

OFFICIAL



ACT Government Gazette

Gazetted Notices for the week beginning 30 September 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>

Deputy Director-General
Temporary Vacancy (18 October 2021 – 10 December 2021)
ACT Health Directorate
Health Systems Policy and Research
Position: E1070
(Remuneration equivalent to Executive Level 3.3)

Circulated to: ACTPS Senior Executive List
Date circulated: 06 October 2021

Expressions of interest from qualified and experienced candidates are being sought to temporarily fill the role of Deputy Director-General, ACT Health Directorate for up to an eight-week period during which time a longer-term process will be undertaken to cover the position while the nominal occupant is seconded to another role for a 12 month secondment.

Reporting to the Director-General, this key leadership role has responsibilities across health policy, strategy and research. The role is also responsible for significant cross-government collaboration on major issues such as the health-related issues associated with the COVID-19 pandemic response.

To apply: Provide a short one-page pitch on why you are the best person for this short term role and the contact details for two referees to Rebecca Cross via email, rebecca.cross@act.gov.au by COB Tuesday 12 October 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 \$380,177 - \$395,725 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$310,970.

Contact Officer: Rebecca Cross (02) 6205 5335 rebecca.cross@act.gov.au

Executive Branch Manager, Public Health Operations
Temporary Vacancy (25 October 2021 to 30 April 2022, with the possibility of extension up to nine months)
ACT Health Directorate
Health Systems, Policy and Research
Position: E1211
(Remuneration equivalent to Executive Level 1.4)

Date Circulated: 7 October 2021

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

The ACT Health Directorate is seeking expressions of interest to fill the role of Executive Branch Manager, Public Health Operations commencing 25 October 2021 to 30 April 2022 (with the possibility of extension up to 9 months).

The ACT Health Directorate is seeking an experienced leader with executive management skills to contribute to strategic planning and decisions associated with the pathway to COVID normal. The occupant must have the ability to influence and lead the implementation and operationalisation of this strategy. We are looking for a collaborative leader who can deliver outcomes, with the ability to work with Government and non-Government stakeholders to deliver outcomes.

A strong understanding of the strategic criticality of effective systems for governance, financial and human resource management and risk management will also be required.

Working within a matrix structure, the Executive Branch Manager will have dual reporting lines including the Deputy Chief Health Officer, to deliver the public health response and to the Chief Operating Officer of the HECC, with respect to people, process and systems. The successful applicant will be responsible for five branches: Quarantine and Wellbeing, Outbreak Response, Surveillance, Support Services, and Operational Planning and Corporate Support.

To apply: Interested candidates are requested to submit an EOI of no more than two pages addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Cherie Hughes at cherie.hughes@act.gov.au by **COB Wednesday 13 October 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 **\$254,933 - \$264,885** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$199,039**.

Contact Officer: Cherie Hughes, 0466 415 400, cherie.hughes@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Exemptions Officer, Public Health Risk Assessment Team

Administrative Services Officer Class 6 \$88,899 - \$101,743 , Canberra (PN: 48699)

Gazetted: 6 October 2021

Closing Date: 20 October 2021

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. This saw the establishment of a Health Emergency Coordination Centre (HECC) - A COVID-19 Response Team has been created to deliver the public health response over a longer term. The Directorate is looking for a highly efficient and dedicated staff member to join the COVID-19 response team as an Exemptions Officer. The occupant of this exciting role will be responsible for managing exemption applications made under the Public Health Emergency Directions. These will predominantly relate to events in the ACT but could relate to exemptions for international travel, domestic travel when restrictions are in place, or in relation to business exemptions. We are seeking individuals with good organisational skills and demonstrated ability to be proactive, flexible and manage competing priorities while working under pressure and within tight timeframes.

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

Eligibility/Other Requirements:

Undergo a pre-employment National Police Check. The work can be demanding and on occasion will require weekend and shift work. The work is onsite at the ACT Health Directorate offices located at Bowes Street, Woden.

Notes: This is a temporary position available from immediately until 30 June 2022 with the possibility of extension. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the professional/technical skills and knowledge and behaviour capabilities, curriculum vitae and referee reports from two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Anning (02) 5124 6192 Sarah.Annings@act.gov.au

Digital Solutions Division

Future Capability and Governance

Digital Health Record Hub

Governance and Program Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 49437)

Gazetted: 30 September 2021

Closing Date: 19 October 2021

Details: **Overview**

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

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

The Digital Health Record Program team will comprise of approximately 140 staff with administrative, technical, clinical and nursing backgrounds.

Pitch

The Digital Health Record Program is looking for an experienced Governance and Program Officer to provide high-level support to the Digital Health Record Program office. The successful candidate will have strong organisational, communication and time management skills, and will be efficient, flexible and self-motivated. The successful candidate will be able to exercise initiative and monitor and determine priorities to ensure deadlines are met in what will be a fast-paced environment.

The role will be fast-paced and demanding, but you'll be contributing to the largest digital transformation project in our history and we promise we'll have a lot of fun along the way.

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

Eligibility/Other Requirements:

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

Notes: This is a temporary position available for immediate commencement until 27 January 2023 with the possibility of extension and/or permanency. It is important that you can commit to this full period. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: Please submit a pitch of no more than two pages addressing the selection criteria, a curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashleigh Savage 02 5124 9343 Ashleigh.Savage@act.gov.au

Digital Solutions Division

Future Capability and Digital Health Record

Digital Health Record Program

Senior Director, DHR Technical Project

Senior Information Technology Officer Grade A \$153,041, Canberra (PN: 49470)

Gazetted: 30 September 2021

Closing Date: 19 October 2021

Details: Overview

The Digital Health Record (DHR) is an exciting initiative that will transform the way health care is provided in ACT public health system.

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

The Digital Health Record Program team comprises approximately 135 staff with administrative, technical, clinical and nursing backgrounds.

Pitch

The Digital Health Record Program has an opening for the Senior Director of the DHR Technical Project. This role will take on the Project Management of all Technical elements of the DHR Program and will coordinate a team, communicate with key stakeholders and ensure the implementation progresses according to scope and schedule. The Technical Project will be responsible for delivering security and access management, integration requirements, data conversion from legacy systems, end user device management and the architecture of the system.

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

Eligibility/Other Requirements:

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

Notes: This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. An Attraction and Retention Incentive (ARIn) may be considered for this role if the successful candidate possesses experience in health integration, data conversion and technical experience within a critical 24 x 7 ICT environment. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. More details can be found in the attached Position Description. It is requested that candidates note on their application if they will be requesting an ARIn for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra Cook (02) 5124 9129 Sandra.Cook@act.gov.au

Digital Solutions Division

Technology Operations

Technical Services Hub

Senior Director, Technical Services Hub

Senior Information Technology Officer Grade A \$153,041, Canberra (PN: 49129)

Gazetted: 30 September 2021

Closing Date: 18 October 2021

Details: The Digital Solutions Division has an opening for the Senior Director, Technical Services Hub. This role will take on the development and management of the new Health domain, the "Health Enclave", and will coordinate a team, communicate with key stakeholders, and ensure environments are being monitored and supported in a safe and secure way.

The Technical Services Hub will be responsible for developing and implementing the following for the Health Enclave:

- operational establishment of the Health Enclave (including policy, practice and people).

- performing legacy system migrations.

- managing relevant contracts.

- supporting the hosting infrastructure for all systems including the new Digital Health Record (DHR) implementation.

There is no doubt that this role will be challenging and at times will have time pressures and competing deadlines. The successful candidate will demonstrate that they are well organised leader, who has previously worked as a positive member of a team to deliver change in a complex stakeholder organisation, are resilient and can self-manage the demands of a fast-paced job.

This is an exciting opportunity to establish a contemporary, highly available hosting domain to run ACT Health's critical systems including the Territory's new DHR.

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

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

Note: A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. More details can be found in the attached applicant pack.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter McNiven (02) 5124 9066 peter.mcniven@act.gov.au

Health System Policy and Research

Executive Branch Manager, Mental Health Policy

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E1021)

Gazetted: 06 October 2021

Closing Date: 20 October 2021

Details: The Executive Branch Manager of Mental Health Policy is a critical leadership role within ACT Health Directorate, playing a key role in leading mental health policy, Aboriginal and Torres Strait Islander Health policy and legal policy.

It is expected that the Executive Branch Manager of Mental Health Policy will work collaboratively across a range of areas in ACT Health Directorate. The incumbent will provide outstanding leadership, communicate professionally and work flexibility, efficiency and diplomacy both individually and as part of a complex team/community effort.

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

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

How to Apply: Please provide a curriculum vitae, the names of your referees, and respond to the Selection Criteria in no more than three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Culhane 0466 866 817 michael.culhane@act.gov.au

ACT Integrity Commission

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

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

Legal Team

Principal Lawyer

Legal Officer Grade 2 \$150,570 - \$156,758, Canberra (PN: 53531, several)

Gazetted: 30 September 2021

Closing Date: 3 November 2021

Details: This is an exciting opportunity for senior lawyers to join Australia's newest anti-corruption and integrity commission, and practice in the interesting, challenging and unique inquisitorial jurisdiction.

The ACT Integrity Commission is an independent body and law enforcement agency with powers under the *Integrity Commission Act 2018* to investigate, expose and prevent corruption and foster public confidence in the integrity of government.

Under the *Public Interest Disclosure Act 2012*, the Commission is also responsible for administering and overseeing the Public Interest Disclosures scheme in the ACT.

Working at the Commission is an opportunity to do challenging but rewarding work and make a meaningful contribution to the ACT and the broader community.

The Commission's Legal Team assists the Commission to perform its principal functions and exercise its statutory powers in a lawful, effective, ethical, and accountable manner by providing high-quality, accurate and timely legal services. Commission lawyers work collaboratively with all other members of the Commission, and perform a key

role in investigations, including appearing as Counsel Assisting in examinations. The Legal Team also provides advice to the Commission on policy and other organisational matters.

The Commission is looking for senior lawyers with a minimum of five years PQE and extensive criminal/inquiry/public law experience, and who are:

courageous and ready for a challenge;

professional and committed;

agile, measured and fair; and

trustworthy, with a sense of duty.

Further information about the Legal Team, the roles, and the position requirements, are set out in the Position Description.

The ACT Integrity Commission supports workforce diversity and is committed to creating an inclusive workplace.

As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Professional qualifications

A law degree, and eligibility for admission as a barrister or solicitor of the Supreme Court of the ACT.

A current ACT Law Society practising certificate, or eligibility to obtain and hold a restricted ACT practising certificate.

Required skills, experience and behavioural capabilities

These are set out in the Position Description.

Other requirements.

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the five years immediately before the day of the proposed appointment, been an ACT public servant.

The successful applicants will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV-1) classification.

Note: There are two vacancies – one permanent role, and one up to 12 month temporary position with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applications for the position should be submitted online via the jobs.act.gov.au website.

Applications must include:

a current curriculum vitae; and

a written response (a pitch) of 750 words or less that:

demonstrates that you have the capabilities outlined in the 'What you require' section of the Position Description, and

outlines why you are the best person for the position(s).

If you are unable to submit your application online, please contact the Solicitor to the Commission at

info@integrity.act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Heris (02) 6205 9899 info@integrity.act.gov.au

Canberra Health Services

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

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

CHS Chief Operating Officer Clinical Services

CHS Mental Health, Justice Health and Alcohol and Drug Services

Counselling and Treatment Service

Intake Worker

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 29205)

Gazetted: 01 October 2021

Closing Date: 20 October 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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

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

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

This position is part of the Counselling and Treatment Service (CTS) based at 1 Moore Street.

The role includes providing a point of entry and helpline telephone services and drop-in appointments for most programs offered by the Alcohol and Drug Service. It also provides information and referral to other local and interstate alcohol and other drug treatment services.

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

ABOUT YOU

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

Behavioural Capabilities

Ability to work within a multi-disciplinary team, be flexible, adaptable, and comfortable with a changing working environment.

Strong organisational skills including excellent written and oral communication.

Ability to analyse information and make decisions to complete tasks with minimal supervision.

Position Requirements/Qualifications:

Relevant tertiary qualifications and experience working professionally in an alcohol and drug setting is highly desirable.

Certificate IV in Alcohol and Other Drug Studies.

Completion of the 4 Core Competencies in AOD studies or working towards this achievement. Allied Health or counselling is preferred.

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

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

Desirable:

Current drivers licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Reference checks.

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

NOTES

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

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

Contact Officer: Kate Soulsby (02) 5124 1590 Kate.Soulsby@act.gov.au

Medicine

Emergency

Specialist / Senior Specialist – Emergency Department

Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 47323, several)

Gazetted: 01 October 2021

Closing Date: 21 October 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/> Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

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

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

We are a large medical team of 34 FACEMs, a postgraduate fellow, 3 Senior Registrars, 30 registrars, and multiple other junior medical staff.

It is a very exciting time for Canberra Hospital Emergency Department (ED), with a modern, expanded physical space consisting of a 5-bed resuscitation area, 30 acute beds, 16 short stay beds, fast track stream with a sub-wait and 14 treatment spaces and a dedicated paediatric area with 6 beds and 2 consult rooms. The coming years include the building of "Canberra Hospital Expansion" – new build for critical care services with a state of the art 114 bed Emergency Department.

We are one of the busiest EDs in the country;

- We are seeing over 89,000 presentations per annum
- We have approximately 20% paediatric presentations
- We have high acuity with admission rates of more than 35%
- We have a significant trauma caseload
- There is potential for FACEMs to be involved in the Regional Aeromedical Retrieval Service, the Inpatient Trauma Service, and the Australian National University
- Rostering is flexible and innovative
- There are opportunities to make a significant contribution to a growing department
- Highly competitive remuneration with extensive support for professional development

The Emergency Department at The Canberra Hospital offers a unique, wide-ranging, and exciting experience rarely available in a single hospital.

Note: There are permanent and temporary positions available, with the potential for flexible full time and part time hours. The temporary positions are available for a period of 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Remuneration Package:

\$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

Group Attraction and Retention Incentive: \$50,000 - \$75,000

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 \$467,210

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:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Be a member of the Fellowship of the Australasian College for Emergency Medicine (FACEM)

Candidates will be considered for selection if they have successfully completed the FACEM fellowship exam written and clinical components within 3 months of the date of completion of this selection process AND are elected to Fellowship within 12 months of the selection process.

Be registered under the Working for Vulnerable People Act.

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](#).

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

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

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

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

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Dr Sam Scanlan (02) 5124 3309 samuel.scanlan@act.gov.au

Clinical Services

Women, Youth and Children

Community Health Programs

Child Health Targeted Support Services Nurse Manager

Registered Nurse Level 4.1 \$122,360, Canberra (PN: 15943)

Gazetted: 01 October 2021

Closing Date: 15 October 2021

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. Women, Youth and Children, Community Health Programs (WYCCHP) delivers a range of primary health care community-based services to children, adolescents, families, and women including early pregnancy, child and family health, school health, immunisation, child protection and women's health services. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Child Health Targeted Support Services (CHTSS) team is a multidisciplinary team that includes the Child at Risk Health Unit and Community Paediatric and Child Health Service. The service is child, adolescent and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and young person and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

Under the broad direction of the CHTSS Manager, the CHTSS Nurse Manager is responsible for delivery of a high functioning nursing team which provides evidence based and quality services for the most vulnerable children, young people and their families in the ACT.

The CHTSS Nurse Manager is supported by the CHTSS Clinical Nurse Consultant and Child Protection Training Coordinator. The Community Paediatric and Child Health Service provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with complex bio-psychosocial behavioural and emotional presentations. You will support the multidisciplinary team to promote positive client outcomes through the provision of high-quality nursing services including triage of referrals, nurse-led clinics, networking, health promotion activities and education to improve access to Aboriginal and Torres Strait Islander children and families with complex health needs.

The Child at Risk Health Unit provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers. You will oversee the delivery of evidence-based nursing services including triage of all referrals for medical assessment, provision of nurse led clinics to conduct health assessments for children in Out of Home Care in accordance with National Standards and nursing support to the Paediatric Outpatient Blue Star clinic for babies with opioid withdrawal.

The Child Protection Training program develops, delivers and evaluates mandatory child protection training for Canberra Health Services. With the support of the Child Protection Training Coordinator, you will oversee the delivery of this program including rotation of nursing staff to deliver this training on rostered basis.

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

Effective leadership qualities and ability

Adaptability and flexibility to accommodate change

Kindness

Position Requirements/Qualifications:

Mandatory:

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

A current driver's license.

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

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

Desirable:

Tertiary qualifications or working towards same in leadership or in a relevant Primary Health Care area.

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 part-time position at 32 hours per week available for a period of 12 months with the possibility of extension and/or permanency. The full-time salary noted above will be pro-rata.

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

Contact Officer: Carolyn Thomas (02) 5124 1607 carolyn.thomas@act.gov.au

Surgery

Orthopaedic Surgery

Visiting Medical Officer – Foot and Ankle Orthopaedic Surgeon

Generic , Canberra (PN: 01Y9W - Visiting Medical Officer)

Gazetted: 01 October 2021

Closing Date: 12 October 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

ROLE 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/>

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579/>

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

These Units are supported by administration support officers.

Canberra Hospital is the keystone of the capital regions Orthopaedic trauma service. Currently the Orthopaedic trauma service at Canberra Hospital is provided by a complement of 10 on-call VMO's who supervise a team of 6 accredited and 6 unaccredited registrars. Orthopaedic trauma is a large part of the general trauma load and accounts for over 10 hours of non-elective operating time each day. This VMO position clinical commitment will involve participation in the general on call roster, as well as supporting the subspecialty treatment of complex foot and ankle disorders, deformity management and limb salvage surgery.

The elective surgical commitment of this VMO position will be based at the Calvary Public Hospital (Bruce ACT).

The Canberra Hospital is the principal teaching hospital of the ANU Medical School (ANUMS). The Orthopaedic Department has a strongly developed academic department and a major teaching and education commitment to the ANUMS, to the junior medical staff at large, and to advanced trainee registrars. This VMO appointment will entail a significant commitment to the ongoing academic work of the department.

The primary roles of this appointment are to:

Participation in the Orthopaedic trauma roster at the CHS.

Provide subspecialty expertise and care of patients with complex foot and ankle disorders, deformity management and limb salvage surgery.

A 0.2 FTE commitment to the academic department, in particular to develop the program of research in orthopaedic trauma.

Undertake elective orthopaedic surgery at Calvary Public Hospital (Bruce, ACT).

Participation in the supervision, training and professional development of the multidisciplinary clinical team.

Clinical Responsibilities:

Care of Orthopaedic trauma patients through the on-call roster at CHS.

Care of patients undergoing elective surgery at the Calvary Public Hospital.

Academic Responsibilities:

The VMO will be expected to:

Contribute to the teaching of Australian National University medical students, and to assist in Postgraduate training of interns and JMOs.

The successful applicant will be expected to both attend and participate in the Department's regular audits, and unit meetings,

Take a significant role in a 0.2 FTE commitment to the development of the departmental research program

Note: Visiting Medical Officers are engaged as independent contractors. Contracts will be for a 3-year term.

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:

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australasian College of Surgeons in Orthopaedic Surgery (RACS) or equivalent specialist qualifications.

Desirable

Post-FRACS Fellowship training in complex foot and ankle surgery, deformity management and limb salvage (including the use of circular frame correction)

Post- FRACS Fellowship training in orthopaedic trauma reconstructive surgery

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.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

Agree to a VMO contract setting out specific work obligations in accordance with Part 7 of the *Health ACT 1993*.

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

Contact Officer: Jenae Smith (02) 5124 3207 jenae.smith@act.gov.au

Clinical Services

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Senior Clinician/ Clinical Lead

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 43847, several)

Gazetted: 01 October 2021

Closing Date: 15 October 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

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

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

As Senior Clinician, you will be responsible for supporting the Adult Community Mental Health Services Team Leader with the key strategic directions of the team. This will involve supporting clinical audit compliance, undertaking, and contributing to clinical review process, contributing to quality improvement, participating in recruitment, and leading learning and development activities within the team. Your immediate supervisor will be the ACMHS Team Leader. As required, you will represent the ACMHS Team leader at professional forums including committees and working groups.

The position will be based in either the Belconnen, City or Woden adult community mental health team. The decision around placement will be influenced by the clinical demand and staffing profile of the respective team/s. All team members are required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multidisciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service

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

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

Position Requirements/Qualifications:

Mandatory:

For Psychology:

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

Strong understanding of adult community mental health services with minimum of 3 years (ideal 5 years) post qualification.

For Social Work:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

Strong understanding of adult community mental health services with minimum of 3 years (ideal 5 years) post qualification.

For Occupational Therapy:

Mandatory

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

Applicants must have a minimum of 5 years post-qualification experience.

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

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

Prior to commencement successful candidates will be required to:

Hold a current driver's licence

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 National Police check.

Note: These are temporary positions available for a period of six months with the possibility of extension.

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

Contact Officer: Deepthy Palamadathu 0466 493 783 deepthy.palamadathu@act.gov.au

CHS Infrastructure Management and Maintenance

Modernisation Program

Senior Director Workforce Strategy

Senior Officer Grade A \$153,041, Canberra (PN: 53587)

Gazetted: 01 October 2021

Closing Date: 15 October 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 Hospital Expansion Project includes a new Clinical Services Building (CSB) on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, coronary care and support services, such as a central sterilising services department and a helicopter Landing Site. The CSB will be located to the Northern end of the campus, between Hospital Road and Palmer Street, displacing existing aged administration, accommodation and outpatient buildings (Building 5 and 24).

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

ABOUT YOU

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Behavioural Capabilities

Strong skills in being able to manage competing priorities successfully.

Well-developed analytical and problem-solving skills, along with strong attention to detail.

Well-developed written and oral communication skills with a wide range of stakeholders.

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

Position Requirements/Qualifications:

Desirable:

An appropriate post-secondary qualification in Business Administration, Human Resources, Industrial Relations, Workforce Planning or a related discipline.

The successful applicant will:

Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.

Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Vanessa Brady 0404 3649 49 Vanessa.Bradley@act.gov.au

Clinical Services

Mental, Justice, Alcohol and Drug Services

Adult Mental Health Unit

Clinical Nurse Consultant- High Dependency Unit

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 32565)

Gazetted: 01 October 2021

Closing Date: 19 October 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/> Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). A project to refurbish 12b is underway and will provide a further 10 low dependency acute inpatient beds. This project is due for completion mid-2021.

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency 6-bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. It is expected that in this position you will provide high quality advanced nursing skills, leadership and care to achieve sound outcomes for patients. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. Although primarily responsible for the AMHU HDU, this position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultants for AMHU LDU and MHSSU/12b to ensure optimum service delivery and best practice across the service. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Reliable, Progressive, Respectful and Kind.

ABOUT YOU

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Behavioural Capabilities

Proven advanced clinical experience in a leadership role

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

Strong organisational skills with a high degree of drive

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of three years' experience working professionally within mental health nursing. Recent 12 months experience in an Acute Mental Health Facility is preferred.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Shaun Bayliss (02) 5124 5406 shaun.bayliss@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Territory Wide Mental Health Services

Mental Health Consultation Liaison Clinician

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 45528)

Gazetted: 01 October 2021

Closing Date: 21 October 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 (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) includes Mental Health Consultation Liaison team (MHCL), the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies.

All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

This position will be required to participate in a seven-day twenty-four-hour roster.

ABOUT YOU

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Behavioural Capabilities

Competent negotiation and influencing skills in dealing with complex situations.

Ability to synthesise and analyse complex information and make decisions.

Demonstrate higher level communication skills and the ability to develop and maintain networks across CHS and with external parties.

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

Position Requirements/Qualifications:

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

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.

Minimum of 3 years' experience (ideal 5 years) working professionally in related/relevant organisation/service is preferred.

The successful applicant will need to be available to cover a 24/7 roster including weekends, evening's, public holidays and Night shifts

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

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

Prior to commencement successful candidates will be required to:

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 six months with the possibility of extension and/or permanency. This position is multi classifies to apply at a HP3 level please see Req 01YEX

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

Contact Officer: Philip Hoyle (02) 6205 2782 philip.a.hoyle@act.gov.au

Cancer Ambulatory Support

Central Outpatients (COP)

Plastic Team leader

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 25312)

Gazetted: 05 October 2021

Closing Date: 24 October 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 Outpatient Department (OPD) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS) and provides clinic based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including: neurology, neurosurgery, and endocrinology, general medicine, dermatology, infectious diseases orthopaedics, plastics, vascular, urology, ear nose and throat and oral and maxillofacial. The RN2 team leaders in the Outpatients have a primary focus on one or more specialties but are expected to deliver flexible care across the department as necessary. The primary speciality focus for this position is the plastics service.

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’

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

Position Requirements/Qualifications:

Relevant registered nurse qualifications and a minimum of 3 years’ experience is preferred.

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

Ability to work across all components of the Central Outpatient’s Department as directed

Desirable:

Tertiary qualifications (or equivalent) in advanced nursing in plastics, wound care or related field.

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:

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.

Notes: This is a temporary position available for six months.

Contact Officer: Rosemary Rummery 0468 595 585 rosemary.rummery@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Medicine

Ward 8B

Care at Home Program Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 51785, several)

Gazetted: 01 October 2021

Closing Date: 20 October 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 ACT COVID -19 Care@ Home Program is a program that cares for patients who have tested positive to the Delta variant and other variants of SARS-CoV-2, and are managed safely in the community. The ACT COVID – 19 Care@Home Program was developed to provide an outpatient monitoring service, with the aim to support patients at home and prevent hospital attendance and admission where feasible. It is staffed by Adult and Paediatric nurses and supported by on-call nursing and medical teams. The ACT COVID – 19 Care@Home program is a 7 day a week program, with hours of work 0830 to 5 pm. The ACT COVID-19 Care@Home Program is managed by the Division of Medicine at Canberra Health Services (CHS).

ABOUT YOU

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Behavioural Capabilities

Good Communication Skills

Ability to work in a team nursing environment

Adaptable and flexible to changes

Position Requirements/Qualifications:

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

Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.

Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Desirable:

Hold a current driver's licence.

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.

NOTES

There are several temporary positions available for six months with the possibility of extension.

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

Contact Officer: Margaret McManus (02) 5124 5164 margaret.McManus@act.gov.au

Medicine

Canberra Sexual Health Centre

Sexual Health Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 12611)

Gazetted: 05 October 2021

Closing Date: 19 October 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/> Canberra Sexual Health Centre (CSHC) is based at The Canberra Hospital. We provide clinic-based care for sexual health and HIV patients as well as an innovative outreach programs. We have a strong philosophy of teamwork, evidence-based practice and continuing professional development.

An exciting opportunity exists for an experienced sexual health registered nurse at Canberra Sexual Health Centre. The position is temporary, part-time at 32hrs per week working Tuesday to Friday.

The position has the potential to be extended, including the possibility of permanency. Future vacancies in the next 12 months will be filled from a merit list.

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 communication and interpersonal skills

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

Friendly, professional, empathic and non-judgemental

Strong computer literacy and data management skills

Position Requirements/Qualifications:

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

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

Mandatory requirements:

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

Current Driver's licence required for outreach programs

Desirable:

Relevant post graduate qualifications – holds or working towards Sexual and Reproductive Health Nursing Certificate or equivalent.

Two years recent clinical experience in the speciality or other relevant area.

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

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

Undergo a pre-employment Police check.

Notes: This is a temporary part-time position at (32) hours per week for four months with the possibility of extension and/or permanency. The full-time salary noted will be pro-rata.

Contact Officer: Cat Brown (02) 5124 2184 Cat.Brown@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Physiotherapist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 45160)

Gazetted: 01 October 2021

Closing Date: 19 October 2021

Our Vision: creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. Our staff are committed to the delivery of health services that reflect the Canberra Health Service's vision and CHS is committed to supporting staff in their professional journey.

RACS services work collaboratively with patients, clients, and individuals, involving their carers and family, as well as other services within and external to ACT Health.

Community Care Physiotherapy services are offered from community health centres across the ACT. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

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 and initiative.

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

Strong interpersonal and communication skills and confidence communicating across a range of media.

Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement.

Position Requirements/Qualifications:

Degree in Physiotherapy.

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

Current driver license

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.

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.

Be registered with AHPRA.

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 nine months from October 2021 to June 2022.

Applications should include a written response to the five Selection Criteria and an up-to-date curriculum vitae. At least two written referee reports are to be included with applications. Referee report templates can be found on the ACT Health recruitment web site.

This position may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future temporary full-time and part-time physiotherapy vacancies at this level across the division of Rehabilitation, Aged and Community Care.

Contact Officer: Judy Stone 0401692520 judy.stone@act.gov.au

Acute Allied Health Services

Spiritual Support Services Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 15426)

Gazetted: 01 October 2021

Closing Date: 19 October 2021

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

The 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.

Spiritual Support Services is primarily responsible for:

Delivery of Spiritual/Pastoral Care to patients, their families and also staff at the Canberra Health Services.

Delivery and coordination of religious services including sacraments, rituals, prayers and multi-faith responses to patients and staff.

Maintenance and organisation of sacred spaces in CHS, such as the multi-faith room, for the purposes of reflection, prayer and rituals for people of all faiths.

The Manager of Spiritual Support Services CHS will be responsible for:

Delivery of Spiritual Support Services throughout the Canberra Hospital and University of Canberra Hospital campuses in accordance with the Spiritual Care Australia professional standards (2014) and Spiritual Health Association's Guidelines for Quality Spiritual Care in Health 2020.

Recruiting and maintaining volunteer spiritual carers.

Promotion and education of the service to clinical staff and establishment of clear referral procedures.

Coordination with members of churches and faith groups to establish the delivery of religious practices and rituals to patients and staff within CHS.

Maintain the multi-faith room so that it can be used by the public for prayer and reflection.

About You

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

Behavioural Capabilities

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

Well developed and wide ranging skills in pastoral care, spiritual care, counselling or other related practice.

Strong organisational skills with a high degree of self-motivation who is able to work in an unsupervised environment.

Ability to plan, prioritise and organise work to achieve performance objectives and ability to work well within a diverse team environment.

Mandatory:

Tertiary level studies in Spiritual/Pastoral Care or in a relevant field (such as Counselling, Pastoral Theology, Psychology, Social or Behavioural Sciences as specified by Spiritual Care Australia (see

<https://www.spiritualcareaustralia.or.au/memberships/membership-criteria/>)

Demonstrated recent pastoral/spiritual care professional experience, preferably in a clinical health setting.

Desirable:

Advanced Certified Member (or eligibility) of Spiritual Care Australia

Minimum requirement of 400 hours of clinical supervision in the field of pastoral care, spiritual care, counselling or equivalent

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.

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

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

Contact Officer: Elissa Jacobs 5124 3373 elissa.jacobs@act.gov.au Contact Officer Number

elissa.jacobs@act.gov.au

University of Canberra Hospital

Cotter Ward

Assistant in Nursing

Assistant in Nursing \$52,301 - \$54,070, Canberra (PN: 44684, several)

Gazetted: 30 September 2021

Closing Date: 21 October 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 rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury or experiencing mental illness.

The Division of Rehabilitation, Aged and Community Services is seeking motivated experienced Assistants in Nursing with exceptional care delivery skills to work on Wards at The University of Canberra Hospital located in Bruce ACT. Successful applicants must be available to work a rotating roster and work across both Canberra Hospital and University of Canberra Hospital campuses if/when required. Previous applicants need not reapply and will be considered.

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:

Certificate III Aged Care or Individual Support.

Be registered under the Working for Vulnerable People Act.

Desirable:

Experience and qualification in working with Dementia patients and patients with challenging behaviours

Hold a current driver's licence.

Note

All positions work a 24/7 rotating roster, including a regular contribution to night shift.

The successful candidates may be selected based on application and referee report only. Candidates MUST address the selection criteria to be considered.

Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.

Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and all other related frameworks.

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

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 recruitment round will be used to fill permanent, temporary, full-time, part-time and casual vacancies as they arise. Previous applicants need not re-apply and will be considered.

Contact Officer: Maria Harman 0466 634 639 Maria.Harman@act.gov.au

Quality, Safety Innovation and improvement

Quality Safety Performance Standards and Monitoring

Quality Safety Business Partner

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 53592)

Gazetted: 30 September 2021

Closing Date: 14 October 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

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

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

ABOUT YOU

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Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carer focus

High level of emotional intelligence and strong engagement skills

Proactive with strong organisational skills, able to work independently and within a team environment

Position Requirements/Qualifications:

Tertiary qualifications or equivalent in a health profession and be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) or be eligible for membership of the appropriate professional organisation and a minimum of 4 years' experience working professionally in a 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.

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

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

Contact Officer: Felicity Martin (02) 5124 9608 felicity.martin@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Women, Youth and Children

Child At Risk Health Unit

Child Protection Training Co-ordinator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 28898)

Gazetted: 30 September 2021

Closing Date: 14 October 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/> Women, Youth and Children Community Health Programs delivers a range of health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Child Health Targeted Support Services (CHTSS) includes the Community Paediatric and Child Health Service (CPCHS), Child at Risk Health Unit (CARHU), Child Protection and The Strengthening Health Response to Family Violence (SHRFV) training programs and the Child Protection Liaison Officer.

All Canberra Health Service staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection. The Child Protection Training team develops, provides and evaluates all mandatory child protection training for CHS and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies.

The Child Protection Training Coordinator is responsible for the development, presentation and evaluation of education and training programs and strategies in the broad area of child protection for CHS. An understanding of the impact of violence, abuse and neglect on children is a critical part of this role.

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Behavioural Capabilities

Extensive experience in adult education, organisational training/development

Ability to develop and maintain strong, positive working relationships with internal and external stakeholders.

Proactive with strong organisational skills, able to work independently and within a team environment

Adaptability and flexibility to accommodate competing demands.

Position Requirements/Qualifications:

Unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse and a minimum of five years' experience working professionally in a relevant clinical area is preferred.

Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.

Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

This is a temporary position available for 11 months with the possibility of extension and/or permanency.

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

Contact Officer: Fiona Holihan (02) 5124 2712 Fiona.holihan@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Rehabilitation, Aged and Community Services

Allied Health

Social Worker

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 53326)

Gazetted: 30 September 2021

Closing Date: 14 October 2021

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POSITION OVERVIEW

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

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

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

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

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

The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

ABOUT YOU

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Behavioural Capabilities

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

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework.

Position Requirements/Qualifications:

Relevant Degree in Social Work qualifications and a minimum of 1 years' experience working professionally in Social Work is preferred.

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

Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW)

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.

Reference checks

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

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.

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

Contact Officer: Natasha Synnott (02) 5124 0075 natasha.synnott@act.gov.au

Medicine

Emergency Department

Administration Manager

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 19309)

Gazetted: 30 September 2021

Closing Date: 14 October 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 Division of Medicine provides a range of medical specialties. 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.

The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing and allied health staff.

The Administration Manager role reports directly to the Operations Manager, Emergency Department. Under limited direction, the Emergency Department Administration Manager is responsible for the human resource management (staffing, rostering), financial administration (budgets, salaries and operational), performance management (key performance indicators), access and quality improvement activities for the administrative services within the Emergency Department.

ABOUT YOU

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Behavioural Capabilities

Be able to quickly acquire knowledge and understanding of situations and subject matter

Effectively prioritise work and meet deadlines

Be a proactive, enthusiastic and strong communicator

Position Requirements/Qualifications:

The successful applicant will need to be available for 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](#).

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Sarah Ryan (02) 5124 4115 sarah.ryan@act.gov.au

Clinical Services

Surgery

Assistant to the Chair of Surgery

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 37729)

Gazetted: 30 September 2021

Closing Date: 14 October 2021

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

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

These Units are supported by administration support officers.

CHS has a strong partnership with the Australian National University (ANU) through the ANU Medical School, located on the Canberra Hospital campus. The Chair of Surgery holds a joint appointment at the Canberra Hospital Academic Unit of Surgery and the ANU, with a considerable focus on research activities. The Assistant to the Chair of Surgery will support the teaching and research activities of the Chair and provide administrative support for his clinical practice to ensure smooth operations of the unit, as well as providing service support for inpatient administration, theatre lists, audit, and outpatient clinics.

Duties

Under direction of the Operations Manager and Chair of Surgery you will:

Provide administrative support to the Academic Unit of Surgery and Chair of Surgery including diary management, travel planning and related applications work with ANU, screening incoming calls and maintaining files.

Maintain liaison with doctors, patients, other members of the management team and personnel both within and external to ACT Health. This includes other academic departments within and beyond ANU, with academic colleagues, allied staff, audit organisations to ensure effective co-ordination of the activities of the Chair of Surgery across ACT Health, the ANU and relevant national and international colleges.

Support research activities for the Chair of Surgery which includes maintenance of files and retrieval of scientific literature.

Assist the Chair with the production and submission of research papers/grant applications and provide assistance with editorial functions.

Undertake medical typing to include medical reports, patient letters, discharge summaries and operation reports for consultants and registrars.

Attend and provide secretariat support to the unit meetings.

Provide high quality customer service as outlined in the Customer Service Standards and promote organisational values.

Other duties appropriate to this level of classification which contribute to the operation of the section.

About You

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide a responsive service.

A commitment to the provision of high-quality customer service.

Position Requirements/Qualifications:

Eligibility/Other Requirements

Desirable:

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Michelle Paul (02) 5124 4175 michelle.paul@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care Services

Allied health Speech Pathology

New Graduate Speech Pathologist

Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 29616, several)

Gazetted: 01 October 2021

Closing Date: 15 October 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 Speech Pathology provides a range of services to individuals with swallowing and communication disorders. This includes acute and rehabilitation services to eligible inpatients and outpatients of the Canberra Hospital and University of Canberra Hospitals.

Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students.

The rotational new graduate Speech Pathology positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support. The successful applicants will complete six-month rotations with both the acute services team at the Canberra Hospital and the rehabilitation and aged care team at the University of Canberra Hospital.

This position is designed to support graduates of Speech Pathology at Health Professional Level one.

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:

Excellent communication skills,

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

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

Organisational skills and motivation.

Qualifications and experience:

Mandatory:

A degree in Speech Pathology from a recognised tertiary institution.

This position is designed to support graduates of Speech Pathology at Health Professional level

Eligibility for practicing membership of Speech Pathology Australia.

Be registered under the Working for Vulnerable People Act.

Desirable:

Hold a current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: There are two temporary positions available for a period of 12 months.

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

Contact Officer: Tim Tooke (02) 5124 0182 timothy.tooke@act.gov.au

Medicine

Ambulatory

Inflammatory Bowel Nurse – GEHU

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29110)

Gazetted: 05 October 2021

Closing Date: 19 October 2021

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides services for both inpatients and outpatients.

The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

The IBD service nurses role is supporting patients with IBD conditions with education and counselling of the condition, providing evidence-based practice and adhering to the guidelines for these conditions. They support the consultants when medications are initiated, to provide support and education on medications and their use. The role will facilitate nurse led clinics to provide pre-treatment screening, monitoring after initiation of medication, and train staff and patients in the use of medications used in these conditions. Nurse led clinics will assess patients with acute changes in symptoms and relapses, which will improve access to specialist care. They will refer to the MDT to provide psychological assistance with these chronic health conditions.

Duties:

Under limited direction of the APN IBD you will perform the role of the IBD level 2 RN role. You will:

Provides holistic care to patients with IBD utilising advanced clinical assessment, implementing and monitoring of the patient's health care needs.

Assess, plan, implement and evaluate nursing care for clients and work collaboratively with other team members to achieve planned clinical outcomes.

Provide leadership and experience by facilitating the delivery of safe and excellent care to patients, to achieve best practice health outcomes.

Supports education within the clinical area with evidence of a commitment to the fostering of a learning culture through, active contribution to specialty area specific education and training of self and others, knowledge of current trends and the dissemination of knowledge to staff in the area.

Contributes to effective communication processes to effectively work in a team environment in a diverse range of situations, including negotiation and consultation to achieve desired outcomes.

Participates in the development, review and maintenance of clinical standards, policies and protocols and, continuous quality improvement and participates in clinical research.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred, safe and high-quality patient care.

About You

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.

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

Position Requirements/Qualifications:

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

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Cristee Cruz 5124 3977 cristee.cruz@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Territory Wide Mental Health Services

Mental Health Consultation Liaison Clinician

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 45528)

Gazetted: 06 October 2021

Closing Date: 22 October 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 (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) includes Mental Health Consultation Liaison team (MHCL), the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies

All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

This position will be required to participate in a seven-day twenty-four-hour roster.

DUTIES

Under limited direction of the Assistant Director of Nursing, MHCL You will:

Provide a person centred, recovery focused approach to complex clinical assessment for people experiencing mental health crisis or acute psychological distress within the CHS wards and departments as required.

Adopt proactive and assertive consultation liaison practices with the extended care teams and appropriate community and government agencies and support the inclusion of carers and families in a person's immediate treatment planning.

Exercise professional judgment in solving problems and managing cases where principles, procedures and techniques require expansion, adaptation, or modification.

Actively participate in discharge planning and patient flow to provide optimal outcomes that reflect the needs of the consumer and the needs of the service.

Undertake clinical supervision, participate in ongoing professional development activities, and be actively involved in clinical governance systems and processes through quality activities, program and process evaluation, outcomes measurement and membership of committees and working parties.

Apply clinical practice in accordance with the Mental Health Act 2015 and other relevant legislations.

Participate in regular professional development activities including mandatory training and requirements for registration within your professional discipline.

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

About You

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Behavioural Capabilities

Competent negotiation and influencing skills in dealing with complex situations.

Ability to synthesise and analyse complex information and make decisions.

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

Position Requirements/Qualifications:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) working towards Degree in Social Work or registration in Clinical Psychology.

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.

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

Registration under the ACT Working with Vulnerable People Act 2011.

The successful applicant will need to be available to cover a 24/7 roster including weekends, evening's, public holidays, and Night shifts.

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

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

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

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.

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

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

Contact Officer: Philip Hoyle 02 6205 2782 philip.hoyle@act.gov.au

Women, Youth and Children

Community Health Program

Registered Midwife

Registered Midwife Level 1 \$67,984 - \$90,814, Canberra (PN: C11061)

Gazetted: 06 October 2021

Closing Date: 20 October 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 Maternity Options Service (CMOS), within the Women Youth and Children Community Health Program is the first point of contact for women accessing public maternity care in the ACT. Midwives in the team will provide evidence-informed information to support the woman's decision making across the childbirth continuum and during the postnatal period up to six weeks after their baby is born. Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers.

Duties:

Under limited direction of the Clinical Midwifery Manager you will perform clinical duties relating to the clinical and psychosocial assessment, support and health promotion for mothers, fathers families and infants. You will: Provide quality direct clinical care to clients in the Maternity Options Service and the Maternal and Child Health (MACH) service within the midwives scope of practice in accordance with primary health care principles and practices incorporating the vision, mission and goals of CHS

Effectively communicate with women and their families to accurately assess their health needs, during the first antenatal visit, the first universal home visit and beyond as per the midwives scope of practice.

Ensure skilled assessment and appropriate referral and early interventions to ensure best health outcomes for mother and infant.

Advocate for the woman and family by supporting, advising and educating in accordance with primary health philosophies that promote health and wellbeing.

Practice in accordance with the Australian Nursing and Midwifery Board of Australia Code of Professional Conduct, Code of Ethics for Midwives in Australia and relevant, validated professional practice competencies.

Foster collegial relationships within the multidisciplinary team, including timely and appropriate referral for clients to deliver best practice health outcomes.

Assume responsibility for professional development of self in accordance with the expectation of the discipline for lifelong learning.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of person and family centred, safe and high-quality patient care.

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

A genuine listener who demonstrates kindness, empathy and understanding.

Adaptability and flexibility to accommodate change.

A strong self-directed learning ethic.

Position Requirements/Qualifications:

Relevant Midwifery qualifications and a minimum of two years' experience working professionally in midwifery is preferred.

Desirable - International Board-Certified Lactation Consultant.

Holds or will complete a postgraduate qualification in Maternal, Child and Family Health.

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 position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

Contact Officer: Louise Murphy 5124 1701 louise.murphy@act.gov.au

Office of the Chief Executive Officer

Medical Oncology Clinical Trials

Clinical Trials Co-ordinator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 20610, several)

Gazetted: 06 October 2021

Closing Date: 25 October 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The Medical Oncology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 20 participants. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants. These collaborators include Breast Cancer Trials (BCT), Australian and New Zealand Urogenital and Prostate Cancer (ANZUP), Australasian Gastro-Intestinal Trials Group (AGITG), Australia New Zealand Gynaecological Oncology Group (ANZGOG) and the Australasian Lung cancer Trials Group (ALTG).

The Clinical Trials Co-ordinators provide key support to and coordination of clinical research projects undertaken by the Medical Oncology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Oncology. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Medical Oncology, the Clinical Medical Oncologists and the Clinical Trials Manager.

ABOUT YOU

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Behavioural Capabilities

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 clients' needs, Strong organisational skills with a strong work ethic.

Position Requirements/Qualifications:

Be registered or be eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Academic knowledge or practical experience of clinical trials coordination is preferred.

The successful applicant will need to be available for occasional 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:

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: There are several positions available for a period up to 12 months with the possibility of extension.

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

Contact Officer: Katherine Johnson (02) 5124 2811 katherine.johnson@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

CAMHS Acute Clinician

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 49495)

Gazetted: 06 October 2021

Closing Date: 25 October 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

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

- Rehabilitation and Speciality Services
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

This role will be based within CAMHS Acute Services, CAMHS Hospital Liaison Team. The service provides assessment to children, young people, and adolescents who present to The Canberra Hospital with a mental health vulnerability. The service is over a seven-day roster.

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

ABOUT YOU

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

Behavioural Capabilities

To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role. To be successful in this position, it is expected that the successful candidate will have the following attributes: Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment. Commitment to achieving positive outcomes for children and young people, their families and/or carers. Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

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

Position Requirements/Qualifications:

Mandatory:

- Tertiary qualifications in Nursing or
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must hold a current driver's licence.
- Experience in mental health.

Desirable:

- Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

NOTES

The successful applicant will need to be available to work within all program areas of CAMHS as service needs arise and be available for weekend and on call work when necessary. An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period. Selection may be based on written application and referee reports only

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

Contact Officer: Chris Hickman 0466 396 701 chris.hickman@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Various

Psychology Intern

Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 33954, several)

Gazetted: 06 October 2021

Closing Date: 28 October 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

An exciting opportunity exists for entry into the psychology internship program for the Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS).

Interested persons will have completed (or be nearing completion of) a five-year sequence of accredited study in psychology, deeming them eligible to apply for entry into a one-year internship pathway to general registration as a psychologist (known as the "5+1 internship pathway to general registration")

The successful applicants will be employed as a Health Professional Level 1 - Intern Psychologist, to be a member of multidisciplinary mental health teams, with exposure to other services within the Division as part of the overall internship program.

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their 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, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services

- Child and Adolescent Mental Health Services
- Community Mental Health Services
- Justice Health Services
- Mental Health Inpatient Services

Intern Psychologists will, under close professional supervision, provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns. Intern Psychologists will also be provided with supervision to meet Psychology Board of Australia standards for working towards general registration as a psychologist.

The role is an internship comprising a 1-year graduate program. Consideration for ongoing appointment is contingent upon completion of the internship program and general registration with the Psychology Board of Australia, as well as successful recruitment at the Health Professional 2 level after completion of the internship.

ABOUT YOU

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Behavioural Capabilities

- Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement
- Ability to manage confidential and sensitive information
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment, while meeting the demands of a training (internship) program
- Commitment to achieving positive outcomes

Position Requirements/Qualifications:

Mandatory:

- Eligibility for Provisional Psychologist registration with the Psychology Board of Australia under the 5+1 pathway
- Willingness and commitment to participating in all components of a psychology internship program, including professional supervision.

Desirable:

- Current driver's licence
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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

- 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.

Note: These are temporary positions available for 15 months.

Contact Officer: Natalie Campbell (02) 5124 7295 natalie.campbell@act.gov.au

Cancer and Ambulatory Services

Haematology/Oncology/Immunology outpatients

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22468)

Gazetted: 06 October 2021

Closing Date: 20 October 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 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 administration support to Ambulatory and Community Health centres across ACT Health.

The Haematology/Oncology/Immunology Outpatient Unit treats patients with malignant and non-malignant conditions. The teams are seeking a Registered Nurse to undertake the role of Clinical Development Nurse (CDN) who has highly developed interpersonal skills, enjoys sharing knowledge and educating in the speciality areas of outpatient Haematology, Oncology and Immunology. The CDN will provide and promote education, quality initiatives, feedback, reflective practice, support of graduate nurses, student nurses, new and existing staff to provide an excellent and safe patient care environment.

It is essential for the candidate to have previous chemotherapy experience.

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

Welcoming and positive in attitude to patients and colleagues

Eager to learn and promote change

Patient and able to educate and train others.

Position Requirements/Qualifications:

Relevant nursing qualifications and a minimum of 3 years' experience working professionally in cancer services is preferred.

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.

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

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

Undergo a pre-employment Police check.

Notes: This is a temporary position available for five months.

Contact Officer: Sally McCloy (02) 5124 8458 Sally.mccloy@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

New Graduate Occupational Therapist

Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 41434, several)

Gazetted: 06 October 2021

Closing Date: 25 October 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/>

An exciting opportunity exists to work as a new graduate occupational therapist in Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS). The successful applicant/s will be employed as a full-time Health Professional Level 1 for 12 months. *Please note the expected start date is February 2022.*

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are delivered at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

The successful applicant/s will be employed as an occupational therapist in one of our multidisciplinary teams for 12 months. You will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns.

Successful applicant/s will be part of a large network of occupational therapists. You will have access to internal training and education targeted at early career allied health professionals, as well as clinical supervision to support development of your occupational therapy skills and professional identity.

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

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

Ability to manage confidential and sensitive information.

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

Commitment to achieving positive outcomes.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualification (or recognised equivalent) in Occupational Therapy.

Registered, or eligible for registration, with the Occupational Therapy Board of Australia.

Current Passenger Vehicles driver's licence.

The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time. Depending on the team which the position is in, the position(s) may be required to participate in overtime, on call, and/or shift work with a rotating roster.

Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.

Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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.

NOTES

This is a temporary position available for 12 months with the possibility of permanency.

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

Contact Officer: Rebecca Phillips (02) 5124 1664 rebecca.phillips@act.gov.au

Infrastructure and Health Support Services

Facilities Management

FM Liaison Officer

Infrastructure Officer 2 \$89,008 - \$102,403, Canberra (PN: 39640)

Gazetted: 05 October 2021

Closing Date: 22 October 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/>

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

The Facilities Management (FM) Branch is a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services property portfolio. FM is committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people to continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in supporting each team member to grow the skills and knowledge they share with their team and the broader community that makes up the CHS Portfolio.

The Canberra Hospital and off-site facilities contain a myriad of highly sophisticated integrated specialised engineering systems that provide vital services to staff, patients, and visitors of the Canberra Health Service. The continuity of the engineering plant and equipment is critical to patient safety and is crucial to the FM operational responsibilities.

CHS has a continuous construction and refurbishment project program to meet growing community needs and expanding health services demand. FM are integral to the capital improvement programs and provide engineering advice, solutions, and support to an expansive project delivery team.

With support from the Director of Engineering Services, the FM engineering team is responsible for maintaining information flow across many project delivery programs. The FM Liaison role ensures projects are compliant with the FM standard inclusions and specifications and monitors FM project engagement processes while maintaining productive and positive relationships.

The FM Liaison Officer represents FM across vital maintenance, construction, and engineering activities and provides correspondence and communications across various stakeholders. The role escalates and manages issues raised by maintenance and project teams, providing visibility and response opportunities to senior Directors within FM.

The FM Liaison role will provide support to FM Directors under general direction, communicate professionally and work with flexibility, efficiency, and diplomacy individually and as part of a team.

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

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality-of-service delivery from Facilities Management.

Requires an awareness of, legislative frameworks, regulations and Australian standards, technical standards such as AusHFG's, NSW Health Engineering Guidelines, National Construction Codes, and local and National Codes of Practice.

Work involves interaction and liaison, communication, and co-ordination, including with other work / business units or government agencies, stakeholders, clients, and suppliers with little guidance.

Work requires supervisory, communication, representation, and negotiation skills. Required to represent and negotiate on behalf of the organisation within set parameters.

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

Position Requirements/Qualifications:

Mandatory:

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

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience (10 years +)

Hold a current drivers' 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.

Desirable:

Experience in a maintenance and/ or project delivery environment.

Background in a relevant Engineering discipline.

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

Undergo a pre-employment Police check.

Contact Officer: John Kilday 0415 455 020 John.kilday@act.gov.au

Women, Youth and Children, Community Health Programs

Maternal and Child Health

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22763)

Gazetted: 05 October 2021

Closing Date: 22 October 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/> Maternal and Child Health nurses are supported by the National Framework for Universal Child and Family Health services.

MACH Nurses are guided by the seven standards outlined in the National Standards of Practice for Maternal Child and Family Health nurses in Australia (2017).

Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information, and health advice within a multidisciplinary context.

All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites.

Supporting families, parents, and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support.

A full-time vacancy exists for the Clinical Development Nurse role in the Maternal and Child Health program. There is a small team of Clinical Development nurses who provide education, training, competency assessment and clinical support to a team promoting quality, safe clinical care to Canberra families. The CDN will work closely with the Clinical Nurse Manager and MACH Manager to coordinate relevant education to meet the ongoing learning needs of staff, and to plan the orientation new staff across the full scope of MACH practice. A job share arrangement may be considered.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with a high degree of drive.
- Adaptability and flexibility to accommodate changing needs of graduate and postgraduate nurses across MACH.
- Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Relevant eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of two years' experience working professionally in Child and Family Health is preferred.

- Hold a Certificate IV in Workplace Training and Assessment or nationally recognised vocational competency units in competency assessment and work-based training.
- Relevant tertiary qualifications are highly desirable, including midwifery, paediatrics, and education.
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.
- Provide the names of two referees, one the current manager.

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

Contact Officer: Louise Murphy (02) 5124 1701 louise.murphy@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Director of Nursing

Assistant Director of Nursing – Clinical Support

Registered Nurse Level 4.1 \$122,360, Canberra (PN: 10736)

Gazetted: 05 October 2021

Closing Date: 22 October 2021

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 Office of the Divisional Director of Nursing (DON) provides professional leadership in the areas of nursing standards, nursing practice and practice development, policy, procedures, guidelines, models of care development and implementation, health infrastructure projects, training and development as well as undergraduate/graduate nurse education and professional supervision across the mental Health Justice Health and Alcohol and Drug Services (MHJHADS) Division.

The Director of Nursing (DONs) Office works in close collaboration with Operational Directors and Clinical Directors to ensure that nursing standards and work practices support the delivery of safe, high quality person centred, recovery focussed nursing care in the areas of:

Clinical Practice

Nursing Leadership

Partnerships and working collaboratively

Responsive and Sustainable Workforce

Education, Training and Research

Professional Standards and a

Positive Work Culture

ABOUT YOU

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Behavioural Capabilities

Proven highly developed and effective written and verbal communication skills and an ability to work with diverse range of teams and external parties in a collaborative, influential and flexible manner

Demonstrated ability to develop to a high standard policy, procedures and guidelines, evaluate research and promote work practice change based on best available evidence principles

Well demonstrated ability to lead, initiate, facilitate and implement a range of professional nursing supervision options to support the implementation of models of care

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 4 years' experience working professionally within mental health nursing.

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

Demonstrated senior nursing experience with a minimum 12 months leadership/management experience.

Post graduate qualifications related to the nursing work undertaken by the Mental Health, Justice Health and Alcohol and Drug Services Division.

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

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 three months with the possibility of extension and/or permanency

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

Contact Officer: Sonny Ward 0417 478 832 sonny.ward@act.gov.au

Medicine

Emergency Department and medical wards

Assistant in Nursing

Assistant in Nursing \$52,301 - \$54,070, Canberra (PN: 50447, several)

Gazetted: 05 October 2021

Closing Date: 19 October 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/>

This position is a temporary vacancy for 12 months, full time and part time hours are available. The Division of Medicine within Canberra Health Service provides overarching staffing support and resources for our patients across various medical wards including the Emergency Department.

This position works a 24/7 roster including night duty. The AIN may work across any area of the CHS campus

The Assistant in Nursing (AIN) works under the direction of the Registered Nurse.

The AIN assists in the delivery of the direct patient care.

ABOUT YOU

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Behavioural Capabilities

- Good verbal and written communication

Ability to work as a team

Position Requirements/Qualifications:

Certificate III in Health Services Assistance or recognised equivalent and/or working towards Bachelor of Nursing or recognised equivalent

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

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

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

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

Undergo a pre-employment Police check.

Registration under the ACT Working with Vulnerable People Act 2011.

Notes: These are temporary positions available for 11 months.

Contact Officer: Jennifer Rochow (02) 5124 3753 Jennifer.Rochow@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Cancer and Ambulatory Services

Radiographer

Medical Imaging Level 3 \$106,897 - \$112,636 (up to \$118,222 on achieving a personal upgrade), Canberra (PN: 11571, several)

Gazetted: 05 October 2021

Closing Date: 22 October 2021

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

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to ACT resident women over 40 years. The target age group being women aged between 50 and 74 years. BreastScreen ACT provides screening at three sites located at the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. As a Radiographer, you will perform routine mammographic screening along with the opportunity to become involved in assessment procedures. You will need to exercise independent judgement to perform routine screening mammograms in a digital environment. We would love to have you join a great team in a dynamic workplace environment.

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 interpersonal and organisational skills with a high degree of drive
Adaptability and flexibility to accommodate change and provide responsive services to meet client needs

Position Requirements/Qualifications:

Possess a Degree or Diploma in Applied Science (Medical Imaging).
Evidence of current registration with Australian Health Practitioner Regulation Agency (AHPRA).
Evidence of a current ACT Radiation Licence (or be eligible for).
Be eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT).
Hold a current Certificate of Mammographic Practice – CMP (or the willingness to attain).
Have an understanding of how the BreastScreen Australia (BSA) National Accreditation Standards (NAS) and 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.
Undergo occupational and vaccination pre-screening assessment by ACT Health's Occupational Medicine Unit (OMU).
Comply with ACT Health credentialing requirements for allied health professionals.

NOTES

There are several positions available.

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

Contact Officer: Mary Humphrey (02) 5124 1829 Mary.a.humphrey@act.gov.au

Women, Youth and Children

Child Health Targeted Support Services

CHTSS Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 37142)

Gazetted: 05 October 2021

Closing Date: 19 October 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/> Women, Youth and Children Community Health Programs delivers a range of community-based services to children, families and women. These services include support, education and information; counselling, assessment

and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Child Health Targeted Support Services (CHTSS) includes the Community Paediatric and Child Health Service (CPCHS), Child at Risk Health Unit (CARHU), the Child Protection and Strengthening Health Response to Family Violence (SHRFV) training programs and the Child and Youth Protection Liaison Officer.

Overview of the work area and position:

The CHTSS Clinical Nurse Consultant is responsible for safe, effective and evidenced based clinical nursing services within CARHU, CPCHS and the Child Protection Training Team.

Community Paediatric and Child Health Service

The CPCHS provides clinical treatment, education, and care coordination for children with suspected or established developmental delay or disability and children with biological/medical causes of behavioural and emotional disturbance.

Child at Risk Health Unit

CARHU provides medical, nursing, and psychosocial support to children and young people who have experienced, or are at risk of experiencing, abuse or neglect.

Child Protection Training Team

This team provide training to all Canberra Health Service Staff. They ensure the level 1 and 2 online training is up to date and deliver face to face level 3 Child protection training.

About You

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Behavioural Capabilities

Strong organisational, communication and interpersonal skills.

Ability to remain engaged during challenging times.

Kindness.

Position Requirements/Qualifications:

Unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse

Graduate qualifications in a speciality area of Child Health, Paediatric nursing or equivalent.

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

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

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

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 from 20 November 2021 to end February 2022 with the possibility of extension.

Contact Officer: Fiona Holihan (02) 51242712 fiona.holihan@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Director Engineering Services

Infrastructure Manager/Specialist 2 \$182,667, Canberra (PN: 53057)

Gazetted: 05 October 2021

Closing Date: 22 October 2021

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POSITION OVERVIEW

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

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

- Capital Project Delivery;
- Facilities Management;
- Domestic and Environmental Services;
- Food Services;
- Sterilising Services;
- Security Services; and
- Fleet Management.

The Facilities Management (FM) Branch are a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services property portfolio. FM is committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people to continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in supporting each team member to grow their skills and knowledge that they share with their team and the broader community that makes up the CHS Portfolio.

The Canberra Hospital and off-site facilities contain a myriad of highly sophisticated integrated specialised engineering systems that provide vital services to staff, patients, and visitors of the Canberra Health Service. The continuity of the engineering plant and equipment is critical to patient safety and is a crucial focus of the FM operational responsibilities. The Director of Engineering services will be responsible for managing vital engineering activities and provide specialist advice ensuring the CHS facilities are functioning within a high level of reliability and resilience.

The advice provided will be aligned with the FM standard inclusion suite of documents, AusHFG's, Australian standards, National Construction Code, and other relevant frameworks.

In addition, CHS has a continuous construction and refurbishment project program to meet growing community needs and expanding health services demand. Activities are delivered by a wide range of delivery partners, including but not limited to Major Projects Canberra (MPC), ACT Property Group, a diverse range of multi-disciplined contractors, and FM.

FM are integral to the capital improvement programs and provide engineering advice, solutions, and support to an expansive project delivery team.

The Director will manage this FM interface and will be required to coordinate attendance at meetings and provide advice about project-related site inspections, commissioning, defect reporting and assessment, quality assessments and review of FM specification compliance.

This will require the Director to maintain information flow across a multitude of project delivery teams.

With the support of a small team, the Director will ensure projects are compliant with the FM standard inclusions and specifications and FM project engagement processes while maintaining productive and positive relationships. The Director role will also manage some selected highly technical engineering services contracts, such as Electrical Main Switchboard (EMSB) and Generator maintenance contracts.

The FM engineering team is supported by a contracted multi-disciplinary engineering engagement that complements and supports the deliverables of the FM engineering team.

The Director will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a team. A broad range of general knowledge will be required, but not limited to, the following engineering services: Electrical, Hydraulics, Heating Ventilation and Air Conditioning (HVAC), Medical Gases, Building and Carpentry elements and Building Management Systems (BMS).

ABOUT YOU

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Behavioural Capabilities

- Requires an extensive knowledge of, legislative frameworks, regulations and Australian standards, technical standards such as AusHFG's, NSW Health Engineering Guidelines, National Construction Codes, and local and National Codes of Practice.
- Requires a high level professional and technical expertise across several engineering disciplines, with extensive experience and the ability to resolve complex issues in the delivery of quality outcomes.

- Requires advanced leadership and management skills, including extensive experience in leading and managing complex professional and operationally based teams.
- Performs an important leadership role in building organisational capability and resilience.
- Ability to provide support and advice to multiple work units engaging in the delivery of a diverse range of infrastructure projects, maintenance plans and programs characterised by a high level of complexity, and risk; including the provision of specialist professional technical supervision.
- Ability to oversee compliance processes and compliance intervention designed to ensure the integrity of maintenance and project outcomes.\
- Demonstrated ability to develop and manage key strategic relationships with a broad range of internal and external stakeholders, including other government agencies and authorities, key private sector organisations, contractors, and professionals.
- Represents and advocates Canberra Health Services position in relevant forums, across directorates, and community forums.
- Provides high-level advice to senior management and Ministers, including in an area of engineering services speciality. Advice or recommendations provided at this level is technically authoritative and has a significant influence on the immediate work area and outside of CHS.
- Oversees the development, or develops and supervises the implementation of, high-level policy/strategy, ensuring consistency with relevant legislation, regulations, and with Government and Directorate objectives.
- Exercises a high degree of autonomy and independence in leading and managing a diverse team.
- Decisions made at this level involve the exercise of considerable delegated authority or significant accountability for the delivery of outcomes.

Position Requirements/Qualifications:

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

- Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or
- Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or
- Project Management – either:
 - a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
 - certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
- have at least 10 years relevant experience in project management, as described in the work levels.
- Hold a current drivers' 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](#).

Highly Desirable:

- 10 years' experience managing operational divisions in a health, or other complex, environment.
- Significant experience and working knowledge across multiple engineering disciplines

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Undergo a pre-employment medical examination.

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

Contact Officer: James Walsh 0414 328 650 james.walsh@act.gov.au

CHS University of Canberra Hospital

Allied Health

Speech Pathologist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 53324)

Gazetted: 05 October 2021

Closing Date: 4 November 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/> Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient swallowing and communication services to rehabilitation and aged care areas of Canberra Hospital and the surrounding region.

This position provides an opportunity to develop skills in working with adult neurological caseloads across a range of rehabilitation settings and to actively engage in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology and wider multidisciplinary teams.

ABOUT YOU

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Behavioural Capabilities

Excellent communication skills

Ability to work collaboratively with the interprofessional and speech pathology team

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

Organisational skills and motivation

Position Requirements/Qualifications:

Degree or Diploma in Speech Pathology from a recognised tertiary institution with a minimum of six years' experience working professionally in adult neurology and rehabilitation and aged care is preferred. Also;

Be eligible for practising membership to Speech Pathology Australia

Hold a current driver's licence.

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

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:

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.

NOTES

This is a part-time position available at 22:05 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: Rachel Heatley (02) 5124 0182 rachel.heatley@act.gov.au

Clinical Services

Medicine

Gastroenterology and Hepatology Unit

Endoscopy Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 51642)

Gazetted: 05 October 2021

Closing Date: 19 October 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)—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.

The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients:

gastroscopy

colonoscopy

bronchoscopy

endoscopic ultrasound

ano-rectal manometry services

The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions. The Registered Nurse role reports to the Gastroenterology and Hepatology Clinical Nurse Consultant and is responsible for facilitating, contributing and supporting the delivery of best practice nursing care to patients of the GEHU.

ABOUT YOU

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

Strong organisational skills with a strong work ethic.

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

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

Ability to manage confidential and sensitive information.

Qualifications and experience:

Mandatory:

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

Highly Desirable:

Post graduate qualification (or progressing towards) in Hepatology or similar.

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

Undergo a pre-employment Police Check.

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

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

Contact Officer: Sharon Chambers (02) 5124 3488 sharon.chambers@act.gov.au

Clinical Services

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

Child and Adolescent

Specialist Youth Mental Health Outreach - Youth Worker

Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level), Canberra (PN: 38019)

Gazetted: 05 October 2021

Closing Date: 21 October 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment to young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis.

Under the direction of the Manager of CAMHS SYMHO, the Youth Worker position works collaboratively as part of a multidisciplinary outreach team to provide assertive engagement, practical support, emotional support, advocacy, and group work for young people at high risk of developing serious, long term mental illness. The Youth Worker is expected to be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

About You

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

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

A current driver's licence.

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

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

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

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.

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

Undergo reference checks.

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.

Contact Officer: Laura Dawel (02) 5124 3190 laura.dawel@act.gov.au

Rehabilitation, Aged and Community Care

Allied Health

Community Care Podiatry Manager

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 21448)

Gazetted: 06 October 2021

Closing Date: 20 October 2021

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

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Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's 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's network of health facilities designed to meet the needs of our ageing and growing population.

RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS. CHS is a values-led Directorate.

Community Care Podiatry services are offered from community health centres across the ACT. We pride ourselves on our continual drive for high quality patient care. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. In this role you will be part of a friendly and engaging interprofessional management team

Duties:

Under limited direction of the Allied Health Manager, you will perform screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. You will:

Provide professional leadership and management to staff within Community Care Podiatry Services.

Provide leadership for the development, management, reporting and evaluation of team activity against targets and governance requirements, and the use of financial, human and physical resources.

Contribute to policy development, planning and clinical standards for team in consultation with professionals, senior management and staff.

Provide clinical interventions and professional advice across a range of clinical areas relevant to discipline, or complex, novel or critical work at a high level of expertise.

Initiate and facilitate clinical governance within the team, including quality improvement activity, continuing professional development and research in conjunction with management and Professional Lead.

Actively support teaching and training activity relating to professional field within team. While assisting with continuing professional development and performance management.

Complete clinical and administrative data collection and evaluation to standards, data retention policies and procedures.

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

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 initiative.

Adaptability and flexibility to accommodate change.

Strong interpersonal skills and confidence communicating across a range of media.

Capacity to obtain and interpret information.

Position Requirements/Qualifications:

Degree or Diploma in Podiatry

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

Current driver license.

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:

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 Profession.

Undergo a pre-employment National Police Check.

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

Contact Officer: Dominic Furphy (02) 5124 1671 Dominic.Furphy@act.gov.au

CHS Chief Executive Officer

Clinical Trials Unit

Clinical Trials Co-ordinator - Haematology

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 33483, several)

Gazetted: 06 October 2021

Closing Date: 20 October 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 Haematology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 20 participants. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants such as the Australasian Leukaemia and Lymphoma Group (ALLG).

The Clinical Trials Co-ordinators provide key support to and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Haematology. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Haematology Clinical Trials, the Clinical Haematologists and the Clinical Trials Manager.

ABOUT YOU

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Behavioural Capabilities

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 clients' needs, Strong organisational skills with a strong work ethic,

Position Requirements/Qualifications:

Be registered or be eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Academic knowledge or practical experience of clinical trials coordination is preferred.

The successful applicant will need to be available for occasional 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:

Undergo a pre-employment National Police Check.

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

NOTES

There are several positions available.

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

Contact Officer: Katherine Johnson (02) 5124 2313 katherine.johnson@act.gov.au

Canberra Institute of Technology

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

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

CIT Education and Training Services

CIT Education Services

CIT Education Projects

Education Advisor

Teacher Level 2 \$111,936, Canberra (PN: 52355)

Gazetted: 05 October 2021

Closing Date: 19 October 2021

Details: Canberra Institute of Technology (CIT) Education Services is seeking an experienced and skilled Education Advisor to contribute to the vocational education and training leadership and digital learning transformation at CIT.

Key skills for the position include:

Ability to lead staff in developing contemporary and engaging vocational training and assessment practices especially online.

Experience and knowledge of current vocational education and training environment including the ability to contribute to quality outcomes for students and industry.

Demonstrated ability to build and maintain connections, share learned experiences, adapt to and lead an evolving environment, positively engage with stakeholders, explore systems and understand the context within.

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

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

Eligibility/Other Requirements:

Mandatory Qualifications:

All Teachers Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent), and a Diploma in Vocational Education and Training (or equivalent).

Industry Experience:

Relevant Vocational Education and Training (VET) experience is highly desirable.

Desirable:

Bachelor of Education or relevant higher-level qualification.

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. The successful candidate will need to be able to start as soon as possible.

How to Apply: Submit a max two-page pitch presenting your skills and experience in leading online VET course design and how you can contribute in this role to support vocational education and training leadership and digital learning transformation at CIT.

Include a detailed curriculum vitae that focuses on your experience and how it will contribute to the role (max six pages) including the names and contact details of two referees (preferably with one as your current manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna-Lys Ceraolo (02) 6207 4346 Anna-Lys.Ceraolo@cit.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.

CIT Education and Training Services

CIT Yurauna Centre

Administrative Service Officer Student Support

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 17035)

Gazetted: 30 September 2021

Closing Date: 14 October 2021

Details: The Canberra Institute of Technology (CIT) is a dynamic, connected and diverse provider of vocational education and training (VET), and is at the centre of a vibrant, constantly adapting ecosystem of students, industry and the community. CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy.

Yurauna is CIT's dedicated Aboriginal and Torres Strait Islander Educational Centre of Excellence. Yurauna provides the keys to empower individuals' towards achieving successes. Yurauna also delivers tailored Aboriginal and Torres Strait Islander programs to meet industry and community needs. We are committed to creating an inclusive and culturally safe learning and working environment for students and staff.

Yurauna is seeking someone that can work unsupervised, is great at communication and demonstrated ability to pay attention to details. Every day is a different day in Yurauna, which requires a highly motivated and flexible individual to work within a dynamic and high-pressured environment. This person will work with individuals that have experienced traumas and may have triggers as well as low literacy and numeracy issues. A working knowledge of the Aboriginal and Torres Strait Islander community sector is a must, as well as the ability to triage stressful situations and empower others to achieve results. Customer centric skills and an ability to be flexible and adaptable is important to be successful in this role.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licencing:

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

Current driver's licence.

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

How to Apply: Please submit a written response of up to two pages pitching your experiences and qualifications to the role. In addition, include a current curriculum vitae and two referees' reports. The response should be written in the form of a pitch, explaining how you have the skills and knowledge and behavioural capabilities to perform the role, including your involvement with Aboriginal and Torres Strait Islander communities and how you could support individuals with a lack of education towards success ("what you will do and manage").

Convince us you are the right person for the job!

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hughes (02) 6207 3308 Caroline.Hughes@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

**Executive Branch Manager, Central Agencies, Transport and Development Policy Branch
Temporary Vacancy (10 November 2021 to 30 November 2021, with the possibility of extension
Chief Minister, Treasury and Economic Development Directorate
Finance and Budget Group, Economic, Budget and Industrial Relations
Position: E749**

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 24 September 2021

Expressions of interest (EOI) are sought for a short term acting opportunity in the position of Executive Branch Manager in the Central Agencies, Transport and Development Policy Branch of the Finance and Budget Group - Chief Minister, Treasury and Economic Development Directorate and the ACT Executive for the period 10 November 2021 to 30 November 2021 with the possibility of extension.

The Branch Manager is a critical leadership role and is responsible for providing policy and financial advice to the Treasurer and Cabinet on issues relating to transport and city services, central agencies, environment, planning and sustainable development. This role also leads a team assisting in the development of the Territory's budget and analysing and reporting on agency and business financial performance, and resource allocation. The Branch Manager reports to the Executive Group Manager and supports the Deputy Under Treasurer and Under Treasurer. The role requires a high-level strategic understanding of whole of government and directorate budget and financial management.

To apply: Interested applicants should submit a one-page EOI outlining what they will bring to the role in the context of the Executive Capabilities (attached) and how their current work would be managed over the short period of this acting opportunity. The EOI should be submitted to Scott Austin at scott.austin@act.gov.au by midday Tuesday 28 September 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 \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039. Contact Officer: Scott Austin (02) 6205 2724 scott.austin@act.gov.au

Shared Services and ACT Property Group

ACT Property Group

Intake and Property Operations - ACT Property Group

Intake and Works Allocation Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 14815)

Gazetted: 05 October 2021

Closing Date: 19 October 2021

Details: The person in this position provides the first point of contact for all customers and a main reception function for the organisation. The team also manages maintenance requests including receipt of the requests, issuing of work orders and ensuring timely completion of the work and billing. The ability to work in a dynamic, fast paced environment while providing excellent customer service is essential for this role.

ACT Property Group is a customer driven organisation. We provide accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. This position and team are vital to ensuring that our customers have a service driven first point of contact to discuss service requirements and/or maintenance concerns. This work is for buildings managed by ACT Property Group and other ACT Government organisations and requests are received by phone, email and Property Management System.

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

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

Eligibility/Other Requirements:

Qualification/s in administration or customer service are desirable.

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

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katie Burrows (02) 6205 2320 Katie.L.Burrows@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Applications Service Delivery

Applications Service Delivery Support Technician

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 19604)

Gazetted: 30 September 2021

Closing Date: 20 October 2021

Details: Applications Service Delivery (ASD) are seeking an experienced and motivated person to take on the role of ASD Support Technician. This position will support the achievement of Digital, Data and Technology Solutions (DDTS) organisational objectives and Service Level agreements through the delivery of quality customer services and ICT solutions. The successful candidate will join the ASD team to provide technical support to DDTS staff and customers, assist in developing solutions for Whole of Government identified issues and participate in assigned project work. The role will initially include a focus on application deployment in support of removing Windows 7 devices from the ACTGOV Environment. The role does not involve the supervision of other team members.

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

Eligibility/Other Requirements

Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

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: 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: Ash Rutledge (02) 6207 5293 ash.rutledge@act.gov.au

Shared Services and ACT Property Group

ACT Property Group

Property Operations - ACT Property Group

Senior Electrical (Trades)

Senior Building Trade \$81,384 - \$87,032, Canberra (PN: 22135)

Gazetted: 30 September 2021

Closing Date: 14 October 2021

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

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

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: Applicants must hold a current unrestricted electrician licence under the ACT *Construction Occupations (Licensing) Act 2004* (or if currently interstate able to obtain a licence).

Professional/Trade qualifications: in the named trade speciality (Certificate III in Electro technology Electrician or greater) and significant building maintenance experience in the relevant function; White Card, Asbestos Awareness and Working with Asbestos Cards; a current driver's licence (car).

Hold or have the capacity to obtain Working with Vulnerable People card; and any relevant Certificates such as working at heights, confined space, forklift, interval metering work endorsement.

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

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

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

Please submit the following:

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

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

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

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

A current Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Dezman (02) 6205 9934 Adam.Dezman@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.

Corporate

Corporate Management

Corporate and Coordination Services

Assistant Director, Performance Reporting

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 47694)

Gazetted: 30 September 2021

Closing Date: 14 October 2021

Details: Do you like writing? Are you good at communicating with staff across business units and levels of seniority? Can you negotiate to achieve results?

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Corporate is seeking an experienced reporting officer to manage and coordinate the development of the CMTEDD Annual Report and other associated reporting processes. You will also need excellent attention to detail and the ability to work to tight timeframes.

This position works within a small team to also provide internal corporate reporting to senior executive, progress the directorate's sustainability agenda and coordinate fleet and emergency management matters within CMTEDD.

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

How to Apply: Please provide an application addressing the Selection Criteria, details of two referees, and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Imogen Davis (02) 6205 2733 imogen.davis@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Regulatory Strategy

Project Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53417, several)

Gazetted: 01 October 2021

Closing Date: 15 October 2021

Details: If you enjoy grappling with problems, developing solutions and working with others then the Automatic Mutual Recognition Project Officer role within the Strategy team in Access Canberra is the place for you. Working in a small team in you will have the opportunity to work with people from across the organisation to deliver a significant project for Access Canberra which will have a direct impact on our community. The work is varied, with opportunities to delve into policy implementation, system reform, change management and 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.

Note: These are temporary positions available immediately up until 1 July 2022. Selection may be based on application and referee report only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you are the kind of person who knows the devil is in the detail then send us a two page pitch outlining how you meet the Selection Criteria and are the best candidate to deliver the duties of the job. Include your curriculum vitae and the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Feain (02) 6205 9637 luke.feain@act.gov.au

Access Canberra

Projects, Governance and Support

Business Analyst

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 27308)

Gazetted: 01 October 2021

Closing Date: 8 October 2021

Details: Are you naturally inquisitive? Do you get along well and enjoy interacting with people? Do you know how to ask the right questions to get to the core of problems? Do you know how a customer journey differs from a travel itinerary? There is an acting opportunity as a Business Analyst working within Access Canberra's Projects, Governance and Support Branch, Strategic ICT team. This is a great opportunity for someone who has the right skills, is full of drive and enthusiasm and loves the idea of contributing to the delivery of projects which make it easy for the community to access and use ACT Government services and information.

The Strategic ICT team is responsible for managing the program of works associated with maintaining a range of digital capabilities and ICT systems enabling and supporting the ongoing evolution of services provided by Access Canberra. As a Business Analyst in this team, you will be responsible for leading and contributing to delivery of a range of current ICT projects linked with the regulatory and service delivery functions Access Canberra provides the community. This is a role in which you can be assured your work will directly contribute to enhancing the liveability of the city and the region in which we live.

The successful applicant to this role will join a dynamic team of professionals who are passionate, innovative, and will encourage and support you to develop your skills and knowledge of regulatory and customer services in the ACT. To be successful in this role you will need to be a good communicator with excellent stakeholder liaison and negotiation skills, and capacity to manage multiple high-level complex tasks in parallel. If you have a willingness to work hard, lead by example and have a passion for contributing towards the successful and effective delivery of project outcomes, please submit your application to join our team!

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

Eligibility/Other Requirements:

Relevant tertiary qualifications are highly desirable.

Competency in the use of relevant Business Analysis tools and techniques (E.g., Azure Devops, Business Process Modelling).

Note: This is a temporary position available immediately until 09 August 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Submit a pitch of no longer than two-pages including your curriculum vitae.

Your pitch should address the Selection Criteria set out in the Position Description and should cover:

Your greatest achievement in the last five years and how it relates to this position and its duties.

Your ability, ingenuity, experience, and qualifications and how these make you the right person for this role.

Your curriculum vitae should include two referees one will preferably be your current supervisor or manager and the other should be someone who has worked for/with you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jerome Freestone (02) 6207 7783 jerome.freestone@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Working with Vulnerable People - Background Screening

Assistant Manager - Background Screening Unit

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 42553)

Gazetted: 05 October 2021

Closing Date: 12 October 2021

Details: The Working with Vulnerable People Background Screening Unit is looking for someone with experience in managing the delivery of high level client services and workflow, including both quantity and quality of outputs. The successful applicant will be responsible for managing the day to day running of a busy team, who receive, triage and process applications for Working with Vulnerable People registrations. The position also includes corresponding with external agencies to collect information to assist in the registration assessment process.

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: 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. By applying for the position, you acknowledge the nature of the material you may be exposed to in the role and indicate that you are willing to utilise employer provided support services to manage your mental health on an ongoing basis (see the disclaimer in the Selection Criteria).

Note: This is a temporary position available for a period of six months with the possibility of an extension up to 12 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 are asked to provide a two page written response to the Selection Criteria, a curriculum vitae including two referees (one must be a current supervisor / manager). Responses should demonstrate your suitability for this role based on the duties/responsibilities and Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Keith Ward (02) 6207 1921 keith.ward@act.gov.au

Treasury

Shared Services

Finance Services, Finance Operations

Senior Finance Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 07456, several)

Gazetted: 30 September 2021

Closing Date: 14 October 2021

Details: The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

Several vacancies are available within the Accounts Payable stream of Finance Operations and we are looking for enthusiastic, motivated team players with excellent communication skills and a strong commitment to quality customer service. You will also possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational environment. In this role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment. To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations environment.

The Senior Finance Officer role has supervisory duties for junior officers within the team and reports directly to the Team Leader (ASO5).

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

Eligibility/Other Requirements: Previous experience in a finance operations or processing environment would be highly regarded.

Notes: Shared Services Finance Operations have several vacancies for a Senior Finance Officer (ASO4) – Finance Operations. These vacancies are temporary for six months with possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tash Grant (02) 6205 4066 Tash.Grant@act.gov.au

Shared Services

Finance Operations

Debt Management

Debt Management Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 07705)

Gazetted: 05 October 2021

Closing Date: 20 October 2021

Details: Shared Services Debt Management is seeking a highly motivated Debt Management Officer with a high level of knowledge and experience. This position will play a key role in actively providing specialist expertise regarding debt management matters. Primary duties will include debt recovery, arrangement monitoring, hardship assessment, customer contact and assisting in operational advice and support within the Finance Operations Team.

Eligibility/Other Requirements: Demonstrated experience in debt management functions in the delivery of recovery services. Working knowledge of the regulatory environment is highly regarded e.g. Privacy Act, ASIC/ACCC Debt Collection Guidelines, Hardship/ Vulnerability Assessments. Experience in, or the ability to rapidly acquire a good working knowledge of, financial processing systems e.g. Collexus, Oracle or similar and demonstrated experience and proficiency with Microsoft Office applications

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

How to Apply: Please submit a one page pitch outlining how can deliver against the professional/Technical and Behavioural Capabilities outlined in the Position Description. Along with a current curriculum vitae including previous relevant experience, training and qualifications and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Miller (02) 6207 8119 Robert.Miller@act.gov.au

Revenue Management

Compliance

Compliance Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 35817)

Gazetted: 06 October 2021

Closing Date: 13 October 2021

Details: An opportunity has arisen within the Revenue Management Group for a capable and motivated individual to join the Revenue Management Group Debt Management Team within the Compliance unit. If you have excellent customer service skills, debt management experience and enjoy working as part of a team this could be the job for you.

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

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

How to Apply: Please email your curriculum vitae and a short Expression of Interest telling us why you would be the best person for the role based on the roles and responsibilities outlined in the Position Description.

Applications should be submitted to the Contact Officer.

Contact Officer: Alicia Symons (02) 6207 1565 Alicia.Symons@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Senior Service Delivery Officer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 11228)

Gazetted: 06 October 2021

Closing Date: 15 October 2021

Details: The Digital, Data and Technology Solutions (DDTS) Information and Communication Technology (ICT) Service Desk team is looking for an enthusiastic person with the right mix of customer service and ICT knowledge to join our team. This person will be providing second level ICT support to a broad range of staff working for the ACT Government.

As part of the ICT Service Desk team, you will contribute to achieving positive service results within the parameters of team key performance indicators. Your daily duties will encompass answering phone calls, responding to emails, first and second level troubleshooting, and recording of ICT requests or incidents. There is also the requirement to provide face-to-face on-site field support on a rotational basis.

The successful applicant will possess a good understanding of ICT, know how to effectively communicate to troubleshoot common problems and provide training and mentoring for junior staff. If you think you have the relevant experience and skills please review the Position Description and apply as per directed below.

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

Eligibility/Other Requirements:

Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to rapidly obtain and maintain a certificate is mandatory.

Driver's licence class C is recommended.

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

How to Apply: Please provide a two-page pitch of your demonstrated experiences that are relevant to the first four points in the 'What You Will Do' section of the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Russell (02) 6207 4761 Sam.Russell@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services

CIT ICT

Application Team Leader

Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 05450)

Gazetted: 06 October 2021

Closing Date: 20 October 2021

Details: The Digital, Data and Technology Solutions (DDTS) - Canberra Institute of Technology (CIT) ICT team supports and maintains the business systems by servicing the administrative and operational needs of the CIT. In this role, you will provide second-level and third-level support for the institute's Student Management System – Banner and associated services/systems.

You will maintain the configuration, customisation, and develop enhancements for this application, as well as respond to technical incidents as they arise.

You will work collaboratively with DDTS and CIT teams to deliver exemplary customer service by ensuring that relevant systems are operational at all times, meeting customer requirements.

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

You should be highly experienced with contemporary web development languages, Java/Java Enterprise, JavaScript, Oracle Reports, Spring Framework, PL/SQL and Linux-based server hosting environments. Experience in Apache Tomcat, Argos, GIT source control and the Banner suite of applications is highly desirable.

You should also be proficient in software configuration management using version control tools such as Git or Microsoft Team Foundation Server.

How to Apply: Interested eligible candidates should review the attached Position Description and provide a curriculum vitae of no more than three pages, supported by a two page written application or "pitch" to support

their application. This should contain evidence of their suitability for the role by including examples that clearly demonstrate relevant skills, knowledge and behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Lucas (02) 6207 3811 wayne.lucas@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Corporate and Shared Applications

Rego.ACT administration and database support

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 11079)

Gazetted: 06 October 2021

Closing Date: 25 October 2021

Details: Are you a developer with knowledge of UNIX and understanding of Oracle SQL and/or Oracle database design? Are you able to proactively manage multiple tasks and are a whiz at problem solving? Then this position may be for you!

The successful applicant, as part of a small team, will provide system administration, configuration and database support for the development and running of the Rego.ACT business application.

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

How to Apply: If this sounds like you, please submit your application via the apply now button, ensuring you attach your curriculum vitae with a two page pitch outlining why you're the best person for the job.

If you want to know more about the role before applying, please contact Adrian O'Shaughnessy on (02) 6207 1305 or email Adrian.OShaughnessy@act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian O'Shaughnessy (02) 6207 1305 adrian.oshaughnessy@act.gov.au

Treasury

Office of the Under Treasurer

Executive Officer

Senior Officer Grade A \$153,041, Canberra (PN: 53304)

Gazetted: 06 October 2021

Closing Date: 20 October 2021

Details: The Treasury stream of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) seeks Expressions of Interest to temporarily fill the Executive Officer (EO) position in the Office of the Under Treasurer. This is a valuable career opportunity that will see the successful applicant working closely with the Under Treasurer. The role is highly strategic and facilitative rather than administrative in nature and requires a combination of focus, flexibility and ability to work with limited direction.

Eligibility/Other Requirements:

The successful candidate will have excellent judgement; strong conceptual and analytical skills; sound communication skills; a strong knowledge of Treasury's role and responsibilities and highly developed organisation skills. Experience working on and existing knowledge of Cabinet, Assembly and ministerial processes, specifically within the ACT Government, is also desirable.

Officers at level or seeking higher duties will be considered. Preference will be given to suitable permanent officers in the ACT Public Service. Following the recruitment process, a temporary transfer may be offered to an existing officer under section 100 of the *Public Sector Management Act 1994*, or higher duties allowance under clause C7 of the ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021.

Notes: The Executive Officer position is a rotational placement, usually of up to 12 months duration. At the end of the period of employment the successful applicant would be expected use the valuable experience they will have gained back in their nominal role. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities relative to the Selection Criteria and the duties and

responsibilities outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Miners (02) 6207 5071 Stephen.Miners@act.gov.au

Economic Development

Minister and Executive Coordination Team

Directorate Liaison Officer (DLO) – Economic Development

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 41878)

Gazetted: 06 October 2021

Closing Date: 13 October 2021

Details: The Minister and Executive Coordination Team (MECT) within Economic Development are seeking an experienced and engaged officer to work as a direct liaison between the Economic Development Division of CMTEDD and the four Ministers offices that we service. While a member of MECT, the successful applicant will work day-to-day at the ACT Legislative Assembly to ensure efficient management of information and advice to and from the ministers offices. The successful candidate will require strong attention to detail and communication skills, and the ability to work effectively in a fast-paced environment.

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

Notes: This is a temporary position available immediately until 30 June 2022 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position has a designated workstation/desk at the ACT Legislative Assembly.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Hanns (02) 6207 4534 Susan.Hanns@act.gov.au

Infrastructure Finance and Reform

Director, Governance and Administration

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 44981)

Gazetted: 06 October 2021

Closing Date: 13 October 2021

Details: Infrastructure Finance and Reform (IFR) are looking for a professional and diligent individual to fill the role of Director, Governance and Administration on a permanent full-time basis.

The role provides holistic business management and assists the small team in facilitating the implementation of government priorities through delivery of initiatives including Unsolicited Proposals, the *Capital Framework* and Public Private Partnerships to achieve the Government's Infrastructure Investment Program and economic recovery strategies.

Applicants will have excellent organisation skills, demonstrate a high degree of initiative and the ability to work in a flexible, dynamic environment. With practical experience in business and financial management, you will prudently manage IFR's business activities and collaborate with a range of internal and external stakeholders. To be successful in the role, strong oral, written communication and negotiation skills, coupled with strategic analytical skills are necessary to achieve positive outcomes. If you like interesting and fulfilling work, can juggle lots of competing priorities and have excellent coordination skills, then this is a great opportunity to develop your career through a challenging role in a central agency.

The successful applicant will report directly to the Executive Branch Manager, Infrastructure Finance and Reform.

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.

This is a permanent full-time position available from January 2022 or earlier if suitable arrangements can be made.

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

will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. For further information, please contact the Contact Officer.

How to Apply: If you think you have the skills and experience to take on this role, please provide a two-page Expression of Interest in response to the Selection Criteria, Curriculum Vitae and details of two relevant referees.

Applications should be submitted via the Apply now button below.

Contact Officer: Hamish Stephens (02) 6207 8219 Hamish.Stephens@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Working with Vulnerable People - Background Screening

Client Service Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 49475, several)

Gazetted: 05 October 2021

Closing Date: 12 October 2021

Details: The Working with Vulnerable People Background Screening Unit is seeking people with highly developed customer service skills.

The successful candidate(s) will be responsible for performing a variety of activities associated with application and registration processing in accordance with the *Working with Vulnerable People (Background Checking) Act 2011* and deliver high-level customer services via telephone and written correspondence. The successful candidate must also be able to focus on both quantity and quality of outputs.

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: 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. By applying for the position, you acknowledge the nature of the material you may be exposed to in the role and indicate that you are willing to utilise employer provided support services to manage your mental health on an ongoing basis (see the disclaimer in the Selection Criteria).

Note: These are temporary position's available for a period of six months with the possibility of an extension up to 12 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 are asked to provide a two page written response to the Selection Criteria, a curriculum vitae including two referees (one must be a current supervisor/manger). Responses should demonstrate your suitability for this role based on the duties/responsibilities and Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Keith Ward (02) 6207 1921 keith.ward@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

Office of the Director-General

Executive Support Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 53533)

Gazetted: 05 October 2021

Closing Date: 19 October 2021

Details: The Office of the Director-General are seeking a highly motivated individual to undertake the roll of Executive Support Officer. The successful candidate will work in collaboration with the Executive Officer and the Executive Assistant to the Director-General to implement and maintain processes that contribute to achieving organisational and operational goals for the Director-General and Directorate. The position occupant will require

excellent interpersonal, communication, and organisational skills, and the ability to take initiative, solve problems and work under limited direction.

The Office of the Director-General is a critical first point of contact for the Directorate by the Ministers and their staff, government office holders, representatives of other ACT Government and Commonwealth agencies, the community sector, and clients. This is a dynamic, outcomes focused area, which provides high level support to the Executive and Minister. This position reports to the Executive Officer to the Director-General.

Eligibility/Other requirements:

Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

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

How to Apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity and providing examples to demonstrate how your Skills, Knowledge, Behavioural capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Best-Prothero (02) 6207 3143 Emma.Best-Prothero@act.gov.au

Office of the Director-General

Communications and Engagement

Assistant Director, Communications and Engagement

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 24305)

Gazetted: 01 October 2021

Closing Date: 15 October 2021

Details: The Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

We are currently seeking an Assistant Director, Communications and Engagement to join our team.

Under limited direction you will develop, deliver, and evaluate best practice communications and community engagement projects in line with the Whole of Government Communications and Engagement Plan and identified CSD priorities.

You will deliver effective, well-evidenced and targeted community and stakeholder engagement activities, and work collaboratively with the team to develop and deliver the right information to the right audience at the right time.

What will you do?

The full detail about what you will do in this role can be found in the Position Description. Some of the key responsibilities will be to:

Manage the development and implementation of communications and engagement strategies for CSD projects, services and initiatives informed by research, audience insights and evaluation.

Support the Senior Director to provide advice on emerging communications, media, and digital media opportunities.

Design and deliver engaging written and digital content for ACT Government channels, including generating targeted content for publications, campaigns, websites, and digital channels including social media and e-newsletters.

Prepare and coordinate strategic information in response to media requests including talking points, training, and briefings.

Collaborate with stakeholders, subject matter experts and multidisciplinary teams within other directorates and Ministerial offices to source, design, edit and approve content.

Assist the wider team with the coordination, implementation and evaluation of communications activities as required.

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

Eligibility/Other Requirements:

Relevant tertiary education qualifications such as in Communications, Journalism, Media Studies and/or Public Relations is desirable.

A current driver's licence is desirable.

Note: This is a temporary position available immediately until 18 October 2022. 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.

How to Apply: Provide a pitch that is no more than two-pages in length which addresses the Behavioural Capabilities located in the Position Description, please include a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Nikolic (02) 6207 9536 emma.nikolic@act.gov.au

Cultural Facilities Corporation

ACT Historic Places

Apprentice Gardener

Apprentices \$29,066 - \$53,555, Canberra (PN: 017)

Gazetted: 01 October 2021

Closing Date: 15 October 2021

Details: The Apprentice Gardener will work across the ACT Historic Places properties; Lanyon Homestead, Mugga Mugga Cottage and Calthorpes' House, in caring for the historic landscapes and gardens. As part of the Horticulture Team, the Apprentice Gardener will work to achieve their qualifications in Horticulture whilst gaining practical experience in the conservation, maintenance and enhancement of the sites' gardens and grounds. The Apprentice Gardener will undertake horticultural duties, including propagation, planting, cultivation, weeding, watering, irrigation, mowing, edging, weed spraying, mulching, pruning and tree surgery to deliver high quality horticultural standards and an excellent presentation that is consistent with the cultural heritage of each site. This is an exciting opportunity to begin a career in horticulture and to work at some of Canberra's most important historic places.

Eligibility/Other Requirements: • Year 10 Certificate or equivalent with passes in English, Mathematics, preferably a credit pass in Science. • Current manual driver's licence or willingness to obtain. • Ability to lift heavy materials, bend repeatedly and carry out a variety of other heavy manual work. **How to Apply:** Applicants must submit a curriculum vitae and a written response to the Selection Criteria

Applications should be submitted via the Apply Now button below.

Contact Officer: Neil Walsh 0409 485 003 neil.walsh@act.gov.au

ACT Historic Places

Maintenance Officer

General Service Officer Level 4 \$55,028 - \$57,268, Canberra (PN: 9025)

Gazetted: 01 October 2021

Closing Date: 15 October 2021

Details: The Maintenance Officer is responsible the maintenance, repair and upkeep of the ACT Historic Places properties, buildings, infrastructure, and grounds to a high standard and in keeping with the heritage significance and values of each site. Primarily based at Lanyon Homestead, with occasional work required at Mugga Mugga Cottage and Calthorpes' House, the Maintenance Officer will assist in tasks related to buildings and site maintenance, operation of machinery. The Maintenance Officer will work in pro-actively identifying, reporting, and undertaking maintenance and repair tasks, undertaking inspections, supervising, and instructing contractors and assisting in the developing and implementing work programs and maintenance schedules. This is an exciting opportunity for a self-motivated all-rounder who enjoys variety in tasks and working with historic places.

Eligibility/Other Requirements:

1. A relevant trade qualification (eg carpentry, plumbing) is preferable.
2. Must possess a current driver's licence.
3. General computer literacy, including use of Microsoft Office Suite (Word, Outlook, Excel).
4. First Aid Training (or willingness to complete).

5. WHS related training as required (eg White Card, Chemcert, Chainsaw, Machinery and Equipment).

Note: This is a part-time permanent position available at 24.00 hours per week and the full-time salary noted above will be paid pro-rata.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Rosengren 0412 301 204 anthony.rosengren@act.gov.au

ACT Historic Places

Museum Conservation Assistant

Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: 9024)

Gazetted: 30 September 2021

Closing Date: 14 October 2021

Details: The Museum Conservation Assistant will work across ACT Historic Places properties and assist in caring for the items within the collections, and in the overall presentation of the properties for public access and engagement. As part of the Collections Management team, The Museum Conservation Assistant will assist in the conservation of the significant museum collections at Lanyon Homestead, Mugga Mugga Cottage and Calthorpes' House including conservation cleaning, maintaining museum presentation, security, condition reporting, documentation and operational support for events and education. This is an exciting opportunity for a museums professional to work with some of Canberra's most important places and collections.

Eligibility/Other Requirements:

Must possess a current driver's licence.

Qualifications in Conservation or Cultural Heritage is preferable.

General computer literacy, including use of Microsoft Office Suite (Word, Outlook, Excel)

First Aid Certificate (or a willingness to obtain).

Note: This is a part-time permanent position available at 12:00 hours per week and the full-time salary noted above will be paid pro-rata.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Elton 0434 609 702 jennifer.elton@act.gov.au

Education

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

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

School Performance and Improvement

Tuggeranong Network

Lanyon High School

School Assistant 2/3

School Assistant 2/3 \$50,184 - \$61,194, Canberra (PN: 46554, several)

Gazetted: 06 October 2021

Closing Date: 20 October 2021

Details: Lanyon High School is seeking applications for multiple school assistants to work across multiple classrooms assisting students with their learning.

The successful candidate will be working in a team environment with both teaching staff and administrative staff, have excellent communication skills and have the ability to work well in a team or independently.

The candidate will work closely with the Executive Teacher of Disability Education and classroom teachers, must be proactive, work well under pressure and demonstrate the ability to contribute in an everchanging environment.

The successful candidate will work with specific students on a range of curriculum based activities directed by the classroom teacher.

Eligibility/Other Requirements:

MANDATORY

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

HIGHLY DESIRABLE

Certificate IV in Educational Support or willingness to undertake appropriate training.

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Willingness to undertake HAAS program training in relation to health care procedures/tasks

Certificate III or equivalent e.g. Disability, Early Childhood Education and Care, Education Support, School Support Services.

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

Selection may be based on application, curriculum vitae and referee reports only.

How to Apply: Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jade Uttley (02) 6142 1802 Jade.Uttley@ed.act.edu.au

School Performance and Development

North/Gungahlin Network

Throsby School

Learning Support Assistants

School Assistant 2/3 \$50,184 - \$61,194, Canberra (PN: 55146, several)

Gazetted: 06 October 2021

Closing Date: 20 October 2021

Details: Throsby School is the ACT's newest Public School. It is located in the Gungahlin area of Canberra and will cater for students from Preschool to Year 6, opening in 2022.

Throsby School will offer a modern, dynamic learning environment and staff will work collaboratively to create a consistent approach to learning and teaching. Staff will work within a culture of continuous improvement that includes mentoring, coaching, and Professional Learning Communities, closely aligned with the ACT Education Directorate Future of Education strategy, utilising the new and modern infrastructure, building partnerships with the wider community.

Working collaboratively with the school community, staff will be central in establishing the structures, processes and a positive school culture. They will deliver a vision of academic rigour, a framework for genuine inclusion, and a culture of curiosity. High expectations and achievement for all students, regardless of their background, learning needs and circumstances, will be central to Throsby School.

We are seeking dynamic Learning Support Assistants to work with children from Preschool to Year 6. We require two Learning Support Assistants for our Preschool classes and three Learning Support Assistants to work across all P-6 classes. Classroom support may include working with an individual or small group of students.

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.

Desirable - Current First Aid Certificate or willing to undertake appropriate training.

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

How to Apply: Please submit a written response to the Selection Criteria of no more than two pages, along with your current curriculum vitae. Referee reports will be sought for shortlisted applicants and are not required as part of your application.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Mitch Bartholomew N/A mitch.bartholomew@ed.act.edu.au

Service Design and Delivery

Universal School Support

Senior Project Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44589)

Gazetted: 01 October 2021

Closing Date: 15 October 2021

Details: The Universal School Support branch is looking for an enthusiastic individual to undertake a Senior Project Officer position with the Universal School Support team. Our ideal candidate will have excellent interpersonal, communication and relationship building skills, with the ability to work collaboratively in supporting schools to deliver high quality educational outcomes for students. The successful candidate will have organisation and administrative skills that will assist in supporting key projects for the branch, including managing a number of contracts. The role will also involve participating in the policy development process.

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

How to Apply:

Please provide a statement of claims against the criteria reflecting on your experience and how it relates to the position description, and skills and abilities.

A written assessment may be required as part of the selection process.

Please also provide a current curriculum vitae and details of two referees who have a thorough knowledge of your work performance and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Pinney (02) 6205 5268 melissa.pinney@act.gov.au

School Performance and Improvement

North/Gungahlin Network

Throsby School

Aboriginal and Torres Strait Islander Education Officer

School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 52640)

Gazetted: 05 October 2021

Closing Date: 19 October 2021

Details: Throsby School is the ACT's newest Public School. It is located in the Gungahlin area of Canberra and will cater for students from Preschool to Year 6, opening in 2022.

Throsby School will offer a modern, dynamic learning environment and staff will work collaboratively to create a consistent approach to learning and teaching. Staff will work within a culture of continuous improvement that includes mentoring, coaching, and Professional Learning Communities, closely aligned with the ACT Education Directorate Future of Education strategy, utilising the new and modern infrastructure, building partnerships with the wider community.

Working collaboratively with the school community, staff will be central in establishing the structures, processes and a positive school culture. They will deliver a vision of academic rigour, a framework for genuine inclusion, and a culture of curiosity. High expectations and achievement for all students, regardless of their background, learning needs and circumstances, will be central to Throsby School.

We are seeking a dynamic Learning Support assistant to develop, promote and maintain communication networks between Aboriginal and Torres Strait Islander students, parents/carers, the community and the school. They will work closely with the Principal to develop programs and activities to enhance the learning opportunities for Aboriginal and Torres Strait children and with all children, staff and families across the school, to promote Cultural Integrity and Aboriginal and Torres Strait Education.

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. Desirable - Current First Aid Certificate or willing to undertake appropriate training.

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

How to Apply: Please submit a written response to the Selection Criteria of no more than two pages, along with your current curriculum vitae. Referee reports will be sought for shortlisted applicants and are not required as part of your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mitch Bartholomew n/a mitch.bartholomew@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.

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

**Executive Branch Manager, Governance, Compliance and Legal
Temporary Vacancy (18 November 2021 to 2 May 2022)
Environment, Planning and Sustainable Development Directorate
Business, Governance and Capability
Position: E1011**

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 24 September 2021

Feel like an opportunity to step in and lead an engaged and motivated branch? This team has been identifying, designing and implementing best fit solutions across the fields of governance, assurance, risk and organisational performance. It calls for a professional with a demonstrated ability to understand and resolve complex problems and lead others to do the same.

There are a number of initiatives to bring to life during this period so if you are energetic and looking for a short-term challenge, this may be the opportunity for you!

To apply: Interested candidates should submit a two page pitch on why they would be a good fit for the role and a copy of a current curriculum vitae with contact details for two referees to Craig Simmons via email, craig.simmons@act.gov.au by COB Tuesday 28 September 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 \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

Contact Officer: Craig Simmons on 0417 206 293 or craig.simmons@act.gov.au

Sustainability and the Built Environment

Climate Change and Sustainability

Program Delivery and Policy

Program and Policy Officers

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 21011)

Gazetted: 30 September 2021

Closing Date: 14 October 2021

Climate Change and Energy Division is seeking to employ Assistant Directors to work across a variety of sections within our Division.

The Climate Change and Energy Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, improve awareness of climate change impacts and responses, and increase resilience to our changing climate. These activities occur in all sectors including government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city. This is a unique opportunity to work on world leading, cutting edge policies and programs and provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.

Eligibility/Other Requirements: Occasional weekend work will be required. Current driver's licence.

Note: This process will be used to create a merit list for both policy and program Assistant Director positions within the Division and may be used to fill temporary and permanent positions in the Division over the next twelve months. Selection may be based on application and referee reports only.

Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

Two-page pitch supporting statement addressing selection criteria

Curriculum vitae

Contact details of at least two referees

Contact Officer: Emma Humphreys (02) 6207 5532 Emma.Humphreys@act.gov.au

Justice and Community Safety

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

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

ACT Emergency Services Agency

Capability, Coordination and Support

Assistant Director - Projects

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 41281)

Gazetted: 06 October 2021

Closing Date: 20 October 2021

Details: Emergency Services Agency (ESA) Capability, Coordination and Support provides an enabling function across the ESA in support of the operational services and facilitates logistical support where an Incident Management Team (IMT) is established. The sections of this branch include: Fleet Facilities, Access and Equipment Procurement and Projects.

Taking a 'One Agency' approach, the Assistant Director – ESA Projects will oversee the development, implementation, and management of the ESA project framework; as well as assist the Director, ESA Procurement to ensure governance and compliance requirements are met. Primary responsibilities of the role are to work with key stakeholders across the ESA, broader ACT Government, and industry to manage assets and equipment, warehousing and inventory systems and fleet upgrades.

The role also requires you to deliver high quality reports for the Agency Executive including the ACTESA Project Oversight Board, and Executive Leadership Committee while maintaining records as per the *Government Procurement Act 2001 (GP Act)*, *Financial Management Act 1996 (FMA)* and the *Territory Records Act 2002 (TR Act)*.

Eligibility/Other Requirements: Project Management Qualifications are highly desirable. Background / Security clearance checks may be conducted. This position does not require a pre-employment medical.

Note: This is a temporary position available for a period of six months with the possibility of an extension up to 12 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 should submit a response of no more than **two pages** addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees.

See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree O'Neale (02) 6207 8437 maree.oneale@act.gov.au

Emergency Services Agency

Capability, Coordination and Support

Procurement and Projects

Director, Procurement, Sourcing and Purchasing

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 41712)

Gazetted: 05 October 2021

Closing Date: 19 October 2021

Details: Emergency Services Agency (ESA) Capability, Coordination and Support provides an enabling function across the ESA in support of the operational services and facilitates logistical support where an Incident Management Team (IMT) is established. The sections of this branch include: Fleet Facilities, Access and Equipment Procurement and Projects.

Taking a 'One Agency' approach, the Director – Procurement, Sourcing and Purchasing will provide strong leadership, build relationships, demonstrating exceptional people skills in leading a small team responsible for supporting the procurement and project function. Primary responsibilities of the role are to ensure timely, cost efficient procurement and supply of consumables, goods, vehicles and equipment associated with delivery of the ESA's core functions and service to the ACT community. Development and maintenance of robust partnerships with stakeholders across the ESA, broader ACT Government and industry is essential. Of key importance is ensuring the ESA acts with probity and legislative compliance in all activities related to the procurement of goods and services. Additional responsibilities include a diversity of activity such as research and analysis, procurement strategy and execution, project implementation and management, and ongoing contract and performance management.

Eligibility/Other Requirements

Knowledge of the Information Technology Infrastructure Library (ITIL) framework or completion of the ITIL Foundation Certificate would be advantageous.

A 'C' Class driver's licence is essential.

Notes: This is a temporary position available for a period of six months with the possibility of extension up to 12 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: Applications should include a supporting statement of no more than two (2) pages addressing the Selection Criteria/competencies, a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree O'Neale (02) 6207 8437 maree.oneale@act.gov.au

ACT Corrective Services

Corporate Services

Information and Business Solutions Unit

Security Systems Administrator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53187)

Gazetted: 01 October 2021

Closing Date: 20 October 2021

Details: CT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Security Systems Administrator (ASO6) within the Information and Business Solutions Unit.

The successful applicant will be required to administer, support and co-ordinate changes to the portfolio of systems and related infrastructure used at the Alexander Maconochie Centre (AMC). You will also be responsible for maintaining and performing on-site support of hardware, software and network devices for components of various systems.

In addition, you will assist with the deployment of various Information Communication Technology (ICT) and security systems projects and co-ordinate with vendors and suppliers for system changes, upgrades and outages. You will also assist in the creation and maintenance of ICT and security systems reports, asset management registers and other record keeping activities.

Further to this, you will perform user account management tasks including gaining appropriate approvals, creating users, assigning privileges, monitoring activity, removing privileges and performing audits.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders, in addition to high level conceptual and analytical skills.

Eligibility/Other Requirements:

Compliance Requirements/Qualifications

Relevant tertiary qualifications, e.g. bachelor's degree in Information Technology or equivalent experience is highly desirable. IT certifications are highly desirable.

Experience in one or more of the following environments is highly desirable, Microsoft Server, Linux, SQL, Microsoft Visio, Lenel OnGuard, Bosch Security Escort, Cisco, CCTV and virtual desktop environments.

Background / Security clearance checks will be conducted

Existing AGSVA Security Clearance desirable.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Alistair Sinclair (02) 6207 3605 Alistair.Sinclair@act.gov.au

Corporate

ICT Capital Works and Infrastructure

Project Coordinator

Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 42094, several)

Gazetted: 05 October 2021

Closing Date: 20 October 2021

Details: Do you want to be part of a team that delivers capital infrastructure projects with a diverse range of people and project tasks? We are looking for a Project Coordinator with infrastructure project, risk and contract management knowledge and experience in procurement, to deliver medium to high risk architectural, engineering and construction related projects.

The Project Coordinators are responsible for managing and coordinating a variety of infrastructure and environmental projects, such as the ACT Policing (ACTP) capital works, ESA infrastructure projects, environmental contamination projects and strategic asset management. The Project Coordinators will require project management, stakeholder management, negotiation, written and verbal communication skills and knowledge of procurement processes.

The Project Coordinators will be self-motivated, highly organised, responsive, show initiative and resilience and have personal drive. The Project Coordinators will need to prepare end to end, integrated project plans, schedules, status reports and work effectively under pressure and within time deadlines to deliver high-quality professional advice and outcomes that align with strategic goals.

The Project Coordinator will work effectively within a team contributing for establishing positive work culture and continuous improvement of the team operation.

Eligibility/Other Requirements: Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or Hold a relevant building degree; or Have significant building or infrastructure knowledge and/or project management experience.

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

How to Apply: Please submit a response, no longer than two pages, outlining how you meet the Behavioural Capabilities, Technical skills and knowledge components outlined in the Position Description. You should also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

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

Corporate

ICT Capital Works and Infrastructure

Director, Architecture and Governance

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 34352)

Gazetted: 30 September 2021

Closing Date: 28 October 2021

Details: Do you have the right business acumen when it comes to Information and Communication Technology (ICT)?

ICT, Capital Works and Infrastructure (ICTCWI) are seeking a highly motivated, industry professional to fill the position of Director, Architecture and Governance.

The Director, Architecture and Governance in the ICTCWI branch will be responsible for providing support to the Justice and Community Safety (JACS) Chief Information Officer (CIO) in developing and implementing the JACS ICT Strategy, which will include:

reporting demand across the ICT portfolio
developing and maintaining an Enterprise Architecture
developing roadmaps for changes to the ICT landscape to ensure business needs are supported and ICT investment maximised
monitoring and reporting on ICT controls at an enterprise level and identifying improvements to mitigate risk in line with the ACT Government Cyber Security Policy and the Protective Security Policy Framework
identifying opportunities for improvement across the ICT landscape, and
maintain a centralised view of the JACS portfolio's of ICT systems, services, programs and projects.
The Director - Architecture and Governance, ICTCWI will also cultivate, and nurture collaborative working relationships with key internal and external stakeholders, including key government agencies and authorities.

Eligibility/Other Requirements:

Ability to obtain a security clearance if required.

Relevant industry or tertiary qualifications with five years experience in IT Architecture, IT Security, or the management and governance of an ICT portfolio is highly desirable.

A driver's licence is required

ICT Capital Works and Infrastructure is located at 220 London Circuit which is an activity-based working (ABW) environment.

Notes: This is a temporary position available immediately for 6 to 12. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two page written response addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities in the position description. Also include a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Krajina (02) 6207 4813 Danielle.Krajina@act.gov.au

Legal Aid Commission

Family Practice

Executive Lawyer (Head of Practice)

Legal 5 \$150,569 - \$161,488, Canberra (PN: 1213)

Gazetted: 30 September 2021

Closing Date: 17 October 2021

Details: The Executive Lawyer, Legal 5, will be a member of the Commission's leadership group and will be expected to implement the Commission's strategic vision for service delivery. This position will have overall management responsibility of the Commission's Family Practice. This position undertakes a range of legal, managerial and administrative work to ensure compliance with operational and professional standards. The position has key responsibility for the professional development and performance of staff. The Executive Lawyer may also be required to attend Commission board meetings and represent the Commission in government and non-government forums.

Eligibility/Other Requirements:

Eligibility to hold a restricted Practising Certificate in the ACT is required.

Six or more years post admission experience is highly desirable.

Experience in managing a large team, including financial management would be highly regarded.

How to Apply: For more information on this position and how to apply ["click here"](#)

Contact Officer: Sharyn Giles (02) 6243 3426 sharyn.giles@legalaidact.org.au

Legal Aid ACT

General, Criminal and Family Practices

Senior Lawyer (Manager)

Legal 4 \$122,731 - \$143,557, Canberra (PN: Several -Legal 4)

Gazetted: 30 September 2021

Closing Date: 17 October 2021

Details: Legal Aid ACT is seeking suitably qualified persons to fill lawyer vacancies in our Litigation Practice (Criminal and Family) and our General Practice. The successful applicants will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers will undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required. Six plus years post admission and experience, including experience in managing a team, is highly desirable.

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

Contact Officer: Sharyn Giles (02) 6243 3426 sharyn.giles@legalaidact.org.au

Legal Aid ACT

General, Criminal and Family Practices

Experienced Lawyer (Supervising)

Legal 3 \$100,669 - \$117,496, Canberra (PN: Several -Legal 3)

Gazetted: 30 September 2021

Closing Date: 17 October 2021

Details: Legal Aid ACT is seeking suitably qualified persons to fill lawyer vacancies in our Litigation Practice (Criminal and Family) and our General Practice. The successful applicants will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers will undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required. Five years post admission experience is highly desirable.

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

Contact Officer: Sharyn Giles (02) 6243 3426 sharyn.giles@legalaidact.org.au

Legal Aid ACT

General, Criminal and Family Practices

Lawyer

Legal 2 \$82,860 - \$94,665, Canberra (PN: Several -Legal 2)

Gazetted: 30 September 2021

Closing Date: 17 October 2021

Details: Legal Aid ACT is seeking suitably qualified persons to fill lawyer vacancies in our Litigation Practice (Criminal and Family) and our General Practice. The successful applicants will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers will undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required. Three years post admission experience is highly desirable.

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

Contact Officer: Sharyn Giles on sharyn.giles@legalaidact.org.au or (02) 6243 3426

Legal Aid ACT

General, Criminal and Family Practices

Graduate Lawyer

Legal 1 \$69,609 - \$79,073, Canberra (PN: Several -Legal 1)

Gazetted: 30 September 2021

Closing Date: 17 October 2021

Details: Legal Aid ACT is seeking suitably qualified persons to fill lawyer vacancies in our Litigation Practice (Criminal and Family) and our General Practice. The successful applicants will be required to work in a team of

lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers will undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required.

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

Contact Officer: Sharyn Giles (02) 6243 3426 sharyn.giles@legalaidact.org.au

Major Projects Canberra

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

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

Light Rail

Engineering Project Manager

Infrastructure Officer 4 \$132,911 - \$151,004, Canberra (PN: 39283)

Gazetted: 06 October 2021

Closing Date: 20 October 2021

Details: Are you our new Engineering Project Manager? Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra. Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Engineering Project Manager will report to the Project Director Light Rail and will also be expected to work closely with staff and project advisors across Major Projects Canberra, other ACTPS Directorates and external stakeholders such as Canberra Metro, the Independent Certifier, and Technical Advisor/s.

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

Eligibility/Other Requirements

Mandatory:

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

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

Desirable:

Experience managing delivery and/or operation and maintenance of Light Rail;

Knowledge of ACT design standards including road design standards.

Notes: This is a temporary position available immediately for a period up to 18 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a two page application addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Doctor (02) 6207 3330 david.doctor@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Governance

Policy Officer (Governance)

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 33687)

Gazetted: 06 October 2021

Closing Date: 20 October 2021

Details: Do you like to be a key part of an innovative team who work to support major projects in Canberra helping to create a safe and vibrant city? Then this opportunity is for you!

The position sits in the Ministerial, Governance and Corporate Services Branch in MPC. The branch provides leadership and expertise to Major Projects Canberra on governance, including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

We are seeking a policy officer that will work across Major Projects Canberra to develop the policies and procedures necessary to support the successful delivery of infrastructure for the Canberra community.

Eligibility/Other Requirements

Expert level MS Word, Excel, PowerPoint and Outlook is highly desirable.

Notes: This is a temporary position available immediately until March 2022 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than one page addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clare Guest (02) 6205 3534 clare.guest@act.gov.au

Light Rail

Technical

Digital and Utilities Manager

Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 52965)

Gazetted: 05 October 2021

Closing Date: 19 October 2021

Details: Are you our new Digital and Utilities Manager?

Do you like the challenge of helping deliver the largest infrastructure project in the Territory? Do you have an understanding of digital tools required to support design and construction and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this could be the opportunity is for you! Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly.

The Digital and Utilities Manager is responsible for leading the management of digital functions of the Light Rail Project, including the utilities and infrastructure designs and construction delivery.

Working as part of the technical development team, your role will support the wider team in managing the process and procedures associated with collaborative digital design and construction deliverables. This will include oversight of the associated systems and software utilised by MPC and the wider Territory stakeholders along with third party designers, advisors and construction delivery partners.

The key duties of the position include leading the technical implementation of digital systems and engineering practices across programs, to support key activities such as staff training, design development, stakeholder engagement and infrastructure project delivery. The role includes the development and implement digital engineering documentation and processes to manage information and deliverables throughout the project lifecycle. The position will provide management of design and utilities services data sets from multiple sources, including utility providers, survey data and other government records.

Eligibility/Other Requirements: Mandatory: Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant engineering degree; or have significant built form or infrastructure digital systems knowledge and/or management experience. Highly Desirable: A good working knowledge of related software platforms and systems, including ACONEX, Project Wise, 12D, Revit, Navisworks, AutoCAD and/or Microsoft Office will be an advantage. Knowledge and experience of light rail and/or utilities engineering practices and/or systems.

Note: This position is available immediately on a temporary basis up to five years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. The ACT Public Service supports workforce

diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Doctor (02) 6207 3330 david.doctor@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Strategy, Planning and Policy

Road Safety Policy

Policy Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 09578, several)

Gazetted: 05 October 2021

Closing Date: 19 October 2021

Details: The Road Safety and Transport Policy team is responsible for a range of road safety and transport matters. The team develops and implements policy and legislation relating to road safety and transport regulation. It delivers road safety programs and road safety education and awareness campaigns and is responsible for developing, implementing and reporting on the ACT Road Safety Strategy and Action Plan.

The Road Safety and Transport Policy team are seeking two senior Policy Officers with an interest in road safety and transport regulation matters and an ability to work independently across a variety of matters in set timeframes within a busy work environment.

The successful candidates will be involved in working on a wide range of issues and types of projects from community education and awareness campaigns to development of ACT specific road transport legislation (including regulations and instruments). This work could include assisting to develop innovative responses to issues; coordinate strategies that invoke a whole of government and community approach; and assisting to develop and implement policies that meet the needs of the community.

Important functions of the position include being able to prepare a variety of materials to support both programs, awareness campaigns and application of the ACT's road transport legislation and successfully promote positive relationships with key stakeholders, write for different government and community audiences and manage priorities in a demanding work environment.

Note: These are temporary positions available for up to six months. A merit pool will be created from this selection process and may be used to fill future identical vacancies.

How to Apply: Applicants should submit a 'pitch' of no more than two pages addressing the Selection Criteria, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be sent to the Contact Officer.

APPOINTMENTS

ACT Health

Administrative Services Officer Class 2 \$59,016 - \$65,167

Keeley Locke, Section 68(1), 5 October 2021

Information Technology Officer Class 2 \$88,899 - \$101,743

Lana White, Section 68(1), 5 October 2021

Canberra Health Services

Staff Specialist – Senior Specialist Band, \$183,172 - \$247,471

Nadia Schmidt Sotomayor, Section 68(1), 29 September 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Rhiannon Gschwend, Section 68(1), 30 September 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Sarah Hetherington, Section 68(1), 30 September 2021

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Mary Jacob, Section 68(1), 5 October 2021

Health Professional Level 2 \$68,809 - \$94,461

Stephanie James, Section 68(1), 30 September 2021

Technical Officer Level 4 \$88,899 - \$101,743

Benjamin Noble, Section 68(1), 7 October 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Brendan Paliaga, Section 68(1), 30 September 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Charmae Quemado, Section 68(1), 29 September 2021

Assistant in Nursing \$52,301 - \$54,070

Stacey Rivers, Section 68(1), 7 October 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Iris Verebalavu, Section 68 (1), 5 October 2021

Health Service Officer Level 3 \$53,886 - \$55,637

Mary Grace Fuentebella, Section 68 (1), 5 October 2021

Canberra Institute of Technology

Teacher Level 1 \$78,538 - \$104,793

Skye Adams, Section 68(1), 5 October 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$66,867 - \$71,963

Ellen Grant, Section 68(1), 6 October 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Sophia Jones, Section 68(1), 1 October 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Felicity Knott, Section 68(1), 20 September 2021

Information Technology Officer Class 2 \$88,899 - \$101,743

Seon ae Lockie, Section 68(1), 5 October 2021

Senior Officer Grade C \$111,887 - \$120,436

Josie Tomas, Section 68(1), 4 October 2021

Community Services

Senior Officer Grade C \$111,887 - \$120,436

Caroline Jeppesen, Section 68(1), 5 October 2021

Senior Officer Grade A \$153,041

Lisa Robey, Section 68(1), 5 October 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Susan Theron, Section 68(1), 4 October 2021

Education

Administrative Services Officer Class 4 \$74,237 - \$80,381

Ashlyn Garrity, Section 68(1), 4 October 2021

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$88,899 - \$101,743

Bradley Bell, Section 68(1), 4 October 2021

Administrative Services Officer Class 5 \$82,506 - \$87,331

Robert Mann, Section 68(1), 8 November 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Michael Sipols, Section 68(1), 6 October 2021

Justice and Community Safety

Prosecutor Associate \$74,237 - \$76,511

Tiarni Barr, Section 68(1), 5 October 2021

Senior Officer Grade C \$111,887 - \$120,436

Blanaid McCluskey, Section 68(1), 6 October 2021

Prosecutor Associate \$74,237 - \$76,511

Estelle Narouz, Section 68(1), 5 October 2021

Prosecutor Associate \$74,237 - \$76,511

Keiran O'Sullivan, Section 68(1), 5 October 2021

Suburban Land Agency

Senior Officer Grade C \$111,887 - \$120,436

Clyde Muthukumaraswamy, Section 68(1), 5 October 2021

Transport Canberra and City Services

Senior Officer Grade C \$111,887 - \$120,436

Bradley Knights, Section 68(1), 28 September 2021

Senior Officer Grade B \$131,773 - \$148,344

Vijendra Singh, Section 68(1), 23 September 2021

Worksafe ACT

Administrative Services Officer Class 5 \$82,506 - \$87,331

Emily Egan, Section 68(1), 22 September 2021

TRANSFERS

ACT Health

Rachel Pickrell

From: Senior Officer Grade C \$120,436

ACT Health

To: Senior Officer Grade C \$111,887 - \$120,436

ACT Health, Canberra (PN. 03647) (Gazetted 15 September 2021)

Canberra Health Services

Angela Cooper

From: Registered Nurse Level 1 90,814

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 16181) (Gazetted)

Julie Grant

From: Registered Nurse Level 4.2 \$131,034

Canberra Health Services

To: Registered Nurse Level 4.2 \$131,034

Canberra Health Services, Canberra (PN. 52670) (Gazetted 2 August 2021)

Education

Caroline Walker

From: Health Professional Level 4 \$111,887

Education

To: Senior Officer Grade C \$111,887 - \$120,436

Education, Canberra (PN. 44208) (Gazetted 18 June 2021)

PROMOTIONS

ACT Health

Corporate and Governance

Governance and Risk

Reporting and Compliance

Jessica Buik

From: Senior Officer Grade B \$131,773 - \$148,344

ACT Health

To: †Senior Officer Grade A \$153,041

ACT Health, Canberra (PN. 52526) (Gazetted 12 August 2021)

Digital Solutions Division

Penelope Foudoulis

From: Senior Officer Grade C \$111,887 - \$120,436

ACT Health

To: †Senior Officer Grade B \$131,773 - \$148,344

ACT Health, Canberra (PN. 34187) (Gazetted 26 July 2021)

Office of the Director General

Communication and Engagement

Online and Design

Paula Nieto

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

ACT Health

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

ACT Health, Canberra (PN. 36822) (Gazetted 25 August 2021)

Information Management Hub

Ruhi Shah

From: Information Technology Officer Class 2 \$88,899 - \$101,743

ACT Health

To: †Senior Information Technology Officer Grade C \$111,887 - \$120,436

ACT Health, Canberra (PN. 29390) (Gazetted 16 August 2021)

Canberra Health Services

Corrine Coulter

From: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$111,887 - \$120,436

Canberra Health Services, Canberra (PN. 25523) (Gazetted 14 January 2021)

Canberra Health Services

Lorraine Diehm

From: Technical Officer Level 1 \$60,942 - \$63,894

Canberra Health Services

To: Technical Officer Level 2 \$65,966 - \$75,539

Canberra Health Services, Canberra (PN. 49688) (Gazetted 15 June 2021)

Canberra Health Services

Donna Gaisford

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: †Registered Midwife Level 3.2 \$122,360
Canberra Health Services, Canberra (PN. 47832) (Gazetted 16 August 2021)

Canberra Health Services

Cary Johnson

From: Technical Officer Level 1 \$60,942 - \$63,894

Canberra Health Services

To: Technical Officer Level 2 \$65,966 - \$75,539

Canberra Health Services, Canberra (PN. 49689) (Gazetted 15 June 2021)

CHS Chief Operating Officer Clinical Services

CHS Medicine

Liza Marando

From: Senior Officer Grade B \$131,773 - \$148,344

Canberra Health Services

To: †Senior Officer Grade A \$153,041

Canberra Health Services, Canberra (PN. 53338) (Gazetted 8 September 2021)

Mary Nourse

From: Registered Nurse Level 2 \$94,409 - \$100,061

83926393

To: †Registered Midwife Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 17886) (Gazetted 20 November 2020)

Canberra Health Services

Lucy Snodgrass

From: Technical Officer Level 1 \$60,942 - \$63,894

Canberra Health Services

To: Technical Officer Level 2 \$65,966 - \$75,539

Canberra Health Services, Canberra (PN. 49690) (Gazetted 15 June 2021)

Laura Tieppo

From: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 42274) (Gazetted 18 August 2021)

Canberra Institute of Technology

Education and Training Services

CIT Trade Skills

Electrical Trades

Gregory Kempton

From: Teacher Level 1 \$78,538 - \$104,793

Canberra Institute of Technology

To: †Teacher Level 2 \$111,936

Canberra Institute of Technology, Canberra (PN. 35412) (Gazetted 20 September 2021)

Chief Minister, Treasury and Economic Development

Digital Data and Technology Solutions

Technology Services

Cyber Security

Anthony Andersson

From: Information Technology Officer Class 2 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$111,887 - \$120,436
Chief Minister, Treasury and Economic Development, Canberra (PN. 31212) (Gazetted 25 June 2021)

Access Canberra

Licencing

Licence and Registration Administration

Man Sum Lung

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 4 \$74,237 - \$80,381
Chief Minister, Treasury and Economic Development, Canberra (PN. 00354) (Gazetted 1 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.

Shared Services ICT

Service Assurance

Richard Perkov

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$74,237 - \$80,381
Chief Minister, Treasury and Economic Development, Canberra (PN. 14587) (Gazetted 22 December 2020)

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Diego Santillan

From: Administrative Services Officer Class 4 \$74,237 - \$80,381
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
Chief Minister, Treasury and Economic Development, Canberra (PN. 53525) (Gazetted 23 August 2021)

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Thomas Whitting

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development, Canberra (PN. 40126) (Gazetted 23 August 2021)

Community Services

Inclusion and Participation

Hannah Gissane

From: Administrative Services Officer Class 6 \$88,899 - \$101,743
Community Services
To: †Senior Officer Grade C \$111,887 - \$120,436
Community Services, Canberra (PN. 53443) (Gazetted 7 July 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.

Children, Youth and Families

Child and Youth Protection Services

Reba Kirby

From: Child and Youth Protection Professional Level 2 \$75,012 - \$100,983
Community Services

To: Child and Youth Protection Professional Level 3 \$103,735 - \$109,018 (up to \$114,160 on achieving a personal upgrade)

Community Services, Canberra (PN. 07837) (Gazetted 10 June 2021)

Education

Service Design and Delivery

Student Engagement

Roseanne Godwin

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Education

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Education, Canberra (PN. 53556) (Gazetted 6 August 2021)

School Improvement and Performance

Tuggeranong Network

Lake Tuggeranong College

Sally-Anne Leddy

From: School Assistant 2 \$50,184 - \$55,413

Education

To: School Assistant 4 \$68,175 - \$73,820

Education, Canberra (PN. 32466) (Gazetted 20 July 2021)

Service Design and Delivery

Student Engagement

Petrina Morrissey

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Education

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Education, Canberra (PN. 46537) (Gazetted 6 August 2021)

Service Design and Delivery

Student Engagement

Hannah Welch

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Education

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Education, Canberra (PN. 41842) (Gazetted 6 August 2021)

Justice and Community Safety

Legislation, Policy and Programs

Restorative Justice Unit

Adele Lambie

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Justice and Community Safety

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety, Canberra (PN. 35915) (Gazetted 27 November 2020)

ACT Emergency Services Agency

Commissioner's Office

Agency Collaboration

Richelle Larkins

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Justice and Community Safety

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety, Canberra (PN. 34225) (Gazetted 2 September 2021)

Major Projects Canberra

Infrastructure Delivery Partners

Social Project Management

Roger Lynch

From: Health Professional Level 2 \$68,809 - \$94,461

Canberra Health Services

To: Infrastructure Officer 2 \$89,008 - \$102,403

Major Projects Canberra, Canberra (PN. 36231) (Gazetted 24 May 2021)

Transport Canberra and City Services

Chief Operating Officer

Alice Harvey

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Transport Canberra and City Services

To: †Senior Officer Grade C \$111,887 - \$120,436

Transport Canberra and City Services (PN. 36340) (Gazetted 19 August 2021)

Worksafe ACT

Compliance and Enforcement

Matthew Davis

From: Senior Officer Grade C \$111,887 - \$120,436

Worksafe ACT

To: †Senior Officer Grade B \$131,773 - \$148,344

Worksafe ACT, Canberra (PN. 05752) (Gazetted 9 September 2021)