118,832

ACT Health



To: †Senior Officer Grade B \$130,018 - \$146,368  
Environment, Planning and Sustainable Development, Canberra (PN. 41393) (Gazetted 22 April 2020)

**Justice and Community Safety**

**Public Trustee and Guardian**

**Guardianship Unit**

**Bronwyn Smith**

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. 50238) (Gazetted 4 February 2021)

**ACT Corrective Services**

**Policy and Risk Management**

**Jenna Ward-Smith**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Justice and Community Safety

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 50066) (Gazetted 18 February 2021)

**Major Projects Canberra**

**Light Rail**

**Melissa Hackett**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Major Projects Canberra

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Major Projects Canberra, Canberra (PN. 45764) (Gazetted 17 February 2021)

**Transport Canberra and City Services**

**Infrastructure and Waste**

**ACT NoWaste**

**Business Analytics and Support**

**Lydia Bartulovich**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Transport Canberra and City Services, Canberra (PN. 45549) (Gazetted 3 September 2020)

**Transport Canberra and Business Services**

**Territory and Business Services**

**Canberra Cemeteries**

**Michael Brennan**

From: General Service Officer Level 7 \$65,087 - \$68,733

Transport Canberra and City Services

To: †Technical Officer Level 3 \$75,985 - \$85,873

Transport Canberra and City Services, Canberra (PN. 50752) (Gazetted 23 February 2021)

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

**Transport Canberra and Business Services**

**Territory and Business Services**

**Canberra Cemeteries**

**Michelle Dariol**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Transport Canberra and City Services

To: †Technical Officer Level 3 \$75,985 - \$85,873

Transport Canberra and City Services, Canberra (PN. 48078) (Gazetted 23 February 2021)

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

**Transport Canberra and Business Services**

**Territory and Business Services**

**Canberra Cemeteries**

**Solomon Grant**

From: General Service Officer Level 7 \$65,087 - \$68,733

Transport Canberra and City Services

To: †General Service Officer Level 8 \$70,534 - \$74,533

Transport Canberra and City Services, Canberra (PN. 46555) (Gazetted 12 February 2021)

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

**Transport Canberra and Business Services**

**Light Rail Operations**

**Tahniah Littlejohn**

From: Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services

To: †Senior Officer Grade B \$130,018 - \$146,368

Transport Canberra and City Services, Canberra (PN. A02412) (Gazetted 12 January 2021)

**CORRIGENDA**

**Environment, Planning and Sustainable Development Directorate**

Carolyn Goonrey AGS should be 75626200