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## **ACT Government Gazette**

**Gazetted Notices for the week beginning 15 April 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>

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

#### **Health Protection Service**

#### **Business Management Services**

#### **Assistant Director, Business Improvement**

#### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 25193)**

Gazetted: 21 April 2021

Closing Date: 5 May 2021

Details: Are you interested in helping to protect the health of the Canberra community? Are you knowledgeable about good database management practices? Do you get excited by working on improvements to existing business processes?

The Health Protection Service within ACT Health is looking to hire a suitably qualified and enthusiastic individual to implement business improvements that support the vital work of the Health Protection Service, manage a regulatory database and support the Health Protection Service quality system.

The Health Protection Service is part of the Public Health Protection and Regulation Division, headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

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

Notes: This is a temporary vacancy available until 31 December 2021, 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.

How to Apply: If you are interested in joining this dedicated team, you can apply by providing the following:

A written statement that provides evidence that you are capable of meeting each of the capabilities listed under 'What You Require' in the attached position description (maximum four pages).

A curriculum vitae (maximum two pages).

A cover letter addressed to the contact officer describing why you are interested in this position (optional, maximum one page).

The contact details of two referees.

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

Contact Officer: David Mills (02) 5124 9105 [David.Mills@act.gov.au](mailto:David.Mills@act.gov.au)

**Health, Systems, Policy and Research  
Centre for Health and Medical Research  
Research Office  
Senior Director**

**Health Professional Level 6 \$151,002, Canberra (PN: 13395)**

Gazetted: 21 April 2021

Closing Date: 5 May 2021

**Details:** An exciting part-time opportunity exists within the research office of the Centre for Health and Medical Research. This part time position will oversee the functions of the preclinical research laboratories and associated services as provided to ACT Health clinician researchers and their teams.

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 PhD in a science related field or equivalent qualification and experience working in a biomedical science research facility, or in a hospital, university or similar environment.

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

**Notes:** This is a part-time position available at 14.42 hours per week and the full-time salary noted will be paid pro-rata. This position is available starting immediately for two months with possible extension.

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

*Applications should be submitted to the Contact Officer.*

Contact Officer: Bruce Shadbolt (02) 5124 4288 [Bruce.Shadbolt@act.gov.au](mailto:Bruce.Shadbolt@act.gov.au)

**Health Systems, Policy and Research  
Health System Planning and Evaluation  
Local Hospital Network (LHN) Commissioning  
Assistant Director**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 18966)**

Gazetted: 21 April 2021

Closing Date: 7 May 2021

**Details:** If you have experience in governance and risk or contract management, particularly within the health sector, or think your current skill set will allow you to adapt well and want to work as part of a high achieving, supportive and trusted team then keep reading!

The Local Hospital Network Commissioning Branch works collaboratively with public health and hospital service providers, clinicians, and finance, policy and planning teams, to develop, implement and monitor funding and performance frameworks and agreements for the ACT Local Hospital Network and one of its major service providers. We are looking for a new team member who has excellent organisational, collaboration and communication skills, and is innovative and solutions focussed. We have a proactive, positive, and inclusive team environment, and we are often acknowledged for our can-do approach to all that we do.

Are you an experienced governance and risk officer or contract manager looking for a change of pace? Or perhaps you are keen to learn about the health and hospital system but still use your skills, knowledge and experience. Or have you been working in performance reporting or policy development and want to try something new? Then the Local Hospital Network Commissioning Branch wants to hear from you!

**Eligibility/Other requirements:** Highly developed verbal and written communication skills, including experience in analysis and preparation of briefs, government business, minutes, reports, and correspondence in collaboration with internal and external stakeholders. Experience in managing effective governance and reporting arrangements for projects and or contracts/agreements, with knowledge of the health sector and hospitals, ensuring quality outputs are delivered within set timeframes.

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

How to Apply: Applicants are asked to provide a two-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

Contact Officer: Sallyanne Pini (02) 6205 4689 [Sallyanne.Pini@act.gov.au](mailto:Sallyanne.Pini@act.gov.au)

#### **Office of Director General**

#### **Office for Mental Health and Wellbeing**

#### **Assistant Director**

#### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 27254)**

Gazetted: 19 April 2021

Closing Date: 26 April 2021

Details: The Office for Mental Health and Wellbeing (the Office) is looking for an Assistant Director to lead and manage a range of projects within this Office with a focus on the Older Person's Mental Health and Wellbeing Strategy. Project experience is highly desirable along with a commitment to excellence and innovation and highly developed collaboration and communication skills. The position will report directly to the Coordinator-General and will work with the broader team to provide high level project advice and support to achieve project outcomes.

Eligibility/Other requirements: Desirable: Relevant tertiary qualifications.

Notes: This is a temporary six-month position available from 1 July 2021 until 30 December 2021 with possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a written application against the Selection Criteria and a copy of your curriculum vitae, together with the contact details of two referees.

Contact Officer: Natalie Johnson (02) 5124 9860 [Natalie.Johnson@act.gov.au](mailto:Natalie.Johnson@act.gov.au)

#### **Policy, Partnerships and Programs**

#### **Health Policy and Strategy Branch**

#### **Social Policy**

#### **Family and Inclusion Senior Policy Officer**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 41884)**

Gazetted: 16 April 2021

Closing Date: 23 April 2021

Details: The Health Policy and Strategy Branch within the Policy, Partnerships and Programs Division is seeking a Senior Policy Officer to contribute to various projects within the Family and Inclusion Policy team. This position is for an immediate start. The ideal candidate will have well-developed written and oral communication skills, an understanding of health policy, and an ability to liaise and network within a remote working environment.

Desirable skills for this position include policy development, research, negotiation, and coordination.

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

Notes: This is a temporary position available immediately for nine months with the possibility of permanency.

Selection may be based on application and referee reports only.

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

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

Contact Officer: Kate Sloane (02) 5124 9811 [Kate.Sloane@act.gov.au](mailto:Kate.Sloane@act.gov.au)

**Office of the Director General  
Communication and Engagement  
Online and Design**

**Senior Director, Online Strategy and Design**

**Senior Officer Grade A \$151,002, Canberra (PN: 36668)**

Gazetted: 15 April 2021

Closing Date: 3 May 2021

Details: The ACT Health Directorate (AHD) is responsible for the strategic direction and leadership of the ACT Public Health system. The AHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Communication and Engagement Branch in ACT Health is looking for an experienced and motivated communication professional, someone who is a strategic thinker and a good leader, to help a busy team deliver on multiple priorities simultaneously.

This is a great opportunity to lead the development and implementation of the organisations online content strategy to improve how ACT Health communicates and engages with the community, health care practitioners, businesses, and stakeholders through the Health website. A key priority will be to review, restructure and rewrite all website content.

You will be joining a great, supportive, and enthusiastic team, and will work autonomously and with strong support from executive.

This role manages the Online and Design Team within the Branch and is responsible for the management of our online communications platforms including websites and intranet. The team is also responsible for producing design and multimedia content that supports communication strategies and manages ACT Health's brand.

This position will work collaboratively between the Communication and Engagement Teams and other business units, to ensure digital and design products are effective in supporting important health communication strategies and objectives.

Eligibility/Other Requirements: Desirable

Tertiary qualifications in relevant field.

Significant experience managing communications and engagement teams.

Notes: This is a temporary position available from 10 May 2021 until 06 May 2022

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.

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

Contact Officer: Jo Spencer (02) 512 46568 jo.spencer@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.

**Health Systems Planning and Evaluation**

**Operations**

**Ngunnawal Bush Healing Farm**

**Ngunnawal Bush Healing Farm - Temporary Employment Register**

**Administrative Services Officer Class 2-6 \$58,230 - \$100,388, Canberra (PN: NBHF)**

Gazetted: 15 April 2021

Closing Date: 31 December 2021

Details: From time to time, the Ngunnawal Bush Healing Farm has the need for casual staff to fulfil roles in Transport and Program Support, Community Support, and Aboriginal and Torres Strait Islander Liaison. Working with Vulnerable People registration is a requirement for all Ngunnawal Bush Healing Farm roles.

We wish to hear from Aboriginal and Torres Strait Islander applicants with skills, expertise and qualifications in these areas, who are happy for us to keep their details on a temporary employment register should vacancies arise.

Roles may be filled based on operational requirements and the business needs of the organisation. Applicants will only be contacted if a vacancy arises suiting their skills and experience.

There is no guarantee that an offer of employment will be made while an application remains on the register.

Eligibility/Other Requirements:

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).

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.

Notes: Successful applicants will be offered casual employment for periods of up to three months with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Please submit a one-page written statement outlining your skills and experience relevant to the role. Include a copy of your current curriculum vitae and contact details for two referees including your current supervisor / manager.

*Applications should be sent to the Contact Officer.*

Contact Officer: Lefan Jard (02) 6237 6700 [lefan.jard@act.gov.au](mailto:lefan.jard@act.gov.au)

### **Executive Branch Manager, COVID-19 Vaccine Operations**

#### **Temporary Vacancy (asap for six months)**

#### **ACT Health Directorate**

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

#### **Position: E1193**

#### **(Remuneration equivalent to Executive Level 1.1)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 20 April 2021

A short-term executive contract is available for an experienced Senior Executive to fill the position of Executive Branch Manager, COVID-19 Vaccine Operations in the ACT Health Emergency Control Centre.

Reporting to the Executive Branch Manager, COVID-19 Vaccination Program the successful applicant will be responsible for the following functions:

- Strategic oversight of program design, development, and implementation, including vaccination programs targeted to hard to reach and vulnerable groups within the community.
- Strategic oversight and development of legal policy relating to the implementation of the COVID-19 vaccine program.
- Development of evidence-based, best practice policy, including data integrity and management.
- Leadership in a high pressure, fast-paced and rapidly evolving work environment.
- High level inter-governmental and cross directorate collaboration and liaison.
- High level stakeholder management.

To apply: Applicants are requested to provide a two-page pitch describing their skills and abilities against the position and Executive Capabilities to Fiona Barbaro via email, [Fiona.Barbaro@act.gov.au](mailto:Fiona.Barbaro@act.gov.au) by COB Thursday 22 April 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$207,171 - \$214,972 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$156,010.

Contact Officer: Fiona Barbaro (02) 5124 9442 [fiona.barbaro@act.gov.au](mailto:fiona.barbaro@act.gov.au).

## **Canberra Health Services**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>  
Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Clinical Services**

#### **CHS University of Canberra Hospital**

#### **Health Professional Officer 2 - Occupational Therapist**

#### **Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 45372)**

Gazetted: 15 April 2021

Closing Date: 3 May 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/> 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.

These positions 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.

#### **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 to apply.

#### **Behavioural Capabilities**

Strong organisational skills with high degree of initiative.

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

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

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

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

**Mandatory:**

Tertiary qualifications (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. Understand 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.

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 10 months with the possibility of extension and/or permanency. A merit list will be established from this recruitment to fill any future permanent or temporary (of any duration up to 2 years) positions in a full-time or part-time capacity.

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

Contact Officer: Christie Baldock 0466 665 925 [christie.baldock@act.gov.au](mailto:christie.baldock@act.gov.au)

### **Chief Executive Officer**

#### **Executive Director Medical Services**

#### **Medical Administration Manager**

#### **Registrar 1 – 4 \$108,465-\$135,521, Canberra (PN 51189)**

Gazetted: 22 April 2021

Closing Date: 6 May 2021

The Medical Administration Registrar (MAR) is an unaccredited training position. Supervised by the Executive Director of Medical Services (EDMS), the MAR provides high quality administrative and management services at CHS. In this role you will be expected provide professional leadership and clinical guidance in relation to strategic and operational projects, with a focus on medical staff and medical services. This position is designed to provide the trainee with exposure to a wide range of medical management and administration matters in a large complex health service. In this role you will be expected to develop your skills in medical management, and your understanding of strategic and operational management in the planning, delivery and management of medical educational and health services which enables the provision of quality, safe patient care.

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

To be successful in the role, the MAR is expected to embrace, exhibit and model behaviours that reflect our values and supports an organisational culture which enables us to meet our strategic objectives.

**Eligibility/Other Requirements:** Be registered or be eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA); Have at least three years postgraduate clinical experience. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police check.

**Note:** This is a temporary position available for nine months or until the end of the academic year, 6 February 2022.

**To Apply:** For further information regarding this opportunity and to apply visit the Canberra Health Services website [here](#).

Contact Officer: Nicolas Coatsworth (02) 5124 3596

### **Acute Allied Health Services**

#### **Psychology**



**Psychologist (Clinical Psychology Registrar)**

**Health Professional Level 1 \$63,671 - \$83,418, Canberra (PN: 17936)**

Gazetted: 16 April 2021

Closing Date: 3 May 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/>

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

Overview of the work area and position

An exciting opportunity exists for a Clinical Psychologist (Registrar) to join the friendly and supportive Acute Support Psychology team in the Division of Medicine. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality clinical psychology assessment and intervention as part of the Allied Health team providing services to a range services from acute ward settings to specialised services such as the ACT Hospital in the Home service, the Spinal Pain Service and the Pain Management Unit. This position also provides opportunity for long-term therapeutic work with people across the lifespan in outpatient settings. This position will report to the Psychology Manager.

Clinical supervision for the registrar program is provided by the department and will be negotiated with the Psychology Manager.

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

Strong interpersonal and communication skills.

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

Strong organisational skills with a strong work ethic.

Able to relate to people of varied backgrounds.

Eligibility/Other Requirements

Mandatory:

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology.

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

Desirable:

Enrolled in (or eligible for enrolment) the Clinical Psychology Registrar Program for Area of Practice Endorsement in Clinical Psychology with the Psychology Board of Australia.

Previous experience working with a multidisciplinary team in an acute care setting · Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role. · Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering with Consumers Framework and all other related frameworks.

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

Undergo a pre-employment Police check.

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

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

Note: This is a temporary position available for 24 months as a Registrar in training.

Contact Officer: Elissa Jacobs (02) 5124 2045 [Elissa.Jacobs@act.gov.au](mailto:Elissa.Jacobs@act.gov.au)

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

**Allied Health Central Management**

**Clinical Supervisor (Social Work)**

**Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 38558)**

Gazetted: 20 April 2021

Closing Date: 4 May 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

The Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Clinical Supervisor – Social Work – position reports to the Principal of Social Worker, MHJHADS.

The successful candidate will provide clinical supervision to Social Workers and other Allied Health staff consistent with Canberra Health Services (CHS), MHJHADS and Australian Association of Social Workers (AASW) policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of social work services and will be expected to apply this knowledge both to discipline specific and broader allied health contexts. In addition, the successful applicant will be expected to demonstrate a well-developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct.

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 synthesise, analyse complex information and make decisions that demonstrates critical thinking skills and forms defensible conclusions based on evidence-based sound judgement.

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

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

**Eligibility/Other Requirements**

**Mandatory:**

Degree in Social Work

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

Applicants must have a minimum of five years post-qualification experience.

Eligible for membership of the Australian Association of Social Workers (AASW).

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*.

Comply with CHS credentialing requirements for allied health.

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

Notes: This is a part-time permanent position available at 11.03 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Rosy Winter (02) 5124 1768 Rosy.Winter@act.gov.au

## **Clinical Services**

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

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

#### **CAMHS Acute Clinician**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 49491, several)**

Gazetted: 16 April 2021

Closing Date: 4 May 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 Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities.

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

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)

Overview of the work area and position

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

The Health Professional Officer position will 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. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness.

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

Eligibility/Other Requirements

**Mandatory:**

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

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

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current ACT driver's license

For Psychology:

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

Must hold a current ACT driver's license

Highly Desirable:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current ACT driver's license

Highly desirable for all disciplines:

Minimum of 3 years (ideally 5 years) post qualification

Experience working with young people

Prior to commencement successful candidates will be required to:

Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals

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

Undergo a pre-employment National Police check

Note: The successful candidate will be required to;

Be available for weekend work on a regular basis

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

Note: There are both full-time and part-time positions available. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

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

Contact Officer: Delia O'Shea 0435652168 [delia.o'shea@act.gov.au](mailto:delia.o'shea@act.gov.au)

## **Acute Allied Health Services**

### **Physiotherapy**

#### **Allied Health Assistant**

**Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level),**

**Canberra (PN: 32385)**

Gazetted: 20 April 2021

Closing Date: 4 May 2021

Details: About us

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

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

Physiotherapy Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our Physiotherapists and Allied Health Assistants work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

Under supervision, you will play a key role in delivering high quality patient centred care and associated activities to support service delivery in clinical areas.

Allied Health Assistants may work across a range of areas in the acute care setting across inpatient and outpatient speciality areas. All work performed by an AHA is delegated by and performed under the supervision of a qualified AHP.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal 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 encouraged to apply.

Behavioural Capabilities

Strong organisational skills

Effective communication and interpersonal skills

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

Eligibility/Other Requirements

Mandatory:

Relevant Certificate IV in Allied Health Assistance or equivalent qualifications.

Current driver's licence.

Desirable:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Be registered under the Working with Vulnerable People (Background Checking) Act 2011. (only if they have it on their duty statement)

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 10 months. An order of merit list may be established to fill future vacancies at level over the next 12 months. Please note you will be required to participate in an overtime roster.

Contact Officer: Kerry Boyd (02) 5124 2670 [Kerry.Boyd@act.gov.au](mailto:Kerry.Boyd@act.gov.au)

## **Acute Allied Health Services**

### **Psychology**

#### **Clinical Psychologist - Paediatric Services**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 20733)**

Gazetted: 19 April 2021

Closing Date: 5 May 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/>

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

An exciting opportunity exists for a Clinical Psychologist to join the friendly and supportive Psychology team in the Division of Allied Health. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful candidate will be responsible for providing clinical assessment and intervention services to patients of the 'Paediatrics at the Centenary Hospital' (PatCH) service. The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs.

The position will report to the Psychology Manager, Acute Allied Health Services.

#### ABOUT YOU

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#### Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Strong interpersonal and communication skills.

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

#### Eligibility/Other Requirements:

##### Mandatory:

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology.

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

Area of Practice Endorsement in Clinical Psychology or currently undertaking the registrar program for Area of Practice Endorsement in Clinical Psychology (at least 12 months into the registrar program)

##### Desirable:

Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Neuropsychology.

Previous experience working with a multidisciplinary team in an acute care setting

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 Occupational Assessment, Screening and Vaccination policy, (OMU).

Comply with CHS credentialing requirements for allied health.

Notes: This is a temporary position available for 10 months. This position is eligible for a Psychology Group Attraction and Retention Incentive: \$9,855-\$13,863. The ARIn will be reviewed every 12 months where the ARIn will be terminated or adjusted under the terms of the ARIn policy. To continue payment, the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$114,896.

Contact Officer: Elissa Jacobs (02) 5124 2045 [Elissa.Jacobs@act.gov.au](mailto:Elissa.Jacobs@act.gov.au)

## **Medical Services**

### **Medical Imaging**

#### **Registered Nurse Medical Imaging**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 32864, several)**

Gazetted: 19 April 2021

Closing Date: 3 May 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 Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

Eligibility/Other Requirements:

Mandatory:

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

Two years post graduate experience working as a registered nurse.

Desirable:

An appropriate post-graduate qualification.

Experience in the specialty area of Medical Imaging Nursing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: These are temporary full-time positions available for a period up to 12 months. These positions require the successful applicant to work a full rotating roster, as well as close call roster. Selection may be based on application and referee reports only. Previous applicants need not apply.

Contact Officer: Marilyn Manoharan (02) 5124 4333 marilyn.manoharan@act.gov.au

## **Clinical Services**

### **Clinical Services**

**Women, Youth and Children**

**Department of Neonatology**

**Neonatology Clinical Support Nurse**

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

Gazetted: 19 April 2021

Closing Date: 5 May 2021

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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**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds.

There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

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

**Eligibility/Other Requirements:**

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

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

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

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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



## **Clinical Services**

### **Canberra Health Services**

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

##### **Customer Service Officer**

##### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 30825)**

Gazetted: 16 April 2021

Closing Date: 29 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 and 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 Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the University of Canberra Hospital.

Working across multiple sites the RACS Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high quality customer service and patient care.

Staff within these roles may be required to work at any one of these sites and will be required to rotate across locations for various lengths of time to meet work demands and gain experience across settings.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Note: This is an expected full-time permanent position.

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

Contact Officer: Steve Sculac (02) 5124 0226 [steve.sculac@act.gov.au](mailto:steve.sculac@act.gov.au)

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

### **Ward 11A**

#### **Clinical Care Co-ordinator Ward 11A**

##### **Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 18436)**

Gazetted: 19 April 2021

Closing Date: 3 May 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centre's and Village Creek Centre in Kambah. ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra commenced operations in July 2018. The University of Canberra Hospital (UCH) is part of the Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population. The inpatient Rehabilitation units are now located in the University of Canberra Hospital.

This position is an exciting opportunity for a dynamic and enthusiastic Registered Nurse (RN) to have an opportunity to backfill the 3.1 role in the Geriatric acute care ward, 11A.

RACS is seeking a suitably qualified person who has a passion for Aged Care to fill this rewarding position. The CNC will support the ADON to manage the acute Geriatric inpatients and other related services to ensure that there is an exceptional person-centered care is provided.

#### Eligibility/Other Requirements:

##### Mandatory:

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

Have a minimum of three years' experience in Acute Gerontology.

##### Desirable:

Knowledge and experience in the management of patients with cognitive impairment and challenging behaviour.

Holds or is working towards a tertiary management and/or nursing qualification.

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).

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

Contact Officer: Shannon Reakes 0408 135 203 [shannon.reakes@act.gov.au](mailto:shannon.reakes@act.gov.au)

#### Clinical Services

#### Clinical Services

#### Division of Surgery

#### Medical Emergency Team

#### Medical Emergency Team Clinical Development Nurse

#### Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 30587)

Gazetted: 15 April 2021

Closing Date: 3 May 2021

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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 Medical Emergency Team (MET) is part of the Intensive Care Unit. The MET provide a frontline medical emergency response to patients experiencing an acute deterioration across the Canberra Hospital Health Services (CHHS) campus. The unit is currently seeking applications to the MET Clinical Development Nurse (CDN) position for a suitably qualified registered nurse.

In addition to providing education to staff at The Canberra Hospital, the successful applicant will be required to provide a frontline medical emergency response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach service for patients at risk of deterioration within inpatient wards.

The MET CDN role collects MET call data which is analysed and reported to clinical areas and the rapid response committee.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in the critical care environment is preferred.

The successful applicant will need to be available to work fulltime business hours, Monday – Friday.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Jo Lindbeck (02) 5124 3783 jo.lindbeck@act.gov.au

#### Clinical Services

**CHS Chief Operating Officer Clinical Services**

**CHS Women, Youth and Children**

**Clinical Development Midwife**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 03942)**

Gazetted: 15 April 2021

Closing Date: 3 May 2021

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

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.

Eligibility/Other Requirements:

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

Eligibility for membership of the Australian College of Midwives

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

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

The successful applicant will be required to undertake "Train the Assessor" training through Capability if they do not hold a similar qualification such as Certificate 4 in Training and Assessment.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Raelene Garret (02) 51247561 [raelene.garrett-rumba@act.gov.au](mailto:raelene.garrett-rumba@act.gov.au)

## **Operational Support Services**

### **Client Services / Information Hub**

#### **Business Support Officer**

#### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 32537)**

Gazetted: 15 April 2021

Closing Date: 29 April 2021

Details: Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

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The Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of Client Services (CS) to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS vision, role and values.

Under the broad direction of the Assistant Director, CS, you will oversee the delivery of services for the Information Hub (patient enquiries and residential accommodation services). You will be required to coordinate the day-to-day operations of the business unit, including but not limited to management and coordination of administrative staff, providing day-to-day supervision, human resource management, financial management and

providing advice and responses to matters related to the business portfolios. The Business Support Officer is expected to work collaboratively with other business units across CHS and be supportive and flexible in leading the changing priorities of the business portfolios.

The position will be based at Canberra Hospital with regular travel required to other sites.

#### ABOUT YOU

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#### Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Ability to lead by example, support others and demonstrate integrity.

Lead change, discover and analyse opportunities for improvement.

#### Eligibility/Other Requirements:

A minimum of three years' experience working in customer service within a health context is preferred.

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.

The successful applicant may be required to be registered under *the Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Anne Folger-Pleuger (02) 5124 4228 [anne.folger-pleuger@act.gov.au](mailto:anne.folger-pleuger@act.gov.au)

## Clinical Services

### Clinical Services

#### Nursing

#### Cancer and Ambulatory Support

#### Assistant Director of Nursing, Covid-19 Vaccination Program and Testing Centres

#### Registered Nurse Level 4.3 \$139,701, Canberra (PN: 48860)

Gazetted: 15 April 2021

Closing Date: 29 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 COVID-19 Vaccination Program and Testing Centres provide services for COVID-19 vaccination and testing throughout the Canberra region. The centres operate 7 days a week and have varying shift times. The ADON role is Monday-Friday. Under limited direction of the Director of Nursing you will be responsible for the operational management of the COVID-19 vaccination program and testing sites by supporting the Clinical Nurse Consultants at each site. The ADON is responsible for allocation of human, financial and physical resources across the sites, clinical and corporate governance, and liaison with internal and external stakeholders.

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.

Eligibility/Other Requirements:

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. Behavioural Capabilities

Highly developed organisation and leadership skills

Highly developed interpersonal and communication skills

Responsive with the ability to prioritise and respond to a dynamic workplace and situations. Mandatory:

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

Hold a current driver's licence. Desirable:

Hold or be working towards post-graduate qualifications in nursing and/or health leadership. Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 10 months with possibility of permanency.

Contact Officer: Katherine Wakefield (02) 5124 8502 [katherine.wakefield@act.gov.au](mailto:katherine.wakefield@act.gov.au)

## **Surgery**

### **Acute Surgical Unit**

#### **Acute Surgical Unit Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 19486)**

Gazetted: 15 April 2021

Closing Date: 29 April 2021

Details: Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

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The Acute Surgical Unit is a 16-bed unit caring for patients in the acute phase of an actual or potential surgical complaint. Patients are primarily admitted under the Acute Surgical Unit team, as well as other surgical specialties when required, who have an expected short length of stay. We are a small team of dedicated nurses striving to provide positive outcomes for patients by promoting best practice and supporting each other in a fast-paced environment.

The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice and contribute to the development of less experienced nursing staff and students.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains, clinical care, leadership, education, safety and communication.

#### ABOUT YOU

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#### Behavioural Capabilities

Highly motivated with strong organisational and time management skills

Capacity to contribute to a positive, strong and cohesive interprofessional culture

Adaptability and flexibility to manage changes in demand

Personal and professional integrity

#### Eligibility/Other Requirements:

You must be registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) and have a minimum of three years' experience in surgical nursing.

The successful applicant will need to be available for rotating shifts including evenings, nights, weekends and public holidays.

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

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

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

Undergo a pre-employment Police check

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

Contact Officer: Megan Mickenbecker (02) 5124 5716 Megan.Mickenbecker@act.gov.au

#### **Clinical Services**

##### **Brindabella Rehabilitation Services, Rehab at Home**

##### **Allied Health Assistant**

##### **Allied Health Assistant**

**Allied Health Assistant 3 \$67,158 - \$70,454 (up to \$74,533 depending on qualification level), Canberra (PN: 36096)**

Gazetted: 15 April 2021

Closing Date: 3 May 2021

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The Rehabilitation At Home (RaH) service provides up to 6 weeks of intensive goal-directed interprofessional rehabilitation for persons within their home or community environments. The RaH service aims to maximise a person's recovery and functional independence following a recent deterioration. The RaH service also aims to facilitate early discharge from hospital or prevent hospital admission by providing intensive rehabilitation. The RaH service is comprised of physiotherapy, occupational therapy and allied health assistants, with the ability to partner with other allied health, nursing and medical services as required. Under the indirect supervision of an Allied Health Professional, the AHA in RaH plays a key role in the day to day functioning of the service, delivers therapeutic interventions and operates at an extended level.

The RaH service is part of Brindabella Rehabilitation Services (BRS) which operate from the University of Canberra Hospital, Bruce. This AHA position also provides leadership for Allied Health Assistants within Brindabella

Rehabilitation Services. AHAs within BRS are supported with regular clinical and peer supervision, access to, and support to engage in ongoing professional development. They provide clinical education opportunities for AHA students.

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#### Behavioural Capabilities

To be successful in this position, you would demonstrate the following attributes:

Strong organisational skills, self-motivation and high levels of initiative.

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

Good communication and interpersonal skills.

#### Eligibility/Other Requirements:

##### Mandatory:

Cert IV in Allied Health assistance and a minimum of 3 years' experience working professionally in an Allied Health Assistant role in rehabilitation and/or aged care is preferred.

##### Current Drivers' licence

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

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

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

Prior to commencement successful candidates will be required to:

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

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police Check.

Notes: A merit list will be established from this recruitment to fill any future permanent or temporary (of any duration up to two years) in a full-time or part-time capacity.

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

#### **Allied Health Clinical Education Unit**

#### **Allied Health Assistant**

**Allied Health Assistant 3 \$67,158 - \$70,454 (up to \$74,533 depending on qualification level), Canberra (PN: 00285)**

Gazetted: 15 April 2021

Closing Date: 3 May 2021

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Overview of the work area and position

This full-time, temporary position is based in the Canberra Health Services, Division of Allied Health, Allied Health Clinical Education Unit and provides support for educational, professional and operational issues affecting the allied health assistant workforce. The role has strong partnerships with a range of internal and external stakeholders, including education providers, particularly the Canberra Institute of Technology (CIT).

The Allied Health Assistant Clinical Educator position plays a leadership role for the Allied Health Assistant workforce in CHS. This includes the provision of coordination, monitoring and evaluation of the education and



training of allied health assistants (AHAs), including students and CHS staff, in consultation with the Profession Lead and Senior Managers. This role also includes providing support to the development of new AHA roles, the existing AHA workforce and allied health teams.

The successful person in this role will be supported to develop their skills in education and training.

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#### Behavioural Capabilities

Demonstrated aptitude for work in a healthcare environment

Strong organisational skills with a strong work ethic.

Adaptability and flexibility to accommodate change.

#### Eligibility/Other Requirements

The education level entry requirement is the Certificate IV Allied Health Assistance qualification or recognised equivalence plus At least five years' experience and work-based competency skill appropriate to the role.

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

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

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

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

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

Undergo a pre-employment National Police Check.

#### Note

This is a temporary position available for a period of 12 months with the possibility of extension. Prospective applicants are required to communicate with a Contact Officer as part of the application process.

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

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

#### **CHS Cancer and Ambulatory Support**

#### **Registered Nurse Level 2 Palliative Care Consult Liaison Team**

#### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22547)**

Gazetted: 16 April 2021

Closing Date: 3 May 2021

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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

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 Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The role of Palliative Care Nurse is a Registered Nurse Level 2 position. The position reports to the Palliative Care Clinical Nurse Consultant and is an integral member of the specialist team. The position is a critical reference point for patients and families with complex nursing, medical and psychosocial needs relating to their overall diagnosis, treatment or adjusting to a new palliative care diagnosis. The role also provides support and education for staff across diverse professional background and as such is a highly experienced professional.

Working closely with other disciplines in all wards in Canberra Hospital, the role provides leadership in nursing care of patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis and leadership in palliative care conversations.

### Eligibility/Other Requirements:

#### Mandatory:

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

At least three years post graduate experience in working with people with life limiting illnesses and/or post graduate education in palliative care

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

Contact Officer: Julianne Siggins 0412 501 716 [Julianne.siggins@act.gov.au](mailto:Julianne.siggins@act.gov.au)

## Surgery

### Medical Staff

#### Specialist 1-5 - Anaesthetist

#### Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 50422)

Gazetted: 21 April 2021

Closing Date: 18 May 2021

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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, 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 may be 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 clinical/ research matters to Canberra Health Services.

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/>

#### Position Overview:

Canberra Health Services are looking for enthusiastic and experienced Anaesthetists to assist in meeting the ever-increasing service demand of a swiftly growing population. We are seeking anaesthetists who are eager to learn and those who are engaged to grow the next generation of anaesthetists as we expand our service into the Surgical Procedures, Interventional, Radiological and Emergency (SPIRE) precinct which is due to open on the main Canberra campus in 2024.

Learn more about SPIRE go to [www.health.act.gov.au/about-our-health-system/planning-future/spire-project](http://www.health.act.gov.au/about-our-health-system/planning-future/spire-project)

The Canberra Health Services Department of Anaesthesia, Peri-operative Medicine and Pain Management is a busy department that facilitates over 32,000 anaesthetic procedures (elective and emergency) per year. Perioperative Medicine has become a significant focus of our department. We operate in a variety of environments, including Canberra Hospital which is the largest tertiary and trauma facility in the region, Calvary Public Hospital, John James Calvary Hospital, National Capital Private Hospital and other private day surgery locations within Canberra.

The breadth of anaesthetic procedures undertaken are all encompassing (cardiac, neurosurgery, and neonatal surgery) with the exception of solid organ transplant. As the primary teaching hospital and major trauma centre for ACT and the Southern NSW region, exposure to interesting cases is a certainty.

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Due to these partnerships and the flexible nature of this employment opportunity, excellent research opportunities are available.

#### Employment Conditions and Benefits

##### Remuneration

A full time Senior Medical Officer employed in the ACT Public Service is entitled to a package up to \$369,057 per annum (pro-rata for fractional appointments) under the ACT Public Sector Medical Practitioners Enterprise Agreement 2013-2017. A new enterprise agreement is currently awaiting approval from the Fair Work Commission.

This package is inclusive of salary, a minimum 11.5% super contribution and:

Private Practice Schemes, with a minimum payment (Scheme A – 20%) \$42,435 - \$52,367.

##### Additional Benefits

Total Remuneration Package: \$336,303 - \$401,602 inclusive of salary, ARIn and applicable allowances and 11.5% super.

Group Attraction and Retention Incentive: \$50,000

Please

note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$401,602

Benefits additional to Remuneration include:

Generous leave provisions, including training and education leave up to the following:

4 weeks training/education leave;  
4-5 weeks annual leave per annum;  
Strong mentorship and supervisory support;  
Medical Education expenses allowance (MEE) reimbursement up to \$19,014  
Access to PBI taxation benefits;  
Ability to apply for up to \$55,000 in reimbursement of relocation expenses;  
Access to additional payments for work undertaken on Extra Surgery Schemes;  
Research opportunities; and  
The opportunity to contribute to the development of Models of Care for the new SPIRE precinct.

**About You:**

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**Position Requirements/Qualifications:**

**Mandatory:**

Relevant registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).

Fellowship of the Royal Australian and New Zealand College of Anaesthesia or equivalent specialist qualifications.

Be an Australian Citizen or permanent resident of Australia.

**Desirable:**

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

Note: Annual Base Salary: Specialist 1-5 - \$180,732 - \$223,029 (Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise).

Contact Officer: Shannon Dougan (02) 5124 7061 [shannon.dougan@act.gov.au](mailto:shannon.dougan@act.gov.au)

**Clinical Services**

**CHS University of Canberra Hospital**

**Rehab Allied Health**

**Physiotherapist**

**Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 18951, several)**

Gazetted: 21 April 2021

Closing Date: 5 May 2021

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

**Position Overview**

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The RACS Physiotherapy and Exercise Physiology service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient and community-based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program (TTCP) and community based physiotherapy services.

Under professional supervision from the Lead Professional for Physiotherapists, Physiotherapists are responsible for the provision of physiotherapy services in individual or group-based sessions, delivering high quality patient centred care and positive patient outcomes.

Physiotherapists will be offered the opportunity to rotate through the variety of Physiotherapy related services within RACS, based at multiple locations.

This position will be required to work flexibly across services / locations and participate in a weekend roster.

#### About You

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#### Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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.

#### Eligibility/Other Requirements

Relevant registered or be eligible for general registration with Psychology Board of Australia under AHPRA qualifications and a minimum of 12 months paid work experience working professionally in Physiotherapy is preferred.

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:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment Police check.

Note: This advertisement is for three expected full time temporary vacancies up to a period of two years with a possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Contact Officer: Grant Shaw (02) 5124 0074 [grant.shaw@act.gov.au](mailto:grant.shaw@act.gov.au)

#### Capital Project Delivery

##### Clinical Liaison Officer - Major Projects

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 46378)**

Gazetted: 21 April 2021

Closing Date: 7 May 2021

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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

An exciting opportunity exists for a suitably experienced candidate with a clinical background to join the project team responsible for the design and construction of the \$13.5 million Intensive Care Unit (ICU) Expansion project. The expansion will increase the ICU's physical capacity from 31 beds to 39 beds, providing a boost to the ACT's critical care capacity.

The position will directly report to the Project Executive Sponsor and act on their behalf as directed for participation in co-ordination meetings, consultation with staff and provision of advice to the project team. This is a critical role to support the Project Executive Sponsor, liaising and coordinating with the broader project team on key project aspects and deliverables.

A key duty of the role will be the development and execution of the change management plans as they affect clinical service delivery, and assisting with the coordination and development of:

models of care and health facility planning documentation, including for clinical support services;

clinical design input that supports the implementation of models of care, including clinical technology systems and reflecting best-practice clinical workflows;

staging and decanting planning, and relocation of clinical services to allow building works to progress;

change management documentation;

clinical workforce profiles, including job roles, descriptions and levels;

policies, procedures and business rules to implement new processes and/or practices required to implement the models of care; and

clinical training requirements and strategy documentation.

#### Eligibility/Other Requirements:

##### Mandatory:

Relevant experience in a health service or a clinical operating environment in Australia.

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

##### Desirable:

Tertiary qualifications in a health, science or management related discipline

Knowledge of best practice health service planning processes and practices.

Note: This is a temporary position available for a period of 12 months with possibility of extension.

Contact Officer: Dave Gilbert (02) 5124 7791 [dave.gilbert@act.gov.au](mailto:dave.gilbert@act.gov.au)

#### Medical Imaging

##### Administration Team Leader - Medical Imaging

##### Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 18527)

Gazetted: 21 April 2021

Closing Date: 5 May 2021

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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

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

The Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

This position will be required to lead and support the Medical Imaging Administration team, under direction of the Administration Manager. The successful applicant will be required to problem solve and communicate effectively with internal and external stakeholders. They will be highly motivated to complete tasks on time and be able to work independently and as a part of a team

#### Eligibility/Other Requirements:

##### Behavioural Capabilities

Effective communication skills; and

Strong organisational skills with a strong work ethic

##### Desirable:

Relevant secondary qualifications and a minimum of 2 years' experience working professionally in a clinical administrative position is desirable.

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

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

Prior to commencement successful candidates will be required to:

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 nine months.

Contact Officer: Amy-Lee Horsburgh (02) 5124 2798 amy.horsburgh@act.gov.au

#### Clinical Services

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

#### Clinical Lead

**Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 49114)**

Gazetted: 21 April 2021

Closing Date: 5 May 2021

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

**Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

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

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

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

The AMHDS Clinical Lead plays a vital role in evaluating and improving the quality of the therapeutic interventions provided at the AMHDS, including the Dialectical Behavioural Therapy program. In collaboration with staff and the Allied Health Manager the Clinical Lead plays a central role in the DBT consult and the development of the AMHDS quarterly rehabilitation program. The Clinical Lead also provides supervision, leadership and professional development to the AMHDS staff and supports the clinical and operational governance of the team.

The AMHDS is located at the University of Canberra Hospital.

**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**

Ability to guide team members in a collaborative and influential manner.

Ability to synthesise and analyse complex clinical information and make decisions.

Display critical thinking skills and form defensible conclusions based on evidence and sound judgment.

**Eligibility/Other Requirements**

Relevant tertiary qualifications or equivalent in occupational therapy, psychology or social work and a minimum of three - five years post-qualification experience in a relevant clinical area and of supervising staff 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](#).

Hold a current driver's license.

**For Occupational Therapy:**

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

Be eligible for professional membership of Occupational Therapy Australia

Have a minimum of three years (ideal five years) experience post qualification.

**For Psychology:**

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

Have a minimum of three years (ideal five years) experience post qualification.



Be approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 5+1 interns and/or Higher Degree Students

For Social Work:

Degree in Social Work,

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

Be registered under the Working with Vulnerable People Act 2011 (ACT),

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

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 [bronwyne.thomson@act.gov.au](mailto:bronwyne.thomson@act.gov.au)

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

### **Allied Health**

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

##### **Physiotherapy**

##### **Administration Officer**

#### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 21352)**

Gazetted: 21 April 2021

Closing Date: 5 May 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/>

Acute Allied Health Services (AAHS) are provided to a range of clients in the acute inpatient setting and specialised outpatient services at Canberra Hospital. Under general direction you will be required to provide administrative support within AAHS Physiotherapy Women's Health and Paediatric services based in the Centenary Hospital for Women and Children. You will be responsible for booking and scheduling client appointments, referral management, data entry, banking, and general administration tasks.

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

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##### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

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

Understanding of medical terminology and experience working professionally in an acute health care setting 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.

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary part time position available to mid-August 2021 with possibility of extension up to six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is part-time at (18:38) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Kerry Boyd (02) 5124 2670 [kerry.boyd@act.gov.au](mailto:kerry.boyd@act.gov.au)

## **Medical Services**

### **Pharmacy**

#### **Trainee Pharmacy Technician**

#### **Trainee Technical Officer \$55,674 - \$61,443, Canberra (PN: 21792, several)**

Gazetted: 21 April 2021

Closing Date: 7 May 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.

Overview of the work area and position

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Working within the Pharmacy Services' Quality Use of Medicines, Research and Education team, the Medication Safety and Quality Pharmacist will lead, manage and coordinate efforts to improve the safety and quality of medicines use across the Canberra Hospital and Health Services.

The pharmacy team charter is “Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community”.

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Behavioural Capabilities

Strong organisational skills with a high degree of personal drive

High level customer service skills

Ability to maintain high work standards and accuracy

Ability to role model our departmental team charter

Eligibility/Other Requirements

Applicants are required to demonstrate enrolment in Certificate III in Hospital-Health Services Pharmacy Support if successful in the recruitment process and complete the certificate within the 18-month employment contract.

Previous experience working in a hospital or community pharmacy is highly desirable.

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

Work across multiple CHS locations.

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*.

Comply with CHS credentialing requirements for allied health.

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

#### **Notes**

There are several temporary positions available for a period of 18 months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Keat Gan (02) 5124 2118 Keat.Gan@act.gov.au

### **Acute Allied Health Services**

#### **Physiotherapy**

#### **Physiotherapist Orthopaedics**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 27522)**

Gazetted: 19 April 2021

Closing Date: 3 May 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/>

The Canberra Health Services Division of Allied Health provides a range of allied health services across clinical Divisions of Canberra Hospital. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

Physiotherapists play a key role in the multidisciplinary management of orthopaedic patients across the care continuum.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

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

##### **Mandatory:**

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

Tertiary qualifications or equivalent in Physiotherapy

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

Current driver's licence

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

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

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

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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 10 months with the possibility of extension. A merit selection list from this recruitment round may be used to fill temporary or permanent vacancies within 12 months. You will be required to participate in an overtime roster.

Contact Officer: Kerry Boyd 5124 2670 Kerry.Boyd@act.gov.au

#### **Medical Services**

#### **Medical Services**

#### **Medical Officer Support, Credentialing, Employment and Training Unit**

#### **JMO Manager**

#### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 11951)**

Gazetted: 21 April 2021

Closing Date: 5 May 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 and alcohol and drug services.

Overview of the Work Area and Position

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) has responsibility for:

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

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under broad direction from the Director MOSCETU you will play a key role in providing day to day recruitment, human resource management support and advice to managers across CHS on all matters relating to recruitment and establishments for the employment of Junior Medical Officers.

Eligibility/Other Requirements:

Behavioural Capabilities

Strong organisational skills with a high degree of communication skills;  
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs; and  
High degree of common sense and self awareness

Position Requirements/Qualifications:

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

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

Undergo a pre-employment National Police Check.

Note: This is a full-time temporary position available for a period of 8 months with the possibility of extension and/or permanency.

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

Contact Officer: Grace Johnson (02) 51248334 [grace.johnson@act.gov.au](mailto:grace.johnson@act.gov.au)

## **Chief Executive Officer**

### **Senior Registrar**

**Senior Registrar \$152,379, Canberra (PN: 51263)**

Gazetted: 21 April 2021

Closing Date: 6 May 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:

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.

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

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

Overview of the Work Area and Position:

The Clinical Health Emergency Coordination Centre (CHECC) is responsible for leading the clinical services response to the COVID-19 pandemic for the ACT, including the development of a whole of health services plan and coordination of any operational response.

The Clinical Health Emergency Coordination Centre (CHECC), under the direction and leadership of the Deputy Health Controller, coordinates, enables and facilitates the Chief Health Officer's ability to manage the COVID-19 pandemic by providing clinical advice, clinical direction, effective and consistent standards, best practice and the provision of health services to the ACT and other surrounding regions during the COVID-19 Pandemic. In doing this the CHECC aims to:

Protect patients and consumers;

Protect health workers; and

Protect the community.

Eligibility/Other Requirements:

Mandatory:

Relevant clinical qualifications plus a minimum of five years experience working professionally is preferred.  
Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 11 months with possibility of extension.

Contact Officer: Imogen Mitchell (02) 5124 4700 imogen.mitchell@act.gov.au

## **Clinical Services**

### **Cancer and Ambulatory Services**

#### **Clinical Research Officer**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 24266)**

Gazetted: 20 April 2021

Closing Date: 2 May 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**

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 position is part-time (0.4FTE) which can be flexibly completed within business hours Monday to Friday.

Working closely with the palliative care team and the Director of Palliative Care, Dr Michael Chapman, the role will support the development and enactment of the palliative care service research plan and provide comprehensive support to specific palliative care research projects.

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

##### **Mandatory:**

Qualification in a discipline related to palliative care or healthcare research. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role

Desirable:

Experience in conducting research

Prior to commencement successful candidates will be required to undergo a pre-employment

Undergo a pre-employment National Police Check.

Note:

This position is part-time at (15:00) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Dr Michael Chapman 0401 001 623 michael.chapman@act.gov.au

## **Cancer and Ambulatory Services**

### **Supportive Care**

#### **Manager Supportive Care**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 23729)**

Gazetted: 20 April 2021

Closing Date: 7 May 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

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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 provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the support functions for organisational ambulatory care including the Central Intake team, central outpatients and transcription.

Cancer services are divided into five clinical streams: Medical Oncology, Radiation Oncology, Haematology, Immunology and Palliative Care.

The Supportive Care Manager is responsible for providing an effective, efficient and contemporary leadership to the Supportive Care Team and ensuring the provision of a support service to people and their families undergoing cancer treatment and in their transition to survivorship. The team comprises highly skilled nurses, social workers and psychologists providing services to people in the hospital, as outpatients and in the community.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements:

**Mandatory:**

Relevant post graduate qualifications and a minimum of 5 years' post graduate experience working professionally with people with a life limiting illnesses is preferred.

Post graduate qualification in leadership and demonstrated experience in a leadership role

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

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

Contact Officer: Julianne Siggins 0412 501 716 Julianne.siggins@act.gov.au

**Women, Youth and Children**

**Paediatric Services**

**Palliative Care Clinical Educator**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 49502)**

Gazetted: 20 April 2021

Closing Date: 6 May 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 Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and adolescents in the ACT and surrounding areas. The service is child and family centred to ensure the successful delivery of health care.

The Australian Capital Territory (ACT) Paediatric Palliative Care Service (PPCS) is based at the Centenary Hospital for Women and Children and provides consultancy services directly to patients, primary care teams and communities of care within the patient's local community, across the Australian Capital Territory and children living in regional Southern New South Wales. Paediatric palliative care is provided across antenatal, neonatal, paediatric and late adolescence.

The purpose of the PPCS is to provide holistic care and support to all patients with life limiting conditions and their families. This is achieved through the provision of competent and compassionate care in an appropriate setting for all children engaged with our service.

The ACT PPCS service will participate in a Paediatric Palliative Care National Education and Quality Improvement Project from July 2020 to July 2023. The project aim is to achieve service quality improvement through education in acute and community health settings. Education leads will be established in each participating jurisdiction



throughout Australia. Queensland is the project lead and will also participate in the project activities along with the other states and territories. The Nursing educator role will be responsible for collaborating with other paediatric palliative care educators (i.e. nursing, medical and allied health) within the Queensland project team and with counterparts in other states participating in the project. Locally, collaboration with stakeholders from the Centenary Hospital for Women and Children, The Canberra Hospital Palliative Care team, Clare Holland House Hospice, Sydney Children's Hospital Network will be integral to the role.

The Nurse Educator is a Registered Nurse who is accountable at an advanced practice level for the design, implementation and assessment of nursing education programs incorporating adult learning principles, managing educational resources and providing paediatric nursing expertise related to educational issues within the Paediatric Palliative Care National Education and Quality Improvement Collaborative Project (PPCNEQIC). The Nurse Educator leads and supports a culture of development and enquiry which actively encourages and facilitates clinical, professional and organisational learning within a Supported Practice Framework.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post-graduate qualifications in education or a relevant area.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary position available for a period of 10 months with the possibility of extension. This position is part-time at 8 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Fiona Cameron (02) 51247737 [fiona.j.cameron@act.gov.au](mailto:fiona.j.cameron@act.gov.au)

## **Clinical Services**

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

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

##### **Registered Nurse Level 2 - Adult Acute Mental Health Services**

##### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18514)**

Gazetted: 19 April 2021

Closing Date: 5 May 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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

## Justice Health Services

### Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services 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 Canberra Hospital.

AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. Planned service expansion will see the opening of a new 10 -bed low dependency inpatient unit at Canberra Hospital in 2021.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

Demonstrated clinical leadership and the ability to develop all members of the team.

Be able to communicate with influence, particularly with the diverse teams including internal and external parties within acute mental health care.

Be flexible, adaptable, and able to be comfortable with a changing work environment.

### Eligibility/Other Requirements

#### Mandatory

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

Minimum of two years' recent experience working professionally in an acute mental health facility.

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

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

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

#### Desirable

Hold or be working toward Post Graduate qualification in mental health nursing.

Clinical leadership experience

Current driver's licence

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

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

Undergo a pre-employment National Police Check.

Note: This is a full-time position working across AAMHS on a rotating shift roster, including morning, evening, and night shifts.

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

Contact Officer: Monique Fielder (02) 5124 5452 [monique.fielder@act.gov.au](mailto:monique.fielder@act.gov.au)

## Surgery

### Medical Staff

**Specialist 1-5 - Trauma and Retrieval Anaesthetist**

**Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 50423)**

Gazetted: 20 April 2021

Closing Date: 18 May 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:

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.

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.

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 may be 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 clinical/research matters to Canberra Health Services.

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/>

Position Overview:

Canberra Health Services are looking for enthusiastic and experienced Anaesthetists to assist in meeting the ever-increasing service demand of a swiftly growing population. We are seeking anaesthetists who are eager to learn and those who are engaged to grow the next generation of anaesthetists as we expand our service into the Surgical Procedures, Interventional, Radiological and Emergency (SPIRE) precinct which is due to open on the main Canberra campus in 2024.

Learn more about SPIRE go to [www.health.act.gov.au/about-our-health-system/planning-future/spire-project](http://www.health.act.gov.au/about-our-health-system/planning-future/spire-project)

The Canberra Health Services Department of Anaesthesia, Peri-operative Medicine and Pain Management is a busy department that facilitates over 32,000 anaesthetic procedures (elective and emergency) per year. Perioperative Medicine has become a significant focus of our department. We operate in a variety of environments, including Canberra Hospital which is the largest tertiary and trauma facility in the region, Calvary Public Hospital, John James Calvary Hospital, National Capital Private Hospital and other private day surgery locations within Canberra.

The breadth of anaesthetic procedures undertaken are all encompassing (cardiac, neurosurgery, and neonatal surgery) with the exception of solid organ transplant. As the primary teaching hospital and major trauma centre for ACT and the Southern NSW region, exposure to interesting cases is a certainty.

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Due to these partnerships and the flexible nature of this employment opportunity, excellent research opportunities are available.

#### Employment Conditions and Benefits

##### Remuneration:

A full time Senior Medical Officer employed in the ACT Public Service is entitled to a package up to \$369,057 per annum (pro-rata for fractional appointments) under the ACT Public Sector Medical Practitioners Enterprise Agreement 2013-2017. A new enterprise agreement is currently awaiting approval from the Fair Work Commission.

This package is inclusive of salary, a minimum 11.5% super contribution and:

- Private Practice Schemes, with a minimum payment (Scheme A – 20%) \$42,435 - \$52,367.

##### Additional Benefits

Total Remuneration Package: \$336,303 - \$401,602 inclusive of salary, ARIn and applicable allowances and 11.5% super.

Group Attraction and Retention Incentive: \$50,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$401,602

Benefits additional to Remuneration include:

Generous leave provisions, including training and education leave up to the following:

4 weeks training/education leave;

4-5 weeks annual leave per annum;

Strong mentorship and supervisory support;

Medical Education expenses allowance (MEE) reimbursement up to \$19,014

Access to PBI taxation benefits;

Ability to apply for up to \$55,000 in reimbursement of relocation expenses;

Access to additional payments for work undertaken on Extra Surgery Schemes;

Research opportunities; and

The opportunity to contribute to the development of Models of Care for the new SPIRE precinct.

##### About You:

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

##### Position Requirements/Qualifications:

###### Mandatory:

Relevant registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).

Fellowship of the Royal Australian and New Zealand College of Anaesthesia or equivalent specialist qualifications.

Be an Australian Citizen or permanent resident of Australia.

Ability to work days, nights and weekends at a minimum of 0.5 FTE.

Specialised training in major trauma, including ballistic injuries and burns

Training and experience in anaesthesia for major head and neck surgery.

Current experience in retrieval medicine, including Aeromedical patient transport and winch rescue in an AW139 helicopter.

Demonstrated currency in HUET training.

Qualification in Medical Simulation.

###### Desirable:

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

Note: Annual Base Salary: Specialist 1-5 - \$180,732 - \$223,029 (Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise).

Contact Officer: Shannon Dougan (02) 5124 7061 [shannon.dougan@act.gov.au](mailto:shannon.dougan@act.gov.au)

## **Clinical Services**

### **Nursing University of Canberra Hospital**

#### **Stromlo Ward**

#### **Clinical Nurse Consultant - Stromlo Ward UCH**

#### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 39799)**

Gazetted: 19 April 2021

Closing Date: 3 May 2021

#### **About us**

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**

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 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. Stromlo Ward - Neurological Rehabilitation for patients with a range of neurological conditions including Stroke, Traumatic Brain Injury, Spinal Cord Injury, Functional and Degenerative disorders.

The CNC of a UCH ward is responsible for the day-to-day operational management of services with the ward, including the management of nursing workloads, model of care, and patient flow. The CNC is to provide expert clinical leadership and management within a nursing and multidisciplinary team.

The CNC will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. It is expected that the CNC will promote, incorporate and maintain the National Safety and Quality Health Standards at a ward level. There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the University of Canberra team to support the professional development of the UCH nursing workforce.

#### 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

Strong organisational skills with a high degree of drive.

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

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

#### Eligibility/Other Requirements:

##### Mandatory:

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

##### Desirable:

Minimum of three years' experience working professionally in a management role.

Post Graduate studies in Nursing, Health Management or related field.

Hold Intermediate Life Support Certification.

Hold a current driver's licence.

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

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks. Prior to commencement successful candidates will be required to:

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

Contact Officer: Maria Harman 0461 634 639 maria.harman@act.gov.au

#### Allied Health

##### CHS Chief Executive Officer

##### CHS Allied Health

##### Allied Health Assistant Level 2 - Speech Pathology

**Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level), Canberra (PN: 27163)**

Gazetted: 19 April 2021

Closing Date: 5 May 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 and alcohol and drug services.

Overview of the work area and position:

Acute Allied Health Services Speech Pathology provides tertiary level services to eligible inpatients and outpatients of Canberra Health Services. Services include specialist assessment and management of a range of acute communication and swallowing disorders. 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.

The Speech Pathology Allied Health Assistant provides valuable support and patient care for the Speech Pathology team including supporting safe mealtime management and effective communication for inpatients, supportive objective swallowing assessments and assisting with outpatient caseload management.

Qualifications and experience:

Mandatory:

Certificate IV in Allied Health Assistance or recognised equivalent.

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

Undergo a pre-employment Police check.

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

Comply with CHS credentialing requirements for allied health.

Note: This is a permanent, full-time position based at the Canberra Hospital.

Training in speech pathology AHA duties and skills will be provided to the successful applicant if required on commencement. Applicants with experience in other areas or allied health disciplines, e.g. Occupational Therapy, Physiotherapy, Social Work or Nutrition are encouraged to apply.

Selection may be based on application and referee reports only.

Potential applicants are encouraged to discuss their application with the contact person.

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

Contact Officer: Tim Tooke (02) 5124 2230 tim.tooke@act.gov.au

## **Medical Services**

### **Pharmacy**

#### **Covid Clinic Pharmacist**

**Pharmacist Level 1 \$72,260 - \$83,418, Canberra (PN: 45089, several)**

Gazetted: 21 April 2021

Closing Date: 7 May 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.

Overview of the work area and position

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

CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including several specialised services. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward-thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"

The role of the Covid Clinic pharmacist is an integral part of the effective and accurate preparation of Covid-19 vaccinations. The pharmacist is responsible for the product checking and release, medicines information and inventory management at the Covid clinics.

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

Strong organisational skills

Attention to detail

Adaptability and flexibility to accommodate change and provide responsive services to meet the clinic needs

Eligibility/Other Requirements

Mandatory:

Be registered as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

To successfully complete the Australian Government COVID-19 vaccination training program

To be available for regular weekend and after-hours work

Be able to work across multiple sites within Canberra health Service

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

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

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

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.

Undergo a pre-employment Police check.

Notes

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

An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Monica Rayson (02) 5124 7949 [monica.rayson@act.gov.au](mailto:monica.rayson@act.gov.au)

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

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

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

#### **Shared Services**

##### **Finance Services**

##### **Finance Operations**

##### **Assistant Director, Business Intelligence and Support**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 09652)**



Gazetted: 21 April 2021

Closing Date: 5 May 2021

Details: If you are a strategic thinker capable of juggling governance, planning, risk and can handle the ebb-and-flow of a high-tempo finance operations area, with sufficient motivation not to accept the present state of the world, then you just might be the person we are looking for.

You will need to demonstrate an understanding of customer experience and be comfortable taking full responsibility for all that depends on you. If you like big ideas and vague generalities and possess the wisdom to judge each act as it comes then you could become part of the continuing Shared Services Finance story.

If you have an eye for detail and can lead change in a collegiate way, demonstrating a breadth and depth of understanding in a finance operations and policy domain, as detailed more fully in the attached Position Description document, then this could be the role for you.

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

Eligibility/Other Requirements:

Recent relevant experience in business intelligence and/or business improvement in either a government or private enterprise context is highly desirable for this role.

Demonstrated competency in financial processing systems, including oracle R12, Convergia P2P, Westpac Corporate Online, Collexus, or similar, as well as with Microsoft Office Applications and PowerBI.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page pitch addressing the elements of the 'What You Require' section of the attached Position Description, 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: Alan Ross (02) 6205 1239 alan.ross@act.gov.au

## **Policy and Cabinet**

### **Cabinet, Assembly and Government Business**

#### **Chief Minister Directorate Liaison Officer**

#### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 13642)**

Gazetted: 20 April 2021

Closing Date: 4 May 2021

Details: An exciting and valuable career opportunity presents itself as the Chief Minister, Treasury and Economic Development Directorate seeks a highly motivated senior officer to perform the duties of Directorate Liaison Officer for the Chief Minister's portfolios. As Directorate Liaison Officer you will be required to facilitate and support direct communications and policy advice between the Directorate and the Chief Minister's Office. To be successful in this role it is expected that you can demonstrate a high-level ability to provide strategic policy direction and advice and possess strong leadership and management skills and sound judgement.

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 for 12 months with the possibility of extension for a further three months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants must provide a written application that addresses the Position Description in a two-page pitch detailing how you are the right person for this opportunity. Candidates should also provide a curriculum vitae and the contact details of two referees.

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

Contact Officer: Sara Burns (02) 6205 5347 Sara.Burns@act.gov.au

## **Access Canberra**

## **Projects, Governance and Support**

### **Government Business and Coordination**

#### **Government Business and Coordination Officer**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 43670)**

Gazetted: 19 April 2021

Closing Date: 26 April 2021

Details: Access Canberra currently has a permanent opportunity within its Government Business and Coordination Team. The team is highly regarded and operates as a critical coordination point between Government, the Access Canberra Executive and the broader organisation. The working environment is varied and fast paced, and the team work flexibly to deliver on priorities, exceed expectations and generally be awesome at everything they do.

If you want to be a part of that awesomeness, have experience in a coordination role and an interest in all things government business then we want to hear from you. We are looking for fun, positive people with sound skills in managing competing priorities, a flexible approach to work, good attention to detail and a strong focus on delivering outcomes. Solid skills in customer service would be advantageous.

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: A merit pool will be established from this process that may be used to fill ongoing and non-ongoing vacancies over the next 12 months. This position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your curriculum vitae and a one-page pitch (750 words) outlining how your Skills, Knowledge and Behaviour will allow you to be a high-performer in this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stewart Turner (02) 6207 1231 [stewart.turner@act.gov.au](mailto:stewart.turner@act.gov.au)

## **Access Canberra**

### **Fair Trading and Regulatory Strategy**

#### **Investigations**

##### **Investigator**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 33914)**

Gazetted: 19 April 2021

Closing Date: 3 May 2021

Details: We are seeking an enthusiastic and self-motivated Investigator to assist our Investigations unit with pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT.

The Investigations unit adopts a strategic, risk-based, and proportionate approach to promote compliance with fair trading legislation. It works in close coordination with other areas within Access Canberra and across the ACT Government to achieve our common purpose of maintaining a safe and liveable city.

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: Suitability for this position will be assessed across three key areas:

Skills. The skills you have to fulfil the duties/responsibilities of the role.

Knowledge. The knowledge you have which will enable you to perform the duties/responsibilities of the role to a high standard.

Behaviour. How you will display the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.

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

How to Apply: To apply for this role please provide your curriculum vitae and a two-page pitch setting out:

Your greatest achievements in the last five years and how they relate to this position and its duties, and

Why your ability, ingenuity, experience, and qualifications make you the best person for this role.

Contact Officer: Ben McMahon (02) 6207 0535 Ben.McMahon@act.gov.au

## **Communication and Engagement**

### **Protocol, Honours and Ceremonial Events Officer**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 23587)**

Gazetted: 16 April 2021

Closing Date: 4 May 2021

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. As Protocol, Honours and Ceremonial Events Officer (part-time job share) you will work as a member of the Communications and Engagement division to provide ceremonial and hospitality support to the Chief Minister, including high-level protocol advice. The role includes, but is not limited to, the following duties performed under limited direction:

Manage a number of awards programs, including the ACT Australian of the Year Awards, Canberra Citizen of the Year Award, Chief Minister's Canberra Gold Awards, Public Service Medal for the ACT Public Service, and ACT recipients of the Order of Australia Awards.

Provide protocol advice and assistance regarding the use of the ACT flag, City of Canberra Coat of Arms, ACT emblems, and requests for the Chief Minister's Patronage.

Coordinate high quality ceremonial events for the Chief Minister including Ceremonial Tree Plantings, State Funerals and Memorials, Freedom of Entry Parades, and Keys to the City presentations.

Prepare a range of ministerial briefs and correspondence on behalf of the Chief Minister, including letters of congratulations/condolence. This position reports to the Director – Protocol and Internal Corporate Communications.

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 honours and awards administration (or related industries) is desirable but not essential. The successful applicant will be required to work Mondays and Wednesdays. A current driver's licence is desirable.

Note: This is a temporary part time position available immediately for six months with the possibility of extension up to 12 months. The full-time salary noted above will be pro-rata. For this part-time role we are able to offer a minimum of three days, maximum four days work per week, hours will be negotiated with the successful applicant.

While there is flexibility with working from home arrangements, the team is encouraged to work in the office on Monday and Wednesday of each week, COVID restrictions permitting. A Merit Pool will be established from this selection process and will be used to fill identical vacancies over the next 12 months. Under activity-based working (ABW) arrangements this position will not have a designated workstation/desk.

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties and responsibilities listed in the Position Description.

Please submit the following: In a two-page pitch, please address the following criteria: Professional / Technical Skills and Knowledge

1. Demonstrated project management or secretariat experience, or demonstrated experience coordinating awards programs.

2. Strong administrative and organisational skills.

3. Excellent oral and written communication skills.

Behavioural Capabilities

1. Demonstrated ability to use personal initiative and good judgement in the preparation of sensitive correspondence and administrative processes.

2. Ability to collaborate and negotiate effectively with a range of internal and external stakeholders to meet multiple deadlines amid competing priorities.

3. Demonstrated high work ethic, ability to exercise initiative in a complex and dynamic work environment, and to work under pressure.

4. Understanding of, and demonstrated commitment to, the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives. Applicants must submit 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.

Contact Officer: Jed Rainbow (02) 6207 7799 [jed.rainbow@act.gov.au](mailto:jed.rainbow@act.gov.au)

## **Digital, Data & Technology Solutions**

### **Technology Services**

#### **Senior SharePoint / Power Automate Developer**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 48833)**

Gazetted: 15 April 2021

Closing Date: 3 May 2021

**Details:** Do you have experience developing and supporting solutions implemented using SharePoint and Power Automate? The Digital, Data & Technology Solutions Division seeks an energetic, results-driven person to join a team of specialists responsible for the delivery of the ACT Government's SharePoint Service. This includes the provision of end-user support, the investigation and resolution of issues, and the completion of site development, maintenance and monitoring activities. The successful applicant will play a leading technical role in the delivery of various projects involving the implementation of solutions using SharePoint Online and Power Automate.

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: An order of merit will be established from the 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. All enquiries regarding the role should be directed to the Contact Officer.

How to Apply: After reviewing the Position Description, please provide a written response to each of the individual seven capabilities listed in the "What you require" section of the Position Description, describing experience and claims of suitability for each capability separately. Applications should be limited to curriculum vitae, no more than two pages of capability response, and SFIA assessment verification documents if applicants have them. The SFIA assessment verification documents are not mandatory.

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

Contact Officer: Mark Mathieson (02) 6205 2335 [mark.mathieson@act.gov.au](mailto:mark.mathieson@act.gov.au)

## **Commercial Services and Infrastructure**

### **Property and Venues**

#### **National Arboretum**

##### **Visitor Service Officer**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: C11724, several)**

Gazetted: 16 April 2021

Closing Date: 7 May 2021

**Details:** Do you appreciate the natural environment and have experience delivering dynamic tours and experiences? The National Arboretum Canberra and Stromlo Forest Park are looking for enthusiastic and motivated individuals to join their casual Visitor Services Officer team. The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, scientific and educational study, display and preservation. The National Arboretum engages its diverse visitors by providing recreational and educational opportunities through public activities including events,

programs and guided tours. The primary focus of this role is providing high quality and pro-active customer service to all National Arboretum visitors; while working at Village Centre Information Desk and as required delivering education programs, tours and workshops to visitors of all ages. The successful applicants will have experience working in a busy and dynamic environment, capably managing public emergency situations and competing demands. 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:

Current driver's licence, ability to obtain a public bus licence.

Current First Aid Certificate.

Ability to undertake manual handling as required.

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).

Maintain availability for weekday, afterhours, public holiday and weekend work.

Note: This position will be offered on a casual basis. The full-time salary noted above will be pro-rata. 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 address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Christine Callen (02) 6205 4468 [christine.callen@act.gov.au](mailto:christine.callen@act.gov.au)

## **Commercial Services and Infrastructure**

### **Property and Venues**

#### **National Arboretum**

##### **Visitor Service Officer**

##### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: C11723)**

Gazetted: 16 April 2021

Closing Date: 7 May 2021

Details: Do you have experience delivering dynamic tours and experiences and an appreciation for the natural environment? The National Arboretum Canberra and Stromlo Forest Park Branch is looking for an enthusiastic and motivated individual to join their casual Arboretum Visitor Services Officer team.

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, scientific and educational study, display and preservation.

The National Arboretum engages its diverse visitors by providing recreational and educational opportunities through public activities including events, programs and guided tours.

The primary focus of this role is providing high quality and pro-active customer service to all National Arboretum visitors; while working at the Village Centre Information Desk and as required delivering education programs, tours and workshops to visitors of all ages. The successful applicant will have experience working in a busy and dynamic environment, capably managing public emergency situations and competing demands.

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 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.

Current driver's licence, ability to obtain a public bus licence.

Current First Aid Certificate.

Ability to undertake manual handling as required.

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).

Maintain availability for weekday, afterhours, public holiday and weekend work

Note: This position will be offered on a casual basis. The full-time salary noted above will be pro-rata. 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 address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Christine Callen (02) 6205 4468 christine.callen@act.gov.au

## **Access Canberra**

### **Construction Utilities and Environment Protection**

#### **Electrical Inspectorate**

##### **Electrical Inspector**

##### **Building Trade Inspector \$97,071 - \$110,397, Canberra (PN: 45452, several)**

Gazetted: 15 April 2021

Closing Date: 22 April 2021

Details: Access Canberra Electrical Inspections team is looking for several electricians with extensive experience in the electrical industry undertaking electrical inspections and verification of electrical installations. The successful applicant will join a high performing team, working independently but in a collaborative environment, ensuring the safety of our community. Electrical inspectors work a nine-day fortnight, with some allocated overtime. The successful applicant would also be required to be part of an after-hours On-Call roster.

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:

ACT Unrestricted Electrical Licence. Driver's Licence for a passenger car.

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

How to Apply: Applicants must submit a personal pitch of no more than two pages outlining their experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; your current curriculum vitae and details of two referees.

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

Contact Officer: Andrew Mecham (02) 6207 1864 andrew.mecham@act.gov.au

## **Workplace Safety and Industrial Relations**

### **Data Finance and Analytics**

#### **Senior Director**

##### **Senior Officer Grade A \$151,002, Canberra (PN: 38261)**

Gazetted: 15 April 2021

Closing Date: 30 April 2021

Details: The Workplace Safety and Industrial Relations Group is seeking a collaborative and dynamic leader for its Data Finance and Analytics team which is responsible for data reporting and oversight of the Public Sector Workers Compensation Fund. The successful applicant will lead the team to implement the following to support the group: Facilitate evidence-based decision making by leading the design and implementation of an integrated suite of personal injury management performance metrics for workplace safety and workers' compensation across the ACT, including education and awareness raising services to internal and external clients. Lead economic/statistical analyses to identify trends, patterns and relationships in data and establish methods and indicators to identify current and emerging issues. Oversee the management of the Territory's Information and Communication Technology (ICT) systems for receiving, storing and analysing workers' compensation and public sector work injury data. 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 and/or equivalent relevant experience in Finance, Insurance, Compliance, Risk Management or other related disciplines would be an advantage.

Experience in the areas of work health and safety, personal injury management and/or workers' compensation is highly desirable.

Notes: Selection may be based on application and referee reports only. This position involves direct supervision of personnel. Please note, this position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should be submitted via the Apply Now button below and should include a curriculum vitae and a response to the Selection Criteria.

Contact Officer: Mikaela Turner (02) 6207 7192 Mikaela.Turner@act.gov.au

## **Economic Development**

### **Business and Innovation**

#### **Key Sectors**

#### **Assistant Director**

#### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 14070, several)**

Gazetted: 15 April 2021

Closing Date: 22 April 2021

Details: Business and Innovation is seeking applications for experienced professionals to fill several positions that will support the growth and diversification of the Territory's economy. These positions will contribute to the development and delivery of high-quality industry development programs and activities for Canberra's industries of strategic importance including the defence, space, cyber security, advanced technology and manufacturing industries. The positions will also play a key role in the continued development of Canberra's innovation ecosystem by working collaboratively to develop and implement high quality evidenced-based policy.

Being part of a small, dynamic and fast-paced team environment, the successful officers will be highly motivated, reliable, flexible and committed to contributing to key ACT government economic development policy including the Jobs and Economic Recovery Plan. A key strength will be your outstanding interpersonal and project management skills; commitment to developing and maintaining excellent internal and external working relationships; and contributing to a workplace culture that strives for the delivery of high-quality outcomes.

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 qualification in Public Administration, Economics, Business or a related subject (or a willingness to undertake) is highly desirable.

Notes: There are several temporary positions available for a period of six months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, 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: Applications should be no more than two pages and address the criteria. A curriculum vitae must be included.

Contact Officer: Ilsa Stuart (02) 6207 8864 Ilsa.Stuart@act.gov.au

## **Chief Finance Officer, Strategic Finance**

### **Temporary Vacancy (3 May 2021 to 30 July 2021)**

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

#### **Strategic Finance**

#### **Position: E834**

#### **(Remuneration equivalent to Executive Level 2.2)**

Circulated to: ACTPS Senior Executive List

Date circulated: 22 April 2021

Expressions of interest (EOI) are sought for the position of Executive Group Manager (Chief Finance Officer), Chief Minister, Treasury and Economic Development Directorate and the ACT Executive for a period of 3 months commencing 3 May 2021.

The Chief Finance Officer (CFO) is a critical leadership role in the Directorate and is responsible for providing strategic financial policy advice and for managing the financial activities of the Directorate and working with senior colleagues to ensure planning and budgeting activities meet corporate goals, key legislative and business obligations and improve business productivity. Additionally, the CFO has responsibility for providing high level advice on across-government issues.

The CFO reports directly to the Head of Service and supports the Under Treasurer.

The role requires a high-level strategic understanding of whole of government and directorate financial management.

To apply: Interested applicants should submit a one-page EOI and curriculum vitae addressing their suitability and availability for the role to Paul Ogden via email, paul.ogden@act.gov.au by 12pm tomorrow (Friday 23 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 \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

Contact Officer: Paul Ogden (02) 6207 9114 paul.ogden@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)**

#### **Inclusion and Participation**

##### **Community and Social Inclusion**

##### **Office for Multicultural Affairs**

##### **Senior Policy Officer/Senior Program Officer**

##### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 36581)**

Gazetted: 20 April 2021

Closing Date: 4 May 2021

Details: The Office for Multicultural Affairs is seeking applications for a Senior Policy/Program Officer at ASO6 level within our team in Inclusion and Participation, ACT Community Services Directorate.

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

Notes: This is a temporary position available for a period of three months with the possibility of extension. 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: Interested candidates should submit an expression of interest as a two-page statement that demonstrates relevant skills and experience against the Selection Criteria. Along with a current curriculum vitae and contact details of at least two current referees.

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

Contact Officer: Jenny Wells (02) 6207 9432 jenny.wells@act.gov.au

#### **Inclusion and Participation**

##### **Community and Social Inclusion**

##### **Community Relations and Funding Support**

##### **Senior Director, Community Relations and Funding Support**

##### **Senior Officer Grade A \$151,002, Canberra (PN: 34890)**

Gazetted: 19 April 2021



Closing Date: 3 May 2021

Details: A dynamic and proactive senior leader is being sought for the position of Senior Director for our Community Relations and Funding Support team. The team brings together a range of functions that support the Community Services Directorate in building and maintaining partnerships with the community through providing advice in regard to, and the administrative support associated with grant programs, contracts and procurement processes. The unit has a strong focus on building positive working relationships with key community sector organisations through active relationship management. By strengthening these partnerships, we are able to work together with the aim to develop and administer evidence-based early intervention and prevention programs to improve outcomes for vulnerable children, young people and families in our community.

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

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

How to Apply: Interested candidates should submit a statement of claims which demonstrates relevant skills and experience against the selection criteria as well as a current curriculum vitae.

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

Contact Officer: Jessica Summerrell (02) 6207 5718 [Jessica.Summerrell@act.gov.au](mailto:Jessica.Summerrell@act.gov.au)

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Asset Design and Delivery**

##### **Senior Project Officer**

##### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 17752)**

Gazetted: 20 April 2021

Closing Date: 4 May 2021

Details: The Asset Design and Delivery team are seeking a motivated Senior Project Officer to join our large dynamic team.

This position is responsible for managing the delivery of design and construction projects on behalf of the Commissioner for Social Housing and the ACT Government as part of the public housing growth and renewal program. It supports the Director and Senior Director, Asset Design and Delivery, by engaging and collaborating within the immediate team, architects, builders, sub-contractors, consultants and other external stakeholders to provide safe and affordable housing to the Canberra community.

The position may require the Senior Project Officer to work primarily in the Design or Delivery areas depending on the needs/requirements of the business and works closely with various teams throughout Housing ACT to share information, ensuring the projects meet the changing needs of Housing ACT tenants. More details can be found in the Position Description.

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

How to Apply: Written response to the Selection Criteria with a maximum of 350 words per criterion and a curriculum vitae to be provided.

Contact Officer: Wesley Randall (02) 6205 4743 [Wesley.Randall@act.gov.au](mailto:Wesley.Randall@act.gov.au)

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Contracts and Business Operations**

##### **Assistant Director, Contract Compliance**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 24916)**

Gazetted: 19 April 2021

Closing Date: 3 May 2021

Details: We are looking for a diligent, versatile and enthusiastic person to join the Contracts and Business Operations Team as the Assistant Director, Contract Compliance. You will be leading a team of seven high performing staff to manage the compliance of the Total Facilities Management contract between Housing ACT And Programmed FM.

The larger team is a group of 23 passionate, determined workers who believe in making a difference for some of Canberra's most vulnerable and aren't afraid to use their initiative.

If you have great attention to detail, believe in empowering those around you and enjoy problem solving with a proactive approach, please apply to join our team!

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

How to Apply: Please submit an application addressing the Selection Criteria, your curriculum vitae and the names of at least two referees.

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

Contact Officer: Heidi Bell (02) 6207 4177 [heidi.bell@act.gov.au](mailto:heidi.bell@act.gov.au)

## **Housing ACT**

### **Client Services**

#### **Gateway Services**

##### **Senior Gateway Officer**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 26790, several)**

Gazetted: 16 April 2021

Closing Date: 30 April 2021

Details: Gateway Services is the primary access point into Housing ACT and provides a range of services including the Central Access Point (shopfront services), Assessment and Connections (assessment and determination of applications for social and community housing), Allocations (matching and allocation of properties against established Housing needs registers) and the Growth and Renewal Program (undertaking the operational requirements to relocate clients under the Program). Gateway Services is seeking enthusiastic, flexible and motivated people who enjoy working in a busy Human Services environment delivering high quality, client focused services to a diverse client group seeking housing assistance. As a Senior Gateway Officer within Gateway Services, the successful

candidates will require strong engagement skills, have high level written and communication skills, the ability to liaise and engage with clients and support workers, and be able to build rapport with a range of clients and stakeholders.

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).

A current driver's licence.

Notes: There are two temporary positions available for up to 12 months with a possibility of extension and/or permanency.

How to Apply: Please submit your written response to the Selection Criteria in the attached Position Description of no more than 350 words per criterion, your current curriculum vitae and details of two referees.

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

Contact Officer: Subha Gamage (02) 6207 2376 [subha.gamage@act.gov.au](mailto:subha.gamage@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.

## **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)**

**Business Services**

**Strategic Finance and Procurement**

**External Budgets and Reporting**

**Assistant Director External Budgets and Reporting**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 00292)**

Gazetted: 19 April 2021

Closing Date: 3 May 2021

Details: The Strategic Finance and Procurement Branch is seeking highly suitable applicant to fill the role of Assistant Director External Budgets and Reporting. The successful applicant will be responsible for: Managing a Financial Services sub-section, Preparing financial and management accounting reports for internal and external clients, including monthly reports and advice, statistical returns, grant administration and acquittals and annual financial statements Developing, preparing and maintenance of budget documents including; Budget Papers and internal budget allocations and Negotiating and liaising with Directorate and schools' representatives and other ACT Government agencies, including the Chief Minister Treasury and Economic Development Directorate, as required for effective financial operations.

Eligibility/Other Requirements:

Tertiary qualifications in Accounting or similar and CPA/CA or work towards accreditation is highly desirable.

Knowledge of GBMS, Oracle and TM1 is also 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: Please include your curriculum vitae and a written response to the selection criteria of no more than two pages.

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

Contact Officer: Mark Scanes (02) 6205 5478 [Mark.Scanes@act.gov.au](mailto:Mark.Scanes@act.gov.au)

**Service Design and Delivery**

**Student Education**

**Flexible Education**

**Flexible Education Principal**

**School Leader A 2 \$181,309, Canberra (PN: 41933)**

Gazetted: 19 April 2021

Closing Date: 5 May 2021

Details: Student Engagement is seeking an experienced, skilled and dynamic Principal to lead the multidisciplinary team in the Flexible Learning Program. The Flexible Learning Program is a future focused learning program for students in Years 7 – 10 and it delivers personalised, holistic and trauma informed education, particularly for young people with complex and challenging needs. Principal - Flexible Education will lead a community of educational programs for students with complex and challenging needs including Murrumbidgee School, Muliyan, the Hospital School, the educational program at The Cottage and Distance Education. The position is based in Canberra and relocation reimbursement will be available to interstate applicants.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility to obtain). 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: 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. Interested Applicants located outside of Canberra – Relocation expenses will be reimbursed to the successful applicant in accordance with Clause C18 of the ACT Public Sector Education Directorate.

How to Apply: If you are interested in leading this Canberra school please send your Curriculum Vitae (two pages) and statement of claims (no longer than five pages) addressing the five leadership capabilities. For more information about this opportunity, please contact the contact officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Flexible Education Principal. Your Curriculum Vitae should also include the details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Seaton EDUDSEOffice@act.gov.au sam.seaton@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**

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

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

#### **Data Engineer**

#### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 35227)**

Gazetted: 15 April 2021

Closing Date: 3 May 2021

Details: Working as a part of the Data Insights Team, you will use and develop your technical skills to ingest and maintain data in accordance with data governance requirements. Through this you will build integrations dynamic reports to service business needs. You will help to automate processes providing the education system with efficiencies and assist with Big Data strategies enabling business insights for evidence-based decisions. It is crucial that you understand the WhoG technology and data direction to ensure integration and ongoing improvement with existing solutions and standards. You will be expected to work with key technical and business staff from across the organisation to develop key instrumental business solutions, building relationships inside and outside the organisation to support ACT Education's growth. Ideally you have at least three years of SQL Developer or Data Engineer experience and are excited about how your contributions can enable and strengthen the education system here in the ACT.

Eligibility/Other requirements:

Desirable:

Cloud platform experience (Azure preferred).

Azure Analysis Services or SQL Server Analysis Services experience.

Azure Synapse Experience.

Programming/scripting experience.

Current driver's licence and access to a private vehicle.

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

How to Apply: 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

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.

Contact Officer: Rochelle Bessey (02) 6207 9000 [ebm.dsst@act.gov.au](mailto:ebm.dsst@act.gov.au)

### **School Performance and Improvement**

#### **South and Weston Network**

#### **Yarralumla Primary School**

#### **Building Service Officer**

#### **Building Service Officer 3 \$70,534 - \$74,533, Canberra (PN: 34266)**

Gazetted: 16 April 2021

Closing Date: 30 April 2021

Details: The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness.

For more details about this role please see position description attached.

Eligibility/Other requirements:

Mandatory:

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

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: [http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid Certificate.

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

How to Apply: Please submit a two-page written response to the Selection Criteria, a current curriculum vitae and two referee reports.

Contact Officer: Rohan Evans (02) 6142 3253 [Rohan.Evans@ed.act.edu.au](mailto:Rohan.Evans@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 Performance and Improvement**

#### **South Weston Network**

#### **Arawang Primary**

#### **Administrative Assistant**

#### **School Assistant 3 \$56,101 - \$60,379, Canberra (PN: 38443)**

Gazetted: 15 April 2021

Closing Date: 22 April 2021

Details: Arawang Primary has a vacancy available for a School Administrative Assistant (SA3) who is able to provide high level administrative support to the school. The Administrative Assistant works as part of a team to support the smooth running of a busy school front office. This position requires the ability to work with students, staff and families in a friendly and responsive manner.

Notes: This position is part-time at (25) hours per week and the above full-time salary will be pro-rata. Selection may be based on application and referee reports only.

How to Apply: Please provide a response to the Selection Criteria of no more than three pages. Please also submit a curriculum vitae and two referee reports.

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

Contact Officer: Natalie Alston (02) 6142 0668 [Natalie.Alston@ed.act.edu.au](mailto:Natalie.Alston@ed.act.edu.au)

#### **Business Services**

##### **Communications Engagement and Government Support**

##### **Communications and Engagement**

##### **Communications Officer**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 07337)**

Gazetted: 15 April 2021

Closing Date: 29 April 2021

Details: The Communications and Engagement Team is seeking a dynamic communications officer to guide our social media content and develop quality proactive communications about ACT public schools.

The successful candidate will have experience in social media content management, strong writing and editing skills. Videography and photographic skills will be a bonus.

Eligibility/Other requirements: An undergraduate degree in Communications or related field is highly desirable.

Notes: This position is 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

How to Apply: Please submit a written application of no more than two pages, addressing the key duties for the position, along with your current curriculum vitae, listing two referees and their contact details.

Contact Officer: Lyn Larkin (02) 6205 0837 [Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@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)**

#### **Development and Implementation**

##### **Urban Renewal**

##### **Asbestos Response Taskforce**

##### **Assistant Director, Communications and Reporting**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 35084)**

Gazetted: 19 April 2021

Closing Date: 3 May 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 community? Then this is the opportunity for you!

The Asbestos Response Taskforce (Taskforce) within the Urban Renewal Branch of the Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for someone who wants to be part of a committed, multi-disciplinary team to deliver quality outputs for the Directorate in delivering the Loose Fill Asbestos Insulation Eradication Scheme (Scheme).

You will lead the development and implementation of strategic communications plans within a complex and evolving environment with a focus on research and analysis. You will also provide a significant contribution to innovation and business improvements in relation to ministerial, executive and program level reporting strategies leading to closure of the Scheme and the Taskforce. The position is also responsible for implementing change and provision of advice on implementing the Taskforce's staffing and transition plan.

We are looking for a highly organised person that can demonstrate their ability to prioritise work, deliver quality outcomes and has the flexibility to adapt to the ever-changing needs of the Taskforce. This role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT Government for the community. The successful applicant will be comfortable working in a regularly changing environment addressing complex and sensitive issues.

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

Eligibility/Other Requirements: Relevant tertiary qualifications or experience working professionally in the fields of communications and content production, media, public relations or strategic communications is preferred.

Knowledge of the work of the Taskforce and its clients is an advantage. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Notes: This is a temporary position available from 1 July 2021 to 30 June 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. This position works in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

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

Contact Officer: Michelle O'Donnell (02) 6205 5591 [Michelle.O'Donnell@act.gov.au](mailto:Michelle.O'Donnell@act.gov.au)

## **City Renewal Authority**

### **Business Operations**

#### **Finance**

##### **Director Finance**

##### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51199)**

Gazetted: 16 April 2021

Closing Date: 30 April 2021

Details: An exciting opportunity has become available for a Director Finance to lead the Strategic Finance team of the City Renewal Authority for a period of up to 12 months (with possibility of extension). The position would be suitable for high performing applicants seeking variety and exposure to a broad range of financial functions at a leadership level.

The Finance Team is a small high performing team that is responsible for partnering with the business to support strategic, operational and financial decision making. The team provides strategic financial advice to the Executive Leadership team and Board and ensures the day-to-day financial management of the organisation including, but not limited to;

Annual and monthly financial reporting.

Management and project accounting.

External budgets.

Taxation and other statutory reporting.

Accounting for the Authority's land release and capital works programs.

The team is responsible for leading and managing financial governance across the organisation with a strong focus on continual business improvement.

Eligibility/Other Requirements:

Qualifications in a finance related field are highly desirable.

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

How to Apply: Please submit a written application in the form of a 'pitch', 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. Please limit your response to no more than three pages.

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

Contact Officer: Rowena Woods (02) 6205 9836 [rowena.woods@act.gov.au](mailto:rowena.woods@act.gov.au)

## **Suburban Land Agency**

### **Governance and Corporate Services**

## **Corporate Services**

### **Director, Corporate Services**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51324)**

Gazetted: 16 April 2021

Closing Date: 4 May 2021

Details: Are you looking to be involved in something different and exciting? We are seeking the services of someone to fill this diverse role in a small and fast-paced team.

The Governance & Corporate Services Branch is an innovative, engaged and professional team who come from a wide variety of backgrounds. We are looking for someone who thrives in collaborative and action-packed teams, has strong liaison skills, forms relationships quickly and is an agile thinker. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our team and results will be.

The Governance & Corporate Services branch is responsible for supporting the Board, Human Resources (HR) functions, corporate support, procurement, legal services, project management office and overall governance for the Agency including overseeing the day-to-day operations of the business.

The Director, Governance and Corporate Services is a diverse role that offers autonomy and accountability in influencing and implementing significant workforce planning strategies, HR initiatives and support projects across Governance and the Project Management Office (PMO).

To be successful in this role you will:

Have proven ability to manage multiple project deliverables relating to human resources including research, planning and initiating, anticipating and establishing priorities.

Play a key role in the development, implementation, and management of the of the Agency's Strategic and Tactical Workforce Plan 2021-2023 including overseeing the management of external consultant deliverables within set timeframes.

Interpret and analyse human resource data and metrics to support current and future workforce demands, and the development of strategies to implement the Workforce Plan

Contribute to and lead internal project and change management including audit recommendations and the implementation of HRIMS

Liaise with the Corporate Services, Governance, and Finance Teams to ensure budgetary considerations, current and future HR and business matters are addressed and reported on.

On behalf of the Agency, manage the People & Capability Service Category of the Service Agreement between EPSDD and the Suburban Land Agency (the Service Agreement).

On behalf of the SLA, research and draft and/or contribute to the development of human resource and governance policies and guidelines, and alignment with legislation and WhoG policy.

Oversee the preparation of high-level correspondence and briefing papers including Board papers and Ministerials.

Provide support to the Senior Director, Governance in relation to Agency Board papers, Statement of Intent and other key policy programs including development of procedures and policies to support audit and best practice governance.

Provide support to the Senior Director, PMO in relation to the Procurement Governance and Project Management Frameworks.

We are looking for a motivated and strategic thinker who is an influential team player and can implement projects and continuous improvements through to completion.

Eligibility/Other Requirements:

Highly Desirable

Relevant HR qualifications or extensive HR experience in a similar role

Relevant project management, change management or business qualifications

Experience managing governance and reporting.

How to Apply: Please submit a response to the Selection Criteria along with a current curriculum vitae including details of two referees.

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

Contact Officer: Michelle Caulfield 0466 403 936 [Michelle.Caulfield@act.gov.au](mailto:Michelle.Caulfield@act.gov.au)



## **Environment**

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

#### **Parks and Partnerships - Volunteer and Visitor Experience**

#### **Commercial Tourism Officer**

#### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 37862)**

Gazetted: 19 April 2021

Closing Date: 3 May 2021

Details: ACT Parks and Conservation Service (PCS) manages an extensive suite of natural land tenures in the Australian Capital Territory including national parks, nature reserves, and softwood forests. The region is a mecca for mountain bike riding, outdoor events, horse-riding, remote area hiking and other nature-based activity.

The ACT is shifting its public image and driving unique opportunities for competitive tourism product development. We are seeking a Commercial Tourism Officer to support the Commercial Tourism Manager with commercial tourism development and management in ACT parks, reserves, and forests.

The position is responsible for the day-to-day management of PCS tourism ventures, managing stakeholder relationships with industry, government, and community, and maintaining quality and consistent information for the Commercial Tourism Stream of the PCS Volunteer and Visitor Experience Team.

Ideally, the Commercial Tourism Officer is a people person that enjoys collaborating with industry to develop, maintain, evaluate, and improve visitor experiences and promote compliance of conservation values within the PCS estate.

For further information on the duties of the role, please read the Position Description attached to this job advertisement.

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

##### **Mandatory**

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

Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Be prepared to wear a uniform; and

Possess a manual drivers' licence.

##### **Highly Desirable**

Tertiary qualifications relevant to natural or cultural resource management and/or recreation or tourism management in protected areas are desirable but not essential.

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

How to Apply: Responses to the Selection Criteria are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Jacqui Travers (02) 6207 7925 [jacqui.travers@act.gov.au](mailto:jacqui.travers@act.gov.au)

## **Executive Group Manager, Development, and Implementation**

### **Temporary Vacancy (asap to 6 October 2021 with possibility of extension)**

#### **Environment, Planning and Sustainable Development Directorate**

#### **Development and Implementation**

#### **Position: E1030**

#### **(Remuneration equivalent to Executive Level 2.2)**

Circulated to: ACTPS Senior Executive List

Date circulated: 16 April 2021

The Environment Planning and Sustainable Development Directorate (EPSDD) is seeking an experienced leader to fill the position of Executive Group Manager Development and Implementation (previously called Urban Renewal), commencing as soon as possible to 6/10/2021 (with possibility of extension).

The Executive Group Manager, Development and Implementation reports to the Deputy Director-General Planning and Sustainable Development.

The Executive Group Manager of Development and Implementation Division is responsible for the delivery of projects and programs including work toward the development of Government-owned land for release for residential, commercial, industrial, community and urban purposes. The Division manages key government priorities and projects including:

- implementing the actions of the Asbestos Response Taskforce;
- assessing sites for potential future release and development, and undertaking due diligence to support the ACT Government's Indicative Land Release Program;
- procurement and project management of consultant, civil and landscape construction works;
- infrastructure projects and planning as they relate to future release of government owned sites.

The Executive Group Manager is responsible for leading several business units in providing sustainable, innovative, and best practice development and delivery of services for Government.

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 development processes, 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 development and service delivery.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Rowena Thomas via email, [rowena.thomas@act.gov.au](mailto:rowena.thomas@act.gov.au) by COB Wednesday 21 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 \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

Contact Officer: Erin Brady (02) 6205 4522 [erin.brady@act.gov.au](mailto:erin.brady@act.gov.au)

### **Executive Group Manager, Statutory Planning**

#### **Temporary Vacancy (5 May 2021 to 4 June 2021)**

#### **Environment, Planning and Sustainable Development Directorate**

#### **Statutory Planning**

#### **Position: E700**

#### **(Remuneration equivalent to Executive Level 2.2)**

Circulated to: ACTPS Senior Executive List

Date circulated: 20 April 2021

The Directorate has a temporary vacancy from 5 May 2021 to 4 June 2021 to fill the position of Executive Group Manager, Statutory Planning.

The Executive Group Manager, Statutory Planning is responsible for the delivery of the development assessment and lease administration functions. The position provides oversight to the Office of the Surveyor General and Land Information. The position reports to, and works closely with, the Deputy Director-General, Planning and Sustainable Development.

It is preferable that applicants have some understanding of territory planning, leasehold and/or the land management environment. Essential qualities include exceptional judgement, risk engagement, ability to quickly grasp complex concepts and a determined focus on finding great solutions for the Canberra community.

As the Executive Group Manager, Statutory Planning, you will take a Senior Executive role within the Directorate and illustrate leadership and executive management skills, backed with the ability to support the culture and direction of the Directorate.

To apply: Interested candidates should submit a one page Expression of Interest and curriculum vitae to [EPSDD.HR@act.gov.au](mailto:EPSDD.HR@act.gov.au) by COB Friday 23 April 2021.

Note: Selection of the successful candidate may be made based on application only.

Remuneration: The position attracts a remuneration package ranging from \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

Contact Officer: Brett Phillips, Executive Group Manager, Statutory Planning (02) 6207

3520 [brett.phillips@act.gov.au](mailto:brett.phillips@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 Courts and Tribunal**

##### **ACT Sheriff's Office**

##### **Sheriff's Assistant**

##### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 44443)**

Gazetted: 21 April 2021

Closing Date: 5 May 2021

Details: ACT Courts and Tribunal is seeking a proactive and enthusiastic Sheriff's Assistant. This position will start immediately.

The Sheriff's Assistants engage with high level stakeholders, including judiciary and legal practitioners to manage a range of operational functions and services for the ACT Law Courts and Tribunals. The Sheriff's Office is seeking a motivated person who possesses excellent interpersonal and communication skills.

The role has responsibility for:

Undertaking court orderly duties within the Courts.

Preparation of Court rooms and jury rooms for hearings and managing exhibits.

Providing support and guidance to jury panels placed in your charge.

Executing and service of court process and preparation of correspondence and reports including updating and maintaining relevant databases. Operation of court-based technology (remote witness equipment, radios, audio visual systems). Providing assistance and information to members of the legal profession and the public.

Conducting tours and lectures for schools and members of the public.

Assist in maintaining the safety and security of ACT Courts and Tribunal premises.

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: Sheriff's Assistants are required to wear a uniform and conform to dress code and personal appearance guidelines. The occupant of this position is required to hold a current driver's licence

Notes: This is a temporary position available immediately for a period of three months with the possibility of permanency.

How to Apply: Please submit a written application of no more than two pages, answering the following questions: What motivates you to work within the Sheriff's Office?

Please provide an example of when you excelled at client services.

The two-page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description. You will also need to provide a current Curriculum Vitae and contact details of at least two referees.

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

Contact Officer: Simone Peisker (02) 6207 0355 [simone.peisker@courts.act.gov.au](mailto:simone.peisker@courts.act.gov.au)

**Legislation, Policy and Program  
Governance and Business Support**

**Assistant Director**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38972)**

Gazetted: 19 April 2021

Closing Date: 5 May 2021

Details: Legislation, Policy and Programs is seeking a motivated, well organised person who possesses high level financial management, verbal and written communication skills to join the Governance and Business Support team.

The Governance and Business Support Team is responsible for providing governance, executive and business support; co-ordinating compliance and reporting including financial management, human resources, work safety, IM/ICT, risk management, business continuity, records management; developing and co-ordinating LPP's contribution to directorate and whole-of-government processes. The team also coordinates and manages the implementation of the National Redress Scheme for Institutional Child Sexual Abuse for ACT Government Institutions.

The Assistant Director, Governance and Business Support provides a wide range of administrative services, and related advice to the Business Unit. The primary focus for the Assistant Director, Governance and Business Support Officer will be complex budget allocation, monitoring and reporting. The Assistant Director, Governance and Business Support will develop, implement and maintain various business systems, including FileMaker databases, in order to improve work efficiency and reporting capabilities for a range of administrative, financial, human resources and Redress activities. The Assistant Director, Governance and Business Support will also support the development and implementation of all governance and business improvement activities.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in relevant areas such as Accounting, Economics, Commerce or Finance are highly desirable. Public business administration and Database skills would also be highly regarded.

How to Apply: Interested applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the Professional and Behavioural Capabilities, 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: Jane Lu\_Serafin (02) 6207 1803 jane.lu\_serafin@act.gov.au

**ACT Corrective Services**

**Operational Support**

**Policy & Risk Management**

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

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 43036)**

Gazetted: 19 April 2021

Closing Date: 5 May 2021

Details: A career opportunity has arisen within ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Indigenous Services and Cultural Diversity Policy and Projects Officer (ASO6) in the Policy and Risk Management unit.

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

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

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

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.

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

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

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

Driver's license is essential.

How to Apply: To apply, applicants are required to submit three items

A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of their current driver's licence. Please ensure you submit all required items.

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

Contact Officer: Simon Viereck (02) 6205 4396 [simon.viereck@act.gov.au](mailto:simon.viereck@act.gov.au)

## **ACT Corrective Services**

### **Community Operations**

#### **Community Operations**

#### **Community Corrections Office Manager**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50862)**

Gazetted: 19 April 2021

Closing Date: 3 May 2021

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the role of Community Corrections Office Manager (ASO6) within Community Operations.

The successful applicant will be responsible for the day-to-day running of the Community Corrections Office, which includes overseeing staff who undertake administrative functions such as reception duties, file management and record keeping, as well as taking responsibility for the creation of various staff rosters, stock ordering and liaising with internal teams and external stakeholders.

In addition, the successful applicant will be instrumental in facilitating the transition to a paperless office, particularly via the implementation of new electronic record keeping systems, currently in development.

Further to this, you will contribute to the development and oversee the effective implementation of administration procedural processes.

The successful applicant will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other Requirements:

Undergo a pre-employment National Police Check

Undergo a pre-employment medical.

Class C driver's licence is essential.

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).

How to Apply: Applicants are required to submit three items

A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements;

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of their driver's licence.

Please ensure you submit all required items.

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

Contact Officer: Jack Powsey (02) 6207 5058 [jack.powsey@act.gov.au](mailto:jack.powsey@act.gov.au)

## **Emergency Services Agency**

### **Risk and Planning**

#### **Digital Services**

##### **Digital Services Officer**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 34781)**

Gazetted: 19 April 2021

Closing Date: 26 April 2021

Details: The ACT Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service and the ACT State Emergency Service.

The Digital Services team delivers a diverse and cohesive range of user focused and technically efficient online application and support on behalf of the ESA and across the Justice and Community Safety Directorate (JACS).

The Digital Service team is looking for a Digital Services Officer to join the team. The successful applicant will play a key role in coordinating, designing and uploading content to directorate websites and SharePoint site, as well as the basic administration of these sites including permission management, training and governance. You will also collaborate with a range of internal and external stakeholders to design and produce graphic design products for the ESA and JACS sites.

The successful applicant will possess excellent organisational, interpersonal and communication skills and will be self-motivated, demonstrate professional resilience and be an effective team member.

Eligibility/Other Requirements:

Relevant tertiary qualifications in web applications, graphic design or similar is highly desirable.

Experience with Drupal CMS is highly desirable.

Experience with Microsoft Office 365 suite and SharePoint Online is highly desirable.

Notes: This is a temporary position available immediately until April 2022.

How to Apply: Applicants should submit a response of no more than two-pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the position description, together with your curriculum vitae and the contact details of two referees.

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

Contact Officer: Yangkyi Tenzin (02) 6207 6041 Yangkyi.Tenzin@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.

## **ACT Corrective Services**

### **Custodial Operations**

#### **Detainee Services**

##### **Indigenous Services Coordinator**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 39825)**

Gazetted: 16 April 2021

Closing Date: 4 May 2021

Details: ACT Corrective Services (ACTCS) is looking for an experienced, highly motivated and career-oriented person to temporarily fill the position of Indigenous Services Coordinator, Detainee Services

This position will be responsible for providing leadership, support and advocacy for Aboriginal and Torres Strait Islander detainees. Leading the Indigenous Service team ensuring a positive approach to enhancing re-integrative activities.

The successful applicant will, manage new projects and ongoing initiatives, including the implementation and periodic review of relevant Indigenous Services policies, procedures, contracts, agreements and services.

Further to this, you will develop and maintain positive relationships and culture with key stakeholders (including community, service providers, detainees and their families) and confidently represent the Indigenous Services Unit to external stakeholders, including negotiating and influencing views on complex issues.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities.

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.

Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential.

Demonstrated experience and/or willingness to work with detainees is desirable.

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

A 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).

Notes: This is a temporary position available for up to six months with a possibility of extension.

How to Apply: Applicants are required to submit four items

A one-to-three-page written response addressing the Professional/Technical skills and Knowledge, Behavioural capabilities, having regard for the job requirements.

A current curriculum vitae.

The names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of your current driver's licence.

Please ensure you submit all four items.

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

Contact Officer: Natalie Adams (02) 6207 0259 [natalie.adams@act.gov.au](mailto:natalie.adams@act.gov.au)

## **Legal Aid Commission**

### **General Practice**

#### **Legal Support Supervisor (General Practice)**

#### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 1140)**

Gazetted: 15 April 2021

Closing Date: 2 May 2021

Details: Legal Aid ACT has three in-house legal practice areas - General Practice, Criminal Law Practice and Family Law Practice. The Legal Support Supervisor, General Practice, is responsible for organising and supervising the administrative tasks for this practice.

You will be required to attend to the more complex enquiries and tasks for the practice and the general day to day support staffing and allocation of work.

Ideally you will have an understanding of court procedures in the ACT and experience in supervising staff.

Further information is available from the attached Position Description or by contacting Derek Schild, Head of

**General Practice on 6243 3403 or by emailing [derek.schild@legalaidact.org.au](mailto:derek.schild@legalaidact.org.au) or [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au)**

**Note: This is a temporary position available for up to 12 months. Attractive salary packaging benefits are available for all staff engaged with Legal Aid ACT.**

**How to Apply: Applications should address the Selection Criteria, include a curriculum vitae and be forwarded to [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au) or the HR Manager, GPO Box 512, Canberra, ACT 2601 by 11:59pm on Sunday 2 May 2021.**

Contact Officer: Derek Schild (02) 6243 3403 [HR@legalaidact.org.au](mailto:HR@legalaidact.org.au)

### **Transport Canberra and City Services**

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

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

#### **City Services**

##### **Infrastructure Delivery and Waste**

##### **Infrastructure Delivery**

##### **Assistant Director, Financial Reporting & Systems**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 47384)**

Gazetted: 20 April 2021

Closing Date: 27 April 2021

Details: This position is part of a dynamic team reporting to the Senior Director Business Management. The position provides business units with reporting including preparation of financial statements and reporting, performs financial functions and supports the Business Unit with systems such as PMARS, TM1 and APIAS. This position will work closely with the Transport Canberra and City Services Finance Business unit, and in particular the Capital Budgets Senior Manager.

Eligibility/Other Requirements: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Coordination and preparation of financial statements, financial reports and information, including capital related budgets and projects for the Executive Branch Manager Infrastructure Delivery.

Experience in financial management within capital works related programs.

The ability to provide system support to the Infrastructure Delivery Unit financial reporting and budgeting tools.

Highly developed communication (oral and written), negotiation, and liaison skills.

Demonstrated responsiveness, reliability, adaptability and the pursuit of excellence in supporting Directorate management outcomes. Ability to prioritise and work independently in a small team environment with a high degree of self-motivation under limited supervision

Demonstrated ability to consistently display commitment to the professional growth of self and others. Leadership in Customer Service, Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles and practices.

##### **Compliance Requirements / Qualifications**

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 a permanent resident.

Relevant tertiary qualifications and or extended experience in business administration including financial functions will be highly regarded for this role.

Notes: This is a temporary position available for a period of two years with the possibility of permanency.

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

Contact Officer: Kae Harradine (02) 6205 3508 [kae.harradine@act.gov.au](mailto:kae.harradine@act.gov.au)

#### **City Services**

##### **Roads ACT**

##### **Business Support**

##### **Administration Officer**

##### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 00823)**

Gazetted: 19 April 2021

Closing Date: 12 May 2021

Details: The Business Support team within Roads is seeking candidates to fill a crucial role within the team. The successful candidate will be part of a small, dynamic team that facilitates the delivery of financial business functions for the Roads ACT team in accordance with Directorate policies, guidelines, practices and procedures.



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

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

How to Apply: Please provide a response (no more than one A4 page per criteria) to the Selection Criteria (what you require) in the Position Description; details of two referees and a current curriculum vitae (resume).

Contact Officer: Bronwen Duke (02) 6207 5763 Bronwen.Duke@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**

### **ACT NoWaste**

#### **Service Delivery**

#### **Assistant Director, Contracts**

#### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 10805)**

Gazetted: 16 April 2021

Closing Date: 30 April 2021

Details: ACT NoWaste is seeking an enthusiastic and experienced contract manager to join their Service Delivery Team. The Assistant Director, Contract's role works within a small operational service delivery and contract management team and reports to the Director, Service Delivery. The role provides high-level advice, draws on extensive contract management and quality control experience and demonstrates rigour and expertise in the management of performance-based contracts and contributes to the development and implementation of best practice in the field. The position requires the position holder to interpret and apply legislation and provide sound recommendations and advice to operational staff, senior management, and internal and external stakeholders. The role manages several waste managements contracts, oversees a number of projects and systems at any one time and works closely with industry to improve operational efficiency, optimise service delivery and effectively identify, manage and control, contractor work, health and safety and environmental compliance. The role requires attention to detail and excellent communication and organisational skills. This position will manage one staff member on a day-to-day basis.

Eligibility/Other Requirements: Tertiary or equivalent qualifications relevant to the duties of the position and or substantial work experience in a relevant field are highly desirable. A current unencumbered driver's licence (or equivalent).

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 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 addressing the 'What you require' and 'Behavioural Capabilities' 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*

Contact Officer: Jason Rose (02) 6205 0721 jason.rose@act.gov.au

## **Transport Canberra and Business Services**

### **Transport Canberra**

#### **Executive Assistant to Executive Group Manager, Transport Canberra**

#### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 22359)**

Gazetted: 16 April 2021

Closing Date: 30 April 2021

Details: Transport Canberra is seeking an enthusiastic and experienced Executive Assistant to provide high-quality executive support to the Executive Group Manager Transport Canberra.

The Executive Assistant is responsible for providing high-quality executive support, including diary management, arranging and scheduling meetings and appointments, managing telephone calls, and actioning emails and enquiries promptly and efficiently. The Executive Assistant will also provide secretariat support for executive and senior management meetings, managing invoices, as well as assisting in the coordination and processing of ministerial briefings and correspondence through Objective.

Transport Canberra is dynamic and fast changing and therefore, the successful applicant needs to demonstrate the ability to work flexibly, be innovative and outcome focused.

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

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

This is an integral position within Transport Canberra. The Executive Assistant is expected to have excellent written and oral communication skills as well as excellent customer service and organisational skills, the ability to work under pressure and liaise with staff at all levels of the Directorate and the Legislative Assembly. The role also requires discretion and professionalism to be exercised at all times.

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 has moved 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 three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees.

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

Contact Officer: Shonah Stratton (02) 6205 8479 [Shonah.Stratton@act.gov.au](mailto:Shonah.Stratton@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.

## **APPOINTMENTS**

### **Canberra Health Services**

#### **Enrolled Nurse Level 1 \$61,658 - \$65,876**

Maddison Coles, Section 68(1), 8 April 2021

#### **Health Professional Level 2 \$67,892 - \$93,203**

Hannah Henry, Section 68(1), 21 April 2021

#### **Health Service Officer Level 5 \$57,809 - \$60,679**

Jonathon Olney, Section 68(1), 19 April 2021

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388**

Ashley Robson, Section 68(1), 19 April 2021

#### **Research Officer 2 \$73,248 - \$79,310**

Edward Craft: 840-50581, Section 68 (1), 12 April 2021

### **Canberra Institute of Technology**

#### **Teacher Level 1 \$77,492 - \$103,397**

Fiona Parbery, Section 68(1), 22 April 2021

#### **Teacher Level 1 \$77,492 - \$103,397**

Nichola Perry, Section 68(1), 19 April 2021

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

#### **Senior Officer Grade C \$110,397 - \$118,832**

Tina Dixon, Section 68(1), 19 April 2021

#### **Administrative Services Officer Class 5 \$81,407 - \$86,168**

Shun Deng Fam, Section 68(1), 17 April 2021

#### **Senior Officer Grade A \$151,002**

Claire Johnston, Section 68(1), 15 April 2021

### **Community Services**

#### **Administrative Services Officer Class 5 \$81,407 - \$86,168**

Stuart Campbell, Section 68(1), 19 April 2021

### **Education**

#### **Administrative Services Officer Class 3 \$65,976 - \$71,004**

Aliki Lunardello, Section 68(1), 19 April 2021

### **Environment, Planning and Sustainable Development**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388**

Adam Anderson, Section 68(1), 19 April 2021

### **Justice and Community Safety**

#### **Senior Officer Grade C \$110,397 - \$118,832**

Elizabeth Bennett, Section 68(1), 20 April 2021

#### **Technical Officer Level 1 \$60,130 - \$63,043**

Steven Brown, Section 68(1), 16 April 2021

#### **Technical Officer Level 1 \$60,130 - \$63,043**

Zachary Dodemaide, Section 68(1), 19 April 2021

#### **Technical Officer Level 1 \$60,130 - \$63,043**

Craig Hicks, Section 68(1), 19 April 2021

#### **Senior Officer Grade B \$130,018 - \$146,368**

Robert Hills, Section 68(1), 20 April 2021

#### **Technical Officer Level 1 \$60,130 - \$63,043**

Jennifer Iles, Section 68(1), 19 April 2021

#### **Technical Officer Level 1 \$60,130 - \$63,043**

Belinda Larcombe, Section 68(1), 19 April 2021

#### **Senior Officer Grade B \$130,018 - \$146,368**

Maree O'Neale, Section 68(1), 16 April 2021

### **Suburban Land Agency**

#### **Senior Officer Grade B \$130,018 - \$146,368**

Luke Beckett, Section 68(1), 19 April 2021

### **Transport Canberra and City Services**

#### **Infrastructure Officer 3 \$110,651 - \$121,464**

Jason Hunter, Section 68(1), 20 April 2021

## **TRANSFERS**

### **Canberra Health Services**

#### **Scott Walker**

From: Health Service Officer Level 5 \$57,809 - \$60,679

Canberra Health Services

To: Health Service Officer Level 5 \$57,809 - \$60,679

Canberra Health Services, Canberra (PN. 44968) (Gazetted 10 November 2020)

### **Education**

#### **Vanessa McGrath**

From: Administrative Services Officer Class 6 \$87,715

ACT Health

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Education, Canberra (PN. 00087) (Gazetted 11 March 2021)

#### **ANTONELLA O'CONNOR**

From: Health Professional Level 3 101,033

Canberra Health Services

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

Education, Canberra (PN. 50250) (Gazetted 14 September 2020)

### **Justice and Community Safety**

#### **Zoe Hannah**

From: Patient Transport Officer 1 \$60,382 - \$64,168

Justice and Community Safety

To: Technical Officer Level 1 \$60,130 - \$63,043

Justice and Community Safety, Canberra (PN. 50270) (Gazetted 20 January 2021)

## PROMOTIONS

### **Canberra Health Services**

#### **Sylvia Ngwa**

From: Assistant in Nursing \$52,300 - \$54,070

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 42486) (Gazetted 4 June 2020)

#### **Delia O'Shea**

From: Health Professional Level 4 \$110,397 - \$118,832

Calvary Public Hospital Bruce

To: Health Service Officer Level 5 \$57,809 - \$60,679

Canberra Health Services, Canberra (PN. 50777) (Gazetted 22 March 2021)

#### **Krishnadev Rajiah**

From: Assistant in Nursing \$52,300 - \$54,070

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 32899) (Gazetted 4 June 2020)

#### **Clinical Services**

##### **Gillian Sharp**

From: Health Professional Level 4 \$110,397 - \$118,832

Canberra Health Services

To: † Health Professional Level 5 \$130,018 - \$146,368

Canberra Health Services, Canberra (PN. 36318) (Gazetted 15 March 2021)

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

#### **Communications and Engagement**

##### **CMTEDD Communications and Engagement**

##### **Engagement**

##### **Elle Greet**

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. 37202) (Gazetted 19 March 2021)

#### **Strategic Finance**

##### **Xi Huang**

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. 10886) (Gazetted 21 August 2020)

**Shared Services**

**Financial Services**

**Salary Packaging**

**Liam Robinson**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development, Canberra (PN. 09460) (Gazetted 17 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.

**Policy and Cabinet**

**Wellbeing Team**

**Hayley Rogers**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 27073) (Gazetted 31 March 2021)

**Access Canberra**

**Customer Coordination**

**Land Titles**

**Jack Shaw**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 36324) (Gazetted 10 February 2021)

**Access Canberra**

**Customer Coordination**

**Land Titles**

**Tayla Summerell**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 36782) (Gazetted 10 February 2021)

**Access Canberra**

**Customer Coordination**

**Land Titles**

**Leanne Taunton**

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. 42540) (Gazetted 8 December 2020)

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

**Policy and Cabinet Division**  
**Office of the Coordinator General for Climate Action**  
**Climate Action**  
**Stephanie Wilson**

From: Senior Officer Grade C \$110,397 - \$118,832  
Environment, Planning and Sustainable Development  
To: † Senior Officer Grade B \$130,018 - \$146,368  
Chief Minister, Treasury and Economic Development, Canberra (PN. 51119) (Gazetted 9 February 2021)

**Education**

**Service Design and Delivery**  
**Digital Strategy Services and Transformation**  
**Paul Armstead**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004  
Education  
To: Administrative Services Officer Class 4 \$73,248 - \$79,310  
Education, Canberra (PN. 36527) (Gazetted 11 January 2021)

**Business Services**  
**School Cleaning Services**  
**Chorten Dorji**

From: Cleaning Services Officer 2 \$51,742 - \$53,670  
Education  
To: † Coordinator - Cleaning Services Officer 4 \$57,359 - \$60,382  
Education, Canberra (PN. 56397) (Gazetted 5 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.

**Environment, Planning and Sustainable Development**

**Sustainability and the Built Environment**  
**Climate Change and Sustainability**  
**Program Delivery and Policy**  
**Anita Healey**

From: Senior Officer Grade C \$110,397 - \$118,832  
Environment, Planning and Sustainable Development  
To: † Senior Officer Grade B \$130,018 - \$146,368  
Environment, Planning and Sustainable Development, Canberra (PN. 36237) (Gazetted 14 January 2021)

**Transport Canberra and City Services**

**Transport Canberra and Business Services**  
**Bus Operations**  
**Fleet/Inventory**  
**Cameron Hollis**

From: Administrative Services Officer Class 2 \$58,230 - \$64,299  
Transport Canberra and City Services  
To: † SGSO 6.1 - SGSO 6.4 \$79,736 - \$83,035  
Transport Canberra and City Services, Canberra (PN. NSP103) (Gazetted 4 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.