



ACT Government Gazette

Gazetted Notices for the week beginning 23 December 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>

Office of the Director General

Office of the Director General

Media & Strategic Communications

Senior Director, Media

Senior Officer Grade A \$155,107, Canberra (PN: 36667)

Gazetted: 04 January 2022

Closing Date: 11 January 2022

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

The Strategic Communication and Engagement Team in ACT Health is seeking an experienced media and communications professional, exceptional team leader and a strategic thinker, to lead a busy team that manages a varied and robust media program.

You will be responsible for leading the development of strategic content, proactive and responsive media management for health issues as well as the ACT COVID-19 vaccination program, as well as engagement activities across a broad range of health topics, campaigns and stakeholders.

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

Note: This is a temporary position available from 22 February 2022 until 30 June 2022 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 submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angie Drake (02) 5124 8995 angie.drake@act.gov.au

Coordinator-General, Mental Health and Wellbeing

Mental Health Policy and Strategy

Director

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 38265)

Gazetted: 04 January 2022

Closing Date: 18 January 2022

Details: Mental Health Policy and Strategy is small unit with responsibility for providing strategic advice, policy development and implementation in relation to mental health, social and emotional wellbeing and suicide prevention.

Mental Health Policy leads the engagement with the policy cycle related to mental health and is a key point of response for mental health matters requested for action and advice for the Minister for Mental Health.

The Director will manage and coordinate to prepare a range of documents, including data management, analysis and reporting, ministerial briefings, cabinet submissions, correspondence and other requirements of the Legislative Assembly on mental health issues which may relate to local, national or international issues.

This position is one of two Director positions in Mental Health Policy and Strategy. This role works closely with senior officers, executives and work unit across the ACT Government to deliver on the ACT Vision for Mental Health and Wellbeing.

Eligibility/Other requirements:

Tertiary qualifications in a relevant area would be an advantage.

Experience working in a health or human services policy setting and a strong understanding of current and emerging issues in contemporary mental health policy and service delivery will be highly regarded.

Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lee-Anne Rogers (02) 5124 9862 lee-anne.rogers@act.gov.au

Health System Planning and Evaluation

Executive

Executive Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39845)

Gazetted: 24 December 2021

Closing Date: 31 December 2021

Details: We are looking for a motivated executive officer with the ability to take on additional project support tasks. The executive officer provides high-level strategic advice and executive support to the Executive Group Manager, Health System Planning and Evaluation (EGM HSPE). This includes co-ordination of activities undertaken within the Executive Office, with supervision on day-to-day activities of all staff within the executive office.

Key duties will include:

Provide high-level strategic advice and executive support to the EGM HSPE

Coordinate planning and reporting processes and division level policies

Manage the coordination and preparation of Cabinet, Assembly and Ministerial correspondence

Provide Secretariat support for the Non-Government Organisation Leadership Group and other committees as required

Work closely with key external and internal stakeholders

Coordination of the division's transition to Objective

We are looking for someone who:

Can work independently and contribute to the division

Has excellent written and spoken communication skills

Has previous experience coordinating Ministerial and Government Business items

Has excellent organisational skills

Note: This is a temporary position available from 20 January 2022 up until 18 March 2022. Selection will be based on relevant experience as demonstrated in your curriculum vitae, your interest in the role, ability to commence for period stated, and report from at least one referee. This position is available to ACT Government officers and employees only.

How to Apply: Please provide your curriculum vitae, a short Expression of Interest (no more than one page) outlining why you are interested in this role and contact details for two referees to the Contact Officer by the closing date.

Applications should be submitted to the Contact Officer.

Contact Officer: Victoria Kelsey 5124 9180 victoria.kelsey@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Senior Administrative Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49235)

Gazetted: 23 December 2021

Closing Date: 11 January 2022

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities?

Do you want to be part of a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within the ACT Health Directorate is recruiting a Senior Administrative Officer to provide timely, accurate, confidential and comprehensive high-level executive support to the Division's Executives. You will have strong organisational skills and attention to detail, adaptability and flexibility to accommodate change, and highly developed interpersonal and communication skills.

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:

Undergo a pre-employment National Police Check

This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) security clearance. To be eligible for an NV1 security clearance, you must be an Australian Citizen. If you were not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Note: This is a temporary position available 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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Sands 02 5124 9340 caitlin.sands@act.gov.au

Digital Solutions Division

Technology Operations

COVID-19 Response Hub

Customer Service Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: C11804, several)

Gazetted: 23 December 2021

Closing Date: 30 December 2021

Details: A new opportunity exists to work in the busy and dynamic Digital Solutions Division COVID-19 Response Hub.

The COVID-19 Response Hub is looking to hire suitably qualified and enthusiastic individuals to be part of a dynamic team making bookings and providing support to the public when making appointments for ACT vaccination clinics.

Based in Woden, the role has the opportunity for flexible hours and out of hours rostered on call and rostered shift work.

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

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

Note: These positions are available from 10 January 2022 offered on a casual basis and the full-time salary noted above will be paid pro-rata.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than two pages, your curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Terrianne Keen (02) 5124 6015 terrianne.keen@act.gov.au

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

Health Protection Service

Communicable Disease Control/Immunisation

Vaccine Delivery and Data Entry Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 49530, several)

Gazetted: 05 January 2022

Closing Date: 12 January 2022

Details: The Vaccine Management Unit Delivery Officers are primarily responsible for the delivery of vaccines to immunisation providers in the ACT. This includes General Practices (GP), immunisation clinics and hospitals as well as maintaining cold chain requirements and stock control.

Eligibility/Other requirements:

Mandatory

Current driver's licence.

Desirable

Experience in the use of Microsoft Office applications.

Please note that this position requires manual labour and long periods of time within a cool room and driving.

Note: This is a temporary position available immediately for a period of six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Please provide a written response to the Selection Criteria with a maximum of three pages. Please provide a curriculum vitae along with at least one referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Mead (02) 5124 9304 sarah.mead@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.

Calvary Health Care ACT (Public)

Calvary Public Hospital Bruce

Pastoral Care

Pastoral Carer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (601023)

Gazette Date: 06 January 2022

Closing Date: 09 January 2022

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

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

Reference Number: 17677

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

Contact Officer: Marian Luke marian.luke@calvary-act.com.au

Canberra Health Services

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

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

Medicine

Endocrinology

Endocrine Clinic Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22215 - 02024)

Gazetted: 05 January 2022

Closing Date: 19 January 2022

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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Endocrine Nurse is responsible for caring for patients with endocrine disorders, including performing dynamic testing relating to those disorders. The nurse role in this position will work autonomously in coordinating nurse led clinics that include education and diagnostic testing and treatment to patients with endocrine disorders. The role includes triaging referrals, physical assessment of patients, coordinating patient care with collaboration with multidisciplinary teams.

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

Ability to work with a high degree of autonomy

Strong communication skills

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

Position Requirements/Qualifications:

Eligible for registration with the Nursing and Midwifery Board through 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.

Prior to commencement successful candidates will be required to:

Be granted with their scope of Clinical practice and credentialing through the CHS Nursing and Midwifery Scope of Practice and Credentialing Committee.

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 a period of six months. This position is a fulltime position working Monday to Friday in an outpatient clinic setting based at Canberra Health Services.

Contact Officer: Tracey Duggan 5124 7929 tracey.duggan@act.gov.au

Acute Occupational Therapy

Occupational Therapist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 20626, several - 01ZZM)

Gazetted: 05 January 2022

Closing Date: 21 January 2022

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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

The Acute Occupational therapy team are looking to fill a number of HP2 level positions. These are suitable for Occupational Therapists who have completed their first year of employment following graduation. The positions

are rotational and will see a broad range of clinical areas throughout the acute hospital. Permanent and temporary full time positions are available and the result of the recruitment will be used to fill any similar vacancies as they arise over the next 12 months.

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/> Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

CHS Occupational Therapists provide exceptional care through the delivery of high-quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University or Canberra Hospital, Duhlwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

Exciting opportunities exist for Occupational Therapist(s) to join Acute Occupational Therapy services in the Acute Allied Health Services team. The successful applicant(s) will be employed as a rotational Health Professional Level 2. Our HP2 positions have opportunity to rotate across acute ward areas to enhance learning and experience with high levels of clinical supervision, have access to professional development support, and also broad support from occupational therapy supervisors, clinical educators and the occupational therapy professional group.

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 high degree of initiative.

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

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

A willingness to actively engage in a team environment

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy,

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

Hold a current driver's licence.

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

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Domenico Tripodi 5124 3286 domenico.tripodi@act.gov.au

Acute Allied Health Services

Physiotherapy

Advanced Practice Physiotherapist - Rheumatology and Orthopaedics

Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 54259 - 0204W)

Gazetted: 05 January 2022

Closing Date: 19 January 2022

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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/> Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings predominately at Canberra Hospital. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, timely, high quality patient care.

The Advanced Practice Physiotherapy position(s) will provide physiotherapy services across the continuum of care to inpatients and outpatients with musculoskeletal concerns. This is inclusive of outpatient rheumatology clinics. This position is held within the advanced musculoskeletal practice physiotherapy workforce which conducts screening services to surgical outpatients. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

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

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 client needs.

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory:

Degree or Diploma in Physiotherapy or equivalent qualifications.

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

Post-Graduate Masters level qualification in relevant clinical field;

Agreement to complete the Advanced Practice Training programme including mandated external coursework within two years.

Highly Desirable

Previous rheumatology or orthopaedic screening clinic experience.

Minimum of five years' clinical experience post entry level qualifications

Minimum of three years' experience in relevant specialist area.

Other

The successful applicant may be required to participate in restricted on-call and/or overtime 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:

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

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 part-time temporary position available for a period of 5.5 months with possibility of extension at 22.05 hours per week. The full-time salary noted above will be paid pro-rata. The successful candidate/s may be eligible for appointment to a permanent HP4 Advanced Physiotherapist position/s on evidence of completion of an Advanced Practice Musculoskeletal Training Program and permanent positions available. A merit list will be created may be used to fill other HP4 temporary positions across Orthopaedics and Rheumatology over the next 12 months. You will be required to participate in a shift, overtime and/or restricted on-call roster.

Contact Officer: Katie Vine 5124 2154 katie.vine@act.gov.au

Rehabilitation, Aged and Community Services

Allied Health

Physiotherapist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 44690 - 02040)

Gazetted: 05 January 2022

Closing Date: 19 January 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

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

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.

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

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

Position Requirements/Qualifications:

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

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

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

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

Prior to commencement successful candidates will be required to:

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 11 months with a possibility of extension and/or permanency. A merit list will be established from this recruitment to fill any future identical positions over the next 12 months. This position will be required to work flexibly across services / locations and participate in a weekend roster.

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

Contact Officer: Grant Shaw (02) 5124 0074 Grant.Shaw@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Walk-in-Centre (WiC) Administration Service Coordinator

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 40329 - 01ZYC)

Gazetted: 05 January 2022

Closing Date: 19 January 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

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

The Walk in Centres (WiCs) are a primary health services open from 07:30 – 22:30 staffed with one Administration officer each shift, Advanced Practice Nurses and Nurse Practitioners who provide episodic care for injury and illness to the ACT community and surrounds. The Administration Service Coordinator will work Monday to Friday and have the administration staff from all 5 WiC as their reports approximately 15-20 staff.

The Service Coordinator is responsible for coordinating the rosters/workload and administration staff requirements for all Walk in Centres.

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

Flexible and organised with an ability to thrive in a busy and dynamic environment

Strong time management skills and ability to move across all ACT Walk in Centres.

A commitment to customer service with an ability to support and train staff and a focus on self-development

Position Requirements/Qualifications:

Relevant experience of working with administration staff, and experience in the use of the Electronic Medical Records is preferred.

The successful applicant will need to be available for full time 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.

Undergo Reference Checks

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

Contact Officer: Cassandra Beaumont 0418 494 458 cassandra.beaumont@act.gov.au

Rehabilitation Aged and Community Services

Equipment Services

Health Service Officer, Equipment Loan Service

Health Service Officer Level 3 \$54,613 - \$56,388 (Retention Point CHS Only \$56,483-\$61,166), Canberra (PN: 19495 - 01ZYP)

Gazetted: 23 December 2021

Closing Date: 6 January 2022

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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

Position Overview

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of Reliable, Progressive, Respectful and Kind.

RACS work collaboratively with patients, their carers and other services within and external to CHS.

The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client 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

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:

Hold a current driver's licence.

A high level of fitness and ability to perform all duties

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 Working with Vulnerable People Registration.

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

Contact Officer: Carmen Connellan 51241065 carmen.connellan@act.gov.au

Finance and Business Intelligence

Revenue and Financial Services

Interstate Patient Travel Assistance Scheme Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 25101 - 0200H)

Gazetted: 23 December 2021

Closing Date: 6 January 2022

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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

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The IPTAS Administrator is the first point of contact for the Interstate Patient Travel Assistance Scheme (IPTAS).

This role is responsible for responding to client enquiries, processing claims, preparing invoices and coordinating travel for permanent ACT residents to access specialist medical services.

The primary responsibilities of the position are coordination and arranging payment of Interstate Patient Travel Assistance Scheme (IPTAS) claims, organising air travel for eligible patients, using set protocols, to achieve a high quality customer focused service.

Position Overview

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of Reliable, Progressive, Respectful and Kind.

RACS work collaboratively with patients, their carers and other services within and external to CHS.

The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client 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

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:

Hold a current driver's licence.

A high level of fitness and ability to perform all duties

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 Working with Vulnerable People Registration

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

Contact Officer: Rebecca Quinn 02 51249082 rebecca.quinn@act.gov.au

Rehabilitation, Aged and Community Services

Veteran Liaison Nurse

Registered Nurse- Veteran's Affairs

Registered Nurse- Veteran's Affairs

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 17719 - 02023)

Gazetted: 05 January 2022

Closing Date: 19 January 2022

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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Applications are being sought for Registered Nurse to provide a high level support consistently and competently to Veteran's patients admitted to the Canberra Hospital or The University of Canberra Hospital.

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 providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. The University of Canberra Hospital (UCH) is part of the planned network of health facilities designed to meet the needs of our ageing and growing population. Geriatric acute and sub-acute services are provided in two units Wards 11A/B at Canberra Hospital by multi-disciplinary teams. The Veteran Liaison Nurse position provides support to the Veterans who hold Department of Veteran Affairs cards admitted to the University of Canberra Hospital and Canberra Hospital.

About You

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Relevant be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications with a minimum of two years' experience in geriatric setting preferred.

Hold a 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.

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: Mercy Lukose 0434674442 mercy.lukose@act.gov.au

Rehabilitation, Aged and Community Services

Allied Health

Physiotherapist

Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 29692, several - 0204V)

Gazetted: 05 January 2022

Closing Date: 19 January 2022

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Our Values: Reliable, Progressive, Respectful and Kind.

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

CANBERRA HEALTH SERVICES

PHYSIOTHERAPY NEW GRADUATES FOR 2022

Rehabilitation, Aged and Community Services

The RACS Physiotherapy service is a dynamic team of physiotherapists collaborating with exercise physiologists and allied health assistants. We work together to enhance function, activity, and independence for our patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient (University of Canberra Hospital) and community-based rehabilitation (Brindabella Rehabilitation Team at UCH), inpatient acute care of the elderly (The Canberra Hospital), a community-based falls and falls injury prevention program, a Transitional Therapy and Care Program and community-based outpatient physiotherapy services (Gungahlin, Belconnen, Phillip and Tuggeranong Community Health Centres). Successful applicants will be required to work at any of these locations.

Successful applicants will be offered 4x3 month rotations through many (but not all) of these services and locations via a 12-month temporary full-time contract (start Feb 2022 and finish Feb 2023). There may also be the opportunity to work overtime on Saturdays as part of a voluntary roster. Tuesday – Saturday rostering may occur for one rotation.

Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. Opportunities for Quality Improvement activities and evaluation/audit of physiotherapy interventions are plentiful. Professional support is also available from the two clinical educators within RACS physiotherapy. Limited supervisory experience may also be offered as we host work experience students and allied health assistant students.

Selection may be made on written applications alone. All applicants must provide two written referee reports (template can be found on the CHS web site), a written response addressing the five Selection Criteria (no more than two pages) and a current curriculum vitae as part of their written application. This selection round may be used to fill other temporary vacancies at the same level and there may be a possibility of an extension.

Summary of recruitment process:

Written application submitted online in response to HP1 advertisement. Documents can be emailed directly to grant.shaw@act.gov.au if there are any issues with the electronic software application programs or if you want to be certain your application has reached the contact person.

Short listing and ranking based on the quality of written applications.

Selection may be made on written applications alone.

Interview and written responses are ranked in order of merit.

Candidates are contacted in order of merit and offered a 12-month contract via email or phone.

CHS recruitment office sends paperwork to process police check, credentialing check and occupational medicine check. Candidate completes and returns all paperwork.

CHS recruitment sends contract for candidate to sign and return.

Candidate begins first rotation February 2022.

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.

Selection may be made on written applications alone. This selection round may be used to fill other temporary vacancies at the same level and there may be a possibility of an extension. There may also be the opportunity to work overtime on Saturdays as part of a voluntary roster. Tuesday – Saturday rostering may occur for one rotation.

About You

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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 clinical reasoning, 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

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:

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 position available for a period of 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Grant Shaw Grant Shaw 02 51240074 grant.shaw@act.gov.au

Surgery

Capital Region Retrieval Service

Data and Administration Support Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 29515 - 01ZSL)

Gazetted: 04 January 2022

Closing Date: 18 January 2022

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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

The Data and Administration Support Officer is responsible for the provision of administrative support and data entry tasks for the Capital Region Retrieval Service (CRRS).

The CRRS is a branch of ACT Health that operates out of CHS and is responsible for providing the medical crewing of the SouthCare Rescue Helicopter; clinical governance; training of registrars in Retrieval Medicine; and co-ordination of all transfers of critically ill patients throughout the ACT and Southern NSW. The CRRS also provides an advice and telemedicine service to the Southern NSW hospitals. The medical crew are highly skilled Emergency, Intensive Care and Anaesthetic consultants and senior registrars.

Divisional administrative and data support tasks include daily management of the CRRS office, data entry for the CRRS, minute taking, travel bookings, and human resource processes related to the medical staff within the CRRS. This position reports to the Operations Manager, Division of Surgery and will work very closely with the Director and Deputy Director of the CRRS and Clinical Development Nurse.

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.

The Data and Administration Support Officer is responsible for the provision of administrative support and data entry tasks for the Capital Region Retrieval Service (CRRS).

The CRRS is a branch of ACT Health that operates out of CHS and is responsible for providing the medical crewing of the SouthCare Rescue Helicopter; clinical governance; training of registrars in Retrieval Medicine; and co-ordination of all transfers of critically ill patients throughout the ACT and Southern NSW. The CRRS also provides an advice and telemedicine service to the Southern NSW hospitals. The medical crew are highly skilled Emergency, Intensive Care and Anaesthetic consultants and senior registrars.

Divisional administrative and data support tasks include daily management of the CRRS office, data entry for the CRRS, minute taking, travel bookings, and human resource processes related to the medical staff within the CRRS. This position reports to the Operations Manager, Division of Surgery and will work very closely with the Director and Deputy Director of the CRRS and Clinical Development Nurse.

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:

A proactive and flexible approach to prioritising tasks to meet the needs of the Division

Attention to detail

The ability to quickly acquire knowledge and understanding of subject matter

Position Requirements/Qualifications:

Experience in the use of ACT Health and CHS IT systems

Data management experience which includes accurate data entry and quality data checking

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Tonia Sydney 0468663425 tonia.sydney@act.gov.au

Mental Health

Adult Acute Mental Health Services

Social Worker

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 48094, several -0202B)

Gazetted: 05 January 2022

Closing Date: 24 January 2022

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

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

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POSITION OVERVIEW

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

The adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence – based service providing high quality mental health care, guided by the principles of recovery. The service aims to provide collaborative care involving the person, their carers and the other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for the people requiring extended mental health assessment and/or treatment initiation

At this level it is expected that you will provide high quality interventions and achieve sound outcomes for people under routine supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff to staff at level HP1, Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of this position will come from the Discipline Principal Social work (MHJHADS)

This is a fulltime position within Adult Mental Health Unit working Monday to Friday.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Ability to work collaboratively as part of a multidisciplinary team.

Position Requirements/Qualifications:

Relevant Qualifications

Degree in Social work

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

Registration under the Working with Vulnerable People Act 2011.

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

Current passenger vehicle driver's licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a compliance certificate from OMU (occupational medicine unit) relating to assessment, screening & vaccination processes against specific infectious diseases

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for the Allied Health professional

NOTES

There are several positions available. An order of merit list will be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Roz Fitzgerald (02) 5124 5401 Roz.fitzgerald@act.gov.au

Surgery

Intensive Care Unit

Equipment officer

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN:01ZYB - 21165)

Gazetted: 23 December 2021

Closing Date: 6 January 2022

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

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

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

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic and Trauma. The unit participates in international multi-disciplinary and multi-center research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

Working within a busy and fast paced healthcare environment, the Equipment Officer, Registered Nurse Level 2 is responsible for supporting clinical team members by ensuring that the basic and specialised diagnostic or therapeutic equipment in the Intensive Care Unit functions at optimal capacity at all times. A key responsibility of the role will be to coordinate and monitor the supply of equipment and consumables in liaison with the ICU Clinical Nurse Consultant and Healthcare Technology Management staff.

To support your development and achievement in the role, the successful applicant will be provided with orientation, technical training of ICU specialised equipment and ongoing education.

ABOUT YOU

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Behavioural Capabilities

Effective communication and strong interpersonal skills

Demonstrate leadership skills.

Ability to work independently to deliver timely and professional service and problem-solving ability.

Proactive in adapting to change and learning new technical skills.

Position Requirements/Qualifications:

Be registered for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 12 months experience working professionally in a hospital-based critical care environment, with proficiency in leadership and management.

Desirable:

Understand how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

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 six months.

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

Contact Officer: Amanda McCarthy 02) 5124 2756 amanda.mccarthy@act.gov.au

Acute Allied Health Services

Social Work

Social Worker - After Hours Hospital Team

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 01ZZ9 - C03606)

Gazetted: 23 December 2021

Closing Date: 30 January 2022

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

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

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

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POSITION OVERVIEW

After Hours Hospital Social Worker

The social work department has casual positions available in their after crisis hours team. This team provides social work across all inpatient areas at the Canberra Hospital, including the emergency department, intensive care unit, maternity, paediatrics, oncology and medical and surgical wards. Members of this team respond to urgent referral such as family violence, child safety concerns, trauma, sudden death and family distress.

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

Overview of the work area and position:

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

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

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

ABOUT YOU

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and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

Behavioural Capabilities

An ability to work independently and confidentiality with a high degree of drive and exercising professional judgement

Problem solve innovatively particularly in crisis situations

An ability to communication with a wide range of people and at times of high stress

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

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Social Work and a minimum of three years' experience working professionally in 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

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

Successful applicants will need to be available for weekend and after-hours work. Shifts are typically:

- 4.30pm-9.30pm Mon-Friday
- 8.30am-4.30pm Sat, Sun and public holidays
- 4pm – 9.30pm Sat, Sun and public holidays
- some business hours work may also be available

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.

Hold a current driver's license, not mandatory, but preferred

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

There are two casual positions and hours will vary.

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

Contact Officer: Patrice Higgins (02) 5124 2155 Patrice.Higgins@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Registered Nurse level 2

Registered Nurse 2

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 48121, several - 0200E)

Gazetted: 04 January 2022

Closing Date: 24 January 2022

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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/> MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm

minimisation. The participation of people is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

The Home Assessment and Acute Response Team (HAART) provides community in-reach into inpatient units to facilitate early discharge, and hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening and weekend shifts, on call arrangements and public holidays.

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

About You

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

Behavioural Capabilities

Good customer service skills to provide helpful and professional experiences to people who access the service

Administration skills to be able to provide quality work outputs

Organisational skills to be able to manage workload

Flexibility and initiative to be able to work effectively within a multidisciplinary team

Position Requirements/Qualifications:

Relevant qualifications Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA)

and a minimum of 24 months experience working professionally in mental health services.

The successful applicant will need to have a current driver's licence.

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

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:

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.

Provide referee report from current or previous line manager (if previous within the last 18 months)

Note: These are temporary positions available for a period of six months.

Contact Officer: Kelly Chase 5124 9152 kelly.chase@act.gov.au

Nursing, Midwifery and Patient Support Services

Nursing, Midwifery and Patient Support Services

Director of Nursing – Division of Nursing and Midwifery and Patient Support Services

Registered Nurse Level 5.5 \$176,157, Canberra (PN: 29615 - 0202L)

Gazetted: 04 January 2022

Closing Date: 20 January 2022

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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

We are looking for a Director of Nursing who provides leadership, management and coordination of Nursing and Midwifery Clinical Support within the Division of Nursing and Midwifery and Patient Support Services (NMPSS). This position contributes to the overall vision and strategic planning of the Division and the wider Nursing and Midwifery workforce. The successful applicant will possess a high degree of drive, flexibility and change management skills. Excellent communication and interpersonal skills are also essential to this position as is an ability to engage with stakeholders and develop partnerships.

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 Director of Nursing provides leadership, management and coordination of Nursing Clinical Support and Patient Support Services within the Division of Nursing and Midwifery and Patient Support Services (NMPSS). Additionally, the position contributes to the overall vision and strategic planning of the Division as well as ensuring that the clinical and non-clinical services deliver person-centred, safe and effective care. The successful applicant will be able to demonstrate the ability to provide direction and leadership for nursing and midwifery and patient support services in a complex service delivery environment that is staffed by multidisciplinary teams. Excellent communication skills are essential to this position as is an ability to engage with stakeholders and develop partnerships.

About You

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Behavioural Capabilities

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

Strong organisational and management skills with a high degree of drive

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

Strong communication and interpersonal skills

Position Requirements/Qualifications:

Relevant post graduate qualifications in advanced nursing or related field qualifications and a minimum of five years' experience working professionally in health care setting 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 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 relating to assessment, screening and vaccination processes against specified infectious diseases.

Undergo a pre-employment National Police Check.

Contact Officer: Karen Grace 02 5124 8129 karen.grace@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Home Assessment and Acute Response

Health Professional level 2

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 48122, several - 0200C)

Gazetted: 04 January 2022

Closing Date: 24 January 2022

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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

The Home Assessment and Acute Response Team (HAART) provides community in-reach into inpatient units to facilitate early discharge, and hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening, and weekend shifts, on call arrangements and public holidays.

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

About You

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

Behavioural Capabilities

Good customer service skills to provide helpful and professional experiences to people who access the service

Administration skills to be able to provide quality work outputs

Organisational skills to be able to manage workload

Flexibility and initiative to be able to work effectively within a multidisciplinary team

Position Requirements/Qualifications:

For Occupational Therapy:

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

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

For Psychology:

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

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

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.

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

Other qualifications:

Hold a current driver's licence.

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

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:

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.

Provide referee report from current or previous line manager (if previous within the last 18 months).

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

Contact Officer: Kelly Chase 5124 9152 kelly.chase@act.gov.au

Clinical Services

Territory Wide Mental Health Services

Registered Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 0200F - 25812)

Gazetted: 23 December 2021

Closing Date: 6 January 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

The Home Assessment & Acute Response Team (HAART) provides community in-reach into inpatient units to facilitate early discharge, and hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates as an extended hour's service, operating **seven days a week from 08:00 to 22:00** and the position holder will be required to work a **rotating roster** including morning, evening and weekend shifts, on call arrangements and public holidays.

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

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

1. Good customer service skills to provide helpful and professional experiences to people who access the service
2. Administration skills to be able to provide quality work outputs
3. Organisational skills to be able to manage workload
4. Flexibility and initiative to be able to work effectively within a multidisciplinary team

Position Requirements/Qualifications:

Relevant qualifications Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA)

and a minimum of 24 months experience working professionally in mental health services.

- The successful applicant will need to have a current driver's licence.
- The successful applicant will need to be available for weekend, on call and after-hours work.
- 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.
- Provide referee report from current or previous line manager (if previous within the last 18 months)

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

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

Contact Officer: Kelly Chase (02) 5124 9152 Kelly.R.Chase@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

Canberra Institute of Technology Trade Skills

Integrated Facility Management Integrated Facility Management

Automotive Trades Technical Officer

Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: 54657)

Gazetted: 24 December 2021

Closing Date: 7 January 2022

Details: The Canberra Institute of Technology (CIT) is seeking a full-time Technical Officer Level one to perform educational support, administrative and purchasing duties within the Automotive Trades teaching area.

The position requires the ability to work with teaching staff to order and move, store and prepare materials, maintain and arrange servicing for a variety of plant and equipment, maintain Work Health and Safety (WHS) complaint facilities, develop instructions for safe plant and equipment use, maintain records for accounting and stock management, as prescribed in the Position Description.

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

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations / Licencing:

Current Drivers Licence.

Forklift Licence.

Desirable:

Trade qualifications in Automotive.

How to apply: All applicants are required to submit no more than two pages addressing each Selection Criteria separately, provide a current curriculum vitae along with two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Evan Street (02) 6207 3814 evan.street@cit.edu.au

Corporate Finance

Canberra Institute of Technology

Finance

Assistant Business Support Manager

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 46316)

Gazetted: 05 January 2022

Closing Date: 17 January 2022

Details: The Canberra Institute of Technology (CIT) is looking to engage a suitably qualified and experienced business professional to join the Corporate Services team in delivering key business support services for Colleges and Divisions in the delivery of vocational education and training (VET) services. To be successful in the Assistant Business Support Manager (BSM) role, candidates must be able to demonstrate a high level of business acumen and technical competency in finance, accounting and business management generally. This position is in the Business Support team where collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes. The ability to communicate clearly and concisely in all forms with internal and external stakeholders is essential to be effective in the role. In addition to undertaking the various financial and management accounting tasks, a key function is to collect, analyse and report on a range of data to be used for internal and external reporting.

Liaison with other areas within and external to the CIT Corporate Services Division is an ongoing requirement of the role. There will be the occasional requirement to provide direct technical and administrative support to other areas in peak times (e.g. for financial reporting).

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

Eligibility/Other requirements:

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level

Documents competency in utilising financial systems and the Microsoft Office suite is essential.

Relevant post-secondary qualifications in accounting, commerce or business will be an advantage.

A driver's license is essential as regular travel between CIT campuses is required.

Note: This is a temporary position available from 31 January 2022 until 30 January 2023 with the possibility of permanency. An order of merit will be established from this selection process and the list may be used to fill future vacancies. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements. Selection may be based on application and referee reports only.

How to apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and two completed referees reports as per the attached form.

Applications should be submitted via the Apply Now button below.

Contact Officer: Devon Zhang (02) 6205 6654 devon.zhang@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

CITYrauna Centre

Cultural Studies Teacher

Teacher Level 1 \$79,598 - \$106,208, Canberra (PN: 47152)

Gazetted: 23 December 2021

Closing Date: 30 December 2021

Details: Work in a dynamic educational environment committed to the successes of Aboriginal and Torres Strait Islander students. This role requires a person that is team orientated, customer focused, highly organised and loves working with community. If you believe that you have these skills and can work in a fast-paced environment committed, then this may be the job for you.

Eligibility/Other requirements:

Mandatory Qualifications and/or Registrations/licencing:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent).

Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*).

Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Mandatory qualifications to work in Canberra Institute of Technology (CIT) Yurauna

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.

Confirmation of Aboriginality or Torres Strait Islander Certificate.

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable

Tertiary qualifications relevant to teaching Aboriginal programs and/or Language, Literacy and Numeracy.

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.

How to apply: Interested applicants to address the Selection Criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives. The relevant skills and details of the role can be found in the attached Position Description.

Applications should be submitted via the Apply Now button below.

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

CIT Education and Training Services

CIT Yurauna Centre

Cultural Arts Teacher

Teacher Level 1 \$79,598 - \$106,208, Canberra (PN: 38969)

Gazetted: 23 December 2021

Closing Date: 30 December 2021

Details: Work in a dynamic educational environment committed to the successes of Aboriginal and Torres Strait Islander students. This role requires a person that is team orientated, customer focused, highly organised and loves working with community. If you believe that you have these skills and can work in a fast-paced environment committed, then this may be the job for you.

Eligibility/Other requirements:

Mandatory Qualifications and/or Registrations/licencing:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent).

Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*).

Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Mandatory qualifications to work in Canberra Institute of Technology (CIT) Yurauna

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. Confirmation of Aboriginality or Torres Strait Islander Certificate.

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable

Tertiary qualifications relevant to teaching Aboriginal programs and/or Language, Literacy and Numeracy.

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.

How to apply: Interested applicants to address the Selection Criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives. The relevant skills and details of the role can be found in the attached Position Description.

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, Government Accommodation Projects

Temporary Vacancy (20 January 2022 – 19 June 2022)

Chief Minister, Treasury and Economic Development Directorate

Government Accommodation Projects

Position: E570

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List,

Date circulated: 23 December 2021

Expressions of Interest are sought for the position of Executive Branch Manager of Government Accommodation Projects.

The Government Accommodation Projects team manage the delivery of the new office buildings and office space fitouts. The team are responsible for project management, including undertaking the role of client representative to the landlord and site developers, and working with stakeholders within government including future tenants and other relevant policy and service delivery agencies. Key deliverables of the role include:

- Delivery of Allara House and Nara Centre office projects
- Delivery of the Mezzanine level fitout at 220 London Circuit
- Delivery of Nature Conservation House and Scollay Street projects as flexible spokes to complement the Government Hub and spoke strategy and
- Coordination of the relocation of staff.

The Executive Branch Manager, Government Accommodation Projects will:

- Provide support to the Executive Group Manager, Property and Shared Services;
- Develop strong relationships within the directorate, across Government and provide high level property advice to Ministers, Directors-General and staff;
- High level of project management skills and the ability to lead the project team in delivering the aims and objective identified in its role as described above;

- Strong liaison skills; and
- Successfully commission the new office fit outs and ensure a smooth transition for ACTPS moving into them.

To apply: Expressions of Interest should be no more than two pages addressing the executive capabilities, details of two referees and a current curriculum vitae to Graham Tanton via email, graham.tanton@act.gov.au by **COB Sunday 2 January 2022**.

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

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: Graham Tanton (02) 6207 5757 graham.tanton@act.gov.au

Economic Development

VisitCanberra

Assistant Director, PR content and Media

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 56008)

Gazetted: 24 December 2021

Closing Date: 4 January 2022

Details: VisitCanberra is seeking an experienced communications specialist with great content and media skills to fill a short-term position leading the Content team. This position contributes to the production, delivery and evaluation of tourism, event and brand marketing campaigns for the ACT. You will manage and produce a range of content deliverables across owned and third-party channels, respond to travel and news media requests, write media releases and speeches and demonstrate exceptional project management skills.

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:

Desirable

A minimum of five years' experience in Communications and Marketing or related discipline.

Management experience.

Flexible work hours and some interstate travel.

A qualification in marketing, communications, public relations or related discipline is highly desirable.

Current Australian driver's licence.

Note: This is a temporary position available immediately until 7 February 2022 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please provide a two-page pitch demonstrating your suitability for the role and responding to the Selection Criteria (What you require), along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Barges (02) 6205 4857 joanne.barges@act.gov.au

Properties and Venues

ACT Property Group

Property, Workplan and Building Report Coordinator

Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 46710)

Gazetted: 24 December 2021

Closing Date: 24 January 2022

Details: ACT Property Group is seeking someone to coordinate functions focussed on assessing and reporting on planned and reactive maintenance and functionality of ACT Government owned buildings. The role also involves liaising with building owners, building occupants and also trade contractors to determine the current condition of buildings and advise on current or future maintenance or upgrade requirements. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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:

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.

In addition, applicants must:

Hold or have the capacity to obtain White Card and Asbestos Awareness;

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV);

Hold a current driver's licence (car).

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

Note: This is a temporary position available for three to six months with the possibility of permanency. 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: Christine Luchetti (02) 6205 4866 christine.luchetti@act.gov.au

Details: ACT Property Group is seeking someone to coordinate functions focussed on assessing and reporting on planned and reactive maintenance and functionality of ACT Government owned buildings. The role also involves liaising with building owners, building occupants and also trade contractors to determine the current condition of buildings and advise on current or future maintenance or upgrade requirements. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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:

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.

In addition, applicants must:

Hold or have the capacity to obtain White Card and Asbestos Awareness;

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV);

Hold a current driver's licence (car).

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

Note: This is a temporary position available for three to six months with the possibility of permanency. 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: Christine Luchetti (02) 6205 4866 christine.luchetti@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

People and Capability

Learning and Development

Human Resources Advisor

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 48939)

Gazetted: 23 December 2021

Closing Date: 17 January 2022

Details: Do you love to learn, and to help others reach their potential? The People and Capability branch within CMTEDD Corporate are looking for an enthusiastic, fast-learning team-player to join our Learning and Development Team. You will play a key role in building the capability of staff across the directorate by coordinating a number of training activities. You will gain a holistic view of learning and development by contributing to high-level strategic initiatives while also assisting staff 'on the ground' with training enquiries and working with business units to identify training needs. You will bring strong coordination skills, a commitment to customer service and a willingness to use a range of technology platforms. See the position description for further information.

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: 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. Our workforce is currently working remotely wherever possible, with a gradual return to the workplace anticipated in early 2022. Upon return to the workplace, this position will be working in an

activity-based-work (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Submit a personal pitch of no more than two pages explaining why you would be suitable for this position, along with a curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jill Reay-Smith (02) 6207 6156 jill.reay-smith@act.gov.au

Corporate

Digital Strategy and Transformation Branch

Service Designer/Senior Business Analyst

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 41090)

Gazetted: 24 December 2021

Closing Date: 10 January 2022

Details: Are you looking to be a part of a team that is establishing itself as the change agents within Chief Minister, Treasury and Economic Development (CMTEDD) and leading the Digital Transformation and Strategic ICT delivery? A team where you get to describe, challenge, pivot and design your ideas using modern toolkits and resources. Work with data, create BI and analytics dashboards, facilitate ideas using Agile and Lean tools like Lean Canvas, Value stream mappings and M.O.S.T or bring your own.

Digital Strategy and Transformation (DST) branch, Corporate is looking for a suitably qualified and energetic Service Designer or a Senior Business Analyst.

To excel in this role, you will have:

Experience creating journey maps and service blueprints to visualise and demonstrate the users' experience with people, process, technology, and data.

Highly experienced with conducting stakeholder research, compiling research into reports and communicating the findings and insights.

An innovative approach to design, using creative techniques to lead design thinking workshops

Effective collaborative skills to work with our different business partners

Experience working in an agile/scrum methodology will be desirable

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: Qualifications and experience in service design and/or business analysis is highly desirable.

Note: This is a temporary position available immediately for up to 12 months with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

Selection may be based on application and referee report only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Shyam Srivastava (02) 6207 1533 Shyam.Srivastava@act.gov.au

Property and Venues

Property and Venues

Integrated Facility Management

Infrastructure Trade Specialist

Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 22096)

Gazetted: 23 December 2021

Closing Date: 24 January 2022

Details: ACT Property Group is seeking someone provide expert advice and coordination of a defined or general property trade specialisation. The role provides planned services including contract coordination and project oversight, and reactive activities like building inspections and advice. The role also assesses, advises and ensures compliance with relevant trade speciality standards and regulations.

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:

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.

In addition, applicants must:

Hold or have the capacity to obtain White Card and Asbestos Awareness.

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV).

Hold a current driver's licence (car).

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. 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 curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Luchetti (02) 6205 4866 christine.luchetti@act.gov.au

Finance and Budget Group

Budget and Infrastructure Coordination Branch

Budget Coordination Team

Senior Director

Senior Officer Grade A \$155,107, Canberra (PN: 34516)

Gazetted: 23 December 2021

Closing Date: 20 January 2022

Details: Are you looking for an exciting opportunity to work across a wide range of issues in the ACT Government? Do you enjoy working in a dynamic and team orientated environment, applying strategic thinking, communication and critical analysis skills to achieve outcomes?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), has a temporary opportunity for a suitably qualified and experienced individual to take a senior role in the development and coordination of budget processes. The successful applicant will be required to take a leading role in developing and coordinating policy advice and financial modelling to inform the government's fiscal strategy and decision-making processes. Other areas of focus include managing the budget consultation process, coordinating a range of whole-of-government processes (such as responses to ACT Legislative Assembly committee reports), and assisting

with the drafting and production of budget documents and other publications. A significant portion of the role entails collaborating with senior internal and external colleagues, including agency partners, and the successful applicant will need to be able to think strategically from a whole-of-government perspective, demonstrate resilience and possess well-developed leadership skills. The successful applicant must have excellent attention to detail and communication and numeracy skills, including the ability to write/edit at a publication-ready standard and produce/verify complex financial information and models. The role also requires working to tight deadlines across competing priorities, and a willingness to work extended hours in periods of high demand.

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

Eligibility/Other requirements: Tertiary or post graduate qualifications in business, accounting, commerce, economics, finance or a similar field are highly desirable or, alternatively, tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting is highly desirable.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. A merit pool may be formed from this process and used to fill other permanent vacancies and temporary vacancies ranging between two weeks and up to 12 months with the possibility of extension and/or permanency. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Hall (02) 6207 3998 elizabeth.hall@act.gov.au

Economic Development

National Arboretum and Stromlo Forest Park

Operations Manager

Senior Officer Grade A \$153,041, Canberra (PN: 54359)

Gazetted: 23 December 2021

Closing Date: 31 December 2021

Details: The National Arboretum and Stromlo Forest Park is seeking a highly motivated and experienced Operations Manager who can be part of a dynamic team. An Arboretum is a place where trees are cultivated for conservation, scientific and educational study, display, and preservation. Stromlo Forest Park is Australia's premier multi-use recreational sporting facility situated in the heart of the Molonglo Valley in the nation's capital, Canberra.

Under the direction of the Executive Branch Manager, the Operations Manager is responsible for managing a range of teams including Horticulture, Stromlo Forest Park team, Work Health and Safety (WHS), facilities, asset and data management, venue and land management, and the National Bonsai and Penjing Collection Australia. To be successful, the Operations Manager must have:

Management skills to oversee contracts for the Arboretum and Stromlo Forest Park, including horticultural, land and trail maintenance.

Contribute to the strategic management of the Branch as a member of the senior management team.

Work closely with other areas within the Directorate and cross Directorate, key stakeholders, and partners to strengthen the Branch's profile within.

Government, the Territory, nationally and internationally.

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:

Drivers licence.

First Aid certificate is desirable.

Note: Duties may include some after hours and weekend work. Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae to apply for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Saddler (02) 6205 4056 scott.saddler@act.gov.au

Economic Development

National Arboretum and Stromlo Forest Park

Events and Community Engagement Manager

Senior Officer Grade A \$153,041, Canberra (PN: 54371)

Gazetted: 23 December 2021

Closing Date: 31 December 2021

Details: The National Arboretum and Stromlo Forest Park is seeking a highly motivated and experienced Events and Community Engagement Manager who can be part of a dynamic team. An Arboretum is a place where trees are cultivated for conservation, scientific and educational study, display, and preservation. Stromlo Forest Park is Australia's premier multi-use recreational sporting facility situated in the heart of the Molonglo Valley in the nation's capital, Canberra.

Under the direction of the Executive Branch Manager, the Events and Community Engagement Manager is responsible for managing a range of teams including Visitor Services, Events, Tourism, Marketing, Education and Community engagement.

To be successful, the Events and Community Engagement Manager must:

Demonstrate the skills to attract and deliver increased online and onsite visitor numbers across both sites, including meeting/exceeding annual key ACT Government business performance indicators.

Demonstrate skills to put in place annual event strategy's/programs with the delivery of high caliber events, including annual revenue through booked onsite events and activities and meeting relevant ACT Government legislative and government requirements.

Deliver successful community engagement liaising with diverse community groups, including large onsite volunteer programs. Liaise and negotiate with key stakeholders including Friends of the National Arboretum Canberra and key SFP sporting community groups.

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:

Driver's licence.

First Aid certificate is desirable.

Bachelor Degree in Curatorship is desirable.

Leadership qualification is desirable.

Note: Duties may include some after hours and weekend work. Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae to apply for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Saddler (02) 6205 4056 scott.saddler@act.gov.au

Economic Development

National Arboretum and Stromlo Forest Park

Business Manager

Senior Officer Grade A \$153,041, Canberra (PN: 12592)

Gazetted: 23 December 2021

Closing Date: 31 December 2021

Details: The National Arboretum and Stromlo Forest Park is seeking a highly motivated and experienced Business Manager who can be part of a dynamic team. An Arboretum is a place where trees are cultivated for conservation, scientific and educational study, display, and preservation. Stromlo Forest Park is Australia's premier multi-use recreational sporting facility situated in the heart of the Molonglo Valley in the nation's capital, Canberra.

Under the direction of the Executive Branch Manager, the Business Manager is responsible for preparing high quality briefings, budgets, minutes, ministerial's, cabinet submissions, stakeholder correspondence and written reports for both National Arboretum and Stromlo Forest Park.

To be successful, the Business Manager must have:

Strong skills and expertise in financial applications (including TM1 and Oracle).

Provide quality assurance for all NAC/SFP Government Business related work.

Represent the NAC/SFP in CMTEDD and ACT Government in alliances and relationships.
Assist in the implementation of new initiatives, including capital works projects; and support priorities of the NAC/SFP.

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

Eligibility/Other Requirements:

A tertiary qualification in Management or Business Administration is highly recommended.

Experience with Oracle and TM1 is highly desirable.

Note: Duties may include some after hours and weekend work. Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae to apply for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Saddler (02) 6205 4056 scott.saddler@act.gov.au

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

Child and Youth Protection Services

Operational Support Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 18481)

Gazetted: 04 January 2022

Closing Date: 21 January 2022

Details: We are seeking a highly motivated ASO4 Operational Support Officer for the Child and Youth Protection Services, Assessment and Support area which is focused on supporting this area to deliver the best possible life outcomes for children and young people through administrative support across a range of administrative support functions.

Eligibility/Other requirements:

Essential qualifications and experience:

Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems.

Current driver's licence.

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

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

How to apply: To apply, please submit your written response to the Selection Criteria and a current curriculum vitae. Your written response must be kept to 400 words or less per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Schoer (02) 6205 3283 jenna.schoer@act.gov.au

Housing ACT

Policy and Business Transformation Branch

Homelessness Services

Director

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 15588)

Gazetted: 24 December 2021

Closing Date: 7 January 2022

Details: The homelessness services team at Housing ACT is looking for an enthusiastic and committed individual to join the team in ensuring people, who are at risk of or experiencing homelessness in the Canberra community, have access to high quality support services and programs to assist in breaking cycles of disadvantage and homelessness.

The successful applicant will have high level skills in relationship and contract management, project management, program development and service design, as well as a demonstrated understanding of commissioning principles, including co-design and commissioning for outcomes.

The position occupant will undertake project management activities in relation to commissioning processes currently underway with the ACT specialist homelessness sector, and will also have responsibility for developing, monitoring and reporting on funded contracts and programs managed by the homelessness services team.

If you would like further information or wish to discuss this opportunity, please reach out to the Contact Officer.

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

How to apply: To apply, please provide a written response, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Roylance 0418 112 397 andrew.roylance@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Family Finding, Cultural Services Officer

Child and Youth Protection Professional Level 3 \$106,450 - \$117,147, Canberra (PN: 53788)

Gazetted: 05 January 2022

Closing Date: 21 January 2022

Details: The Cultural Services Team are focussed on working in partnership with families, the community and Child and Youth Protection Services (CYPS) colleagues to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander families. The work is underpinned by best practice and culturally responsive case management. The Team has responsibility for oversight, management, and direction of the day-to-day operations requiring cultural services across CYPS.

Eligibility/Other Requirements:

Essential experience:

Proficiency in Aboriginal and Torres Strait Islander culture.

Work experience with children, young people and their carers or families and/or relevant tertiary qualifications in Social Work, Psychology or related discipline.

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

Current driver's licence.

Additional Information

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.

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

Note: An order of merit may be established from this selection process and may be used to fill future identical vacancies both permanent and temporary 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: All applications, including your written response to Selection Criteria and curriculum vitae must be submitted. When responding to the Selection Criteria please keep your response to 400 words or less per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jillian Kelly (02) 6205 1562 Jillian.Kelly@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Cultural Services

Cultural Services Officer

Child and Youth Protection Professional Level 2 \$76,975 - \$103,625, Canberra (PN: 11400)

Gazetted: 05 January 2022

Closing Date: 7 February 2022

Details: The Cultural Services Team are focussed on working in partnership with families, the community and CYPS colleagues to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander families. The work is underpinned by best practice and culturally responsive case management. The Team has responsibility for oversight, management, and direction of the day-to-day operations requiring cultural services across CYPS. The CYPP2 Cultural Services Officer role is focussed on supporting CYPS to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander children and young people through culturally appropriate client service, underpinned by best practice culturally appropriate trauma informed case management.

Eligibility/Other requirements:

Proficiency in Aboriginal and Torres Strait Islander culture.

Work experience with children, young people and their carers or families and/or relevant tertiary qualifications in Social Work, Psychology or related discipline.

At least 12 Months practice experience working with children, young people and their carers or families.

Current Driver's Licence.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies both permanent and temporary 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: All applications, including your written response to the Selection Criteria and curriculum vitae must be submitted. Please note when responding to the Selection Criteria please keep your response to 400 words or less per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jillian Kelly (02) 6205 1562 jillian.kelly@act.gov.au

Education

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

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

Service Design and Delivery

Student Engagement

Clinical Practice

School Psychologist, Clinical Practice

School Psychologist \$86,155 - \$123,643, Canberra (PN: 32189)

Gazetted: 04 January 2022

Closing Date: 14 February 2022

Details: Are you a psychologist who enjoys working with children or young people? Are you looking for a job with a broad range of opportunities, including working in the area of prevention and early intervention?

ACT Education is seeking applicants for several permanent School Psychologist positions. We have positions available for the 2022 school year. School Psychologists enjoy the benefits of teacher-based conditions and strong professional support.

Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing.

In this role you will:

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

Consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students.

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

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

Assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations.

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

Eligibility/Other requirements:

Prior to commencing in this role applicants require:

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

Provisional Psychologists who anticipate gaining general registration early in 2022 are encouraged to apply.

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

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

Note: A merit pool will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months. These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022*.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Joan Webb (02) 6205 9555 EDUclinicalpractice@act.gov.au

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

School Performance and Improvement

North Canberra and Gungahlin

Gold Creek School

Student Administration Supervisor

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 54436)

Gazetted: 05 January 2022

Closing Date: 19 January 2022

Details: Gold Creek School is a P-10 school located in the Gungahlin area. As part of the Administration team at Gold Creek School this role requires a person that is team orientated, highly organised and enjoys working in a fast paced environment. The successful applicant will work relatively independently to implement and maintain student and staff timetables using software such as Timetabling Solutions and Sentral. The role is vital to the daily operations of the school and heavily dependent on meeting timeframes, effective communication and team work to meet the needs of the school and students. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Note: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Schmidt (02) 6142 1302 melissa.schmidt@ed.act.edu.au

School Improvement

North Canberra/ Gungahlin

Margaret Hendry School

Kitchen Garden and Sustainability Lead Educator

School Assistant 4 \$69,095 - \$74,817, Canberra (PN: 54369)

Gazetted: 05 January 2022

Closing Date: 24 January 2022

Details: Margaret Hendry School is seeking a passionate environmental enthusiast to lead the development of a whole school approach to sustainable practices with the desired outcome being a dirt to dish kitchen garden program in line with ACTsmart principles, Fresh Tastes and the Stephanie Alexander Kitchen Garden program. The successful applicant will have demonstrated experience and a proven ability to inspire and nurture a commitment to embed sustainable practices schoolwide. They will also work in partnership with the school leadership team and the community on the development of the garden, plan for the preparation and provision of 'tasters' of food that are inspired by the garden and representative of the culturally diverse community. The Kitchen Garden and sustainability lead educator has overall responsibility for maintaining the garden, supporting weekly garden classes, and auditing and enhancing the whole of school sustainability processes. On taking up the position, the likely tasks you will undertake in collaboration with the school leadership and community include:

Support the development of whole of school sustainability processes

Facilitate garden classes with the aid of the learning coaches

Involve learning coaches and children in the design and development of the community garden through formal and informal discussions.

Plan the planting of the vegetable garden and involve children and families in the process.

Assist with documentation of the project by recording learning experiences on Seesaw.

Be resourceful about obtaining items needed for the garden – receive donations when possible, scavenge (!) or purchase within budget guidelines.

Work in the garden doing general gardening tasks like weeding, pest control and completing jobs not finished by students, as well as maintaining equipment and looking after chickens

Communicate any maintenance matters to either the school groundskeeper or the maintenance worker.

Coordinate and support garden volunteers, compile and update volunteer information, help coordinate volunteer events, advertise for volunteers and respond to interest from potential volunteers.

Liaise with the wider community and nurture relationships with those donating goods to the kitchen garden.

Identify and facilitate fundraising opportunities such as coordinating the selling of seeds, seedlings and excess produce at a suitable outlet, e.g. school market.

Harvest produce for kitchen classes.

Cook a dish with children weekly on Community Day to provide a 'taster' to children representative of diverse cultural culinary delights

Support the running of a Community Garden outside of school hours

Flexible work hours to be negotiated to enable involvement of children within school hours as well as community outside of school hours.

Eligibility/Other Requirements:

Mandatory:

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at Margaret Hendry School must provide evidence of their vaccination status.

Applicants for this position will be required to provide evidence of full vaccination against COVID-19.

Desirable:

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This position is available from 24 January 2022.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Aimee Simpson (02) 6205 3313 Aimee.Simpson@ed.act.edu.au

Business Services

Governance

Legal Liaison

Legal Liaison Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54461)

Gazetted: 05 January 2022

Closing Date: 19 January 2022

Details: The Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of public schools across the ACT and for regulating non-government school and early childhood education providers. Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/> and <https://www.education.act.gov.au/>.

Governance and Community Liaison (GCL) Branch

GCL forms part of the Business Services Division within the Education Directorate. The Branch is responsible for a range of support services to the Minister, Directorate Executive and ACT public schools. These functions include, broadly:

Legal advice and support.

Complaints management.

Access to information.

Audit.

Risk, security and emergency management.

Coordination of the Directorate's policy framework.

Support for governance issues.

Legal Liaison

The Legal Liaison section provides support and guidance to schools and the Education Support Office on a range of matters including family law, personal injury claims, review of administrative decisions, discrimination complaints relation to human rights and court and tribunal processes and procedures. It is also responsible for developing and providing appropriate advice on legal policies managed by the Legal Liaison team.

Responsibilities of the Position

The position is that of an Assistant Director, within the Legal Liaison team who will in accordance with Directorate policies, and under broad direction from the Director, Legal Liaison:

Scope, plan, review and update legal policies and resources managed by the Legal Liaison section.

Develop and implement business systems and processes to support effective governance and record-keeping relating to legal matters.

Provide high level advice on Directorate wide strategic policies and legal matters.
Effectively manage relationships with key stakeholders and business areas across the Directorate and Government.
Prepare briefings and correspondence on Directorate and ministerial business.
Work participatively within a small team and undertake other duties as required.

Note: This is a temporary position available from 31 January 2022 until 30 June 2022 with the possibility of extension up to 12 months.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Milner (02) 6205 4686 mark.milner@act.gov.au

Environment, Planning and Sustainable Development

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

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

Suburban Land Agency

Program Solutions

Community Development and Engagement

Community Development and Events Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51431)

Gazetted: 04 January 2022

Closing Date: 25 January 2022

Details: Are you a self-driven person who is passionate about the Canberra community, and interested in innovative engagement delivery?

As part of a vibrant team, the responsibility of Community Development and Event Manager will be to develop and implement a range of initiatives as part of the 'Mingle' Community Development Program for the Suburban Land Agency. The role delivers the program in the northside suburbs of Throsby and Taylor.

The role requires the coordination of the program across multiple suburbs and includes community liaison, mentoring, facilitating stakeholder partnerships and event logistics. It also involves coordinating the marketing activities of the program including resident communications, digital marketing, public relations opportunities and social media.

The role works in a fast-paced environment with a focus on residents and stakeholders. We are looking for a dedicated and flexible team player who is passionate about community development, marketing and events.

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

Note: This position is for a period of nine months from 14 March 2022 to 14 December 2022 with possibility of extension up to 12 months. There is a requirement to occasionally work after hours and on weekends. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: Expressions of interest are sought from potential candidates and should include a statement of no more than two pages outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Rogan (02) 6207 0300 nicole.rogan@act.gov.au

Statutory Planning

Impact Assessment

Development Assessment Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 03843)

Gazetted: 04 January 2022

Closing Date: 18 January 2022

Details: In the Impact Assessment team you will be responsible for managing the assessment of applications for Environmental Impact Statements (EIS), EIS Exemptions, Environmental Significance Opinions and assessing and determining development applications in accordance with the *Planning and Development Act 2007*. You will also be responsible for contributing to policy and regulatory reform as needed.

You will consult with a range of stakeholders including the public, industry, consultants, the scientific community and local and Commonwealth governments.

You will often be a first point of contact between the Directorate, the community and industry and must have excellent communication skills and the ability to provide consistently high levels of customer service. You will be required to work with other government agencies within the ACT Government, New South Wales state and local governments, and the Commonwealth. We are looking for a team player, with the ability to manage a work program, work independently, identify solutions to problems and contribute to a culture of constant improvement and innovation.

Eligibility/Other Requirements: Experience or qualifications in natural resource management, environmental sciences, local and regional planning, environmental law or government administration would be an advantage.

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

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience and/or ability in relation to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hayden Pini (02) 6207 8728 Hayden.Pini@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

Public Trustee and Guardian

Finance Unit

Property Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 38751)

Gazetted: 04 January 2022

Closing Date: 18 January 2022

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community. We have a permanent vacancy for a motivated and well organised person to fill the role of Property Officer in the Finance Unit. The Finance Unit provides Corporate Finance, Investment/Funds Management, Taxation and Property service to the Public Trustee and Guardian (PTG) and its

clients. The Property Officer is responsible for supporting the Senior Property Officer to manage PTG's client property assets.

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

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

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

How to apply: If you are looking for a dynamic role working in a unique environment then please apply by submitting an application, no longer than two pages, outlining how you meet the Professional/Technical skills and Knowledge, and Behavioural Capabilities outlined in the Position Description. A current curriculum vitae which includes the details of two referees is also required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

Legislation, Policy and Programs

Justice Reform Branch

Policy/Programs Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42677, several)

Gazetted: 24 December 2021

Closing Date: 21 January 2022

Details: The Justice Reform Branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The team develops and administers policy and program initiatives related to reducing recidivism, crime prevention, Aboriginal and Torres Strait Islander justice, restorative practices, and victims of crime. It is also responsible for progressing Justice and Community Safety's (JACS) role in progressing the raising the minimum age of criminal responsibility reforms, publishing criminal justice statistics, and managing the ACT Policing Arrangement and Purchase Agreement.

Policy/Program Officers work with government and community stakeholders to develop and implement strategic justice policy and initiatives, currently related to:

Managing funding arrangements for justice programs and services.

Canberra as a Restorative City initiative.

Victim of crime policy.

Progressing the raising the minimum age of criminal responsibility reforms.

Reducing Recidivism 25 percent by 2025.

ACT Policing Arrangement and Purchase Agreement.

Criminology research and evaluation.

This is an opportunity to join a dynamic team and deliver policy and programs that make a significant contribution to the Government's justice reform agenda with a tangible impact on the community.

Eligibility/Other requirements: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Note: This is a temporary position available immediately until 30 June 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.

How to apply: Please provide a current curriculum vitae and in two pages or less, tell us why you are the best person for the role addressing the skills, knowledge and behaviour capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kym Copeman (02) 6205 3749 kym.copeman@act.gov.au

ACT Corrective Services

Offender Reintegration

Executive Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 50553)

Gazetted: 05 January 2022

Closing Date: 19 January 2022

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, organised professional to join Offender Reintegration as an Executive Officer (ASO6). Offender Reintegration plays a vital role in the successful reintegration of an offender into the community by seeking to reduce criminogenic risk and supporting an offender to address other causal factors related to their offending behaviour. The successful applicant will provide office management and administrative support to the Executive Branch Manager and the Offender Reintegration team by organising the Executive Branch Manager's correspondence and other documentation; drafting correspondence, briefings and reports including to ministerial, cabinet and other high-level requests; and providing secretariat support to management committees/meetings. In addition, you will assist the Executive Branch Manager to plan, manage and develop financial, regulatory, legislative, administrative and information technology (IT) functions. Including communicating executive decisions to staff, managers, and stakeholders, and by building and maintaining professional relationships.

Further to this, you will undertake research and analysis tasks, assist with the co-ordination and management of internal action plans, and attend meetings and provide subsequent briefings to the Executive Branch Manager and act as proxy as required. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills.

Eligibility/Other requirements:

The successful candidate will be required to undergo a criminal record check.

Demonstrated computer literacy with experience in the use of Windows based computer applications is highly desirable.

This position does require a pre-employment medical.

How to apply: To apply, applicants are required to submit three items:

A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all two items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Heidke (02) 6207 9837 kim.heidke@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Public Information & Engagement

Senior Engagement and Events Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 44757)

Gazetted: 05 January 2022

Closing Date: 19 January 2022

Details: The ACT Emergency Services Agency (ACTESA) Public Information and Engagement (PI and E) team is seeking Expressions of Interest for a Senior Engagement and Events Officer. The Senior Engagement and Events Officer works collaboratively with key stakeholders across ACTESA, the Justice and Community Safety (JACS) Directorate and within the ACT Government to ensure cohesive and consistent event planning and implementation. The Senior Engagement and Events Officer provides planning, logistical, operational and management support to operational services and business units of the ACTESA for all agency events in line with established processes and Standard Operating Procedures. The Senior Engagement and Events Officer will connect with community networks to create opportunities, activities and strategies that enable ACTESA to engage with all groups in our diverse community.

What you will do:

Under limited direction of the Director, Public Information and Engagement, the Senior Engagement and Events Officer will:

Proactively maintain effective stakeholder relationships, professional networks, communication and consultation - in particular with the Commissioner's Office, Agency Collaboration team, ACTESA Executives, event VIPs including the Minister, and community networks.

Manage and coordinate the planning, logistics, operations and delivery of events including:

Understanding the purpose of the event including any special requirements needed.

Preparing quality event documentation including concepts, briefs, invitations, attendee lists and RSVPs, and run sheets.

Assisting in planning a suitable event budget.

Handling issues and troubleshooting any emerging problems on the event day.

Collate and maintain a master ACTESA event calendar, engaging and collaborating with key representatives across the agency and ACT Government to ensure accuracy.

Manage and coordinate ACTESA community engagement activities, including:

Planning and delivering engagement activities alongside ACTESA operational services in accordance with best practice principles, legislative responsibilities and national frameworks.

Coordinating and assisting the implementation of an ACTESA Community Engagement Strategy.

Drafting and delivering clear and understandable communication materials that are accessible to all groups in the ACT community.

Participating in the on-call duty emergency media team to deliver advice to the community in times of emergency and crisis.

Contribute to the development of engagement and event management plans, strategies and policies, with consideration for diverse internal and external audiences.

Contribute relevant cultural advice and direction, including:

Supporting the PI and E team to produce culturally appropriate and respectful communications products.

Strengthening ACTESA's connection with the United Ngunnawal Elders Council, the Australian and Torres Strait Islander Elected Body, and the ACT Indigenous community.

This position does not involve direct supervision of staff.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you are an Aboriginal or Torres Strait Islander, if you require extra support to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

Eligibility/Other requirements:

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

Relevant qualifications and significant experience working in communications, engagement and event management is desirable.

Driver's licence Class C is essential.

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

The ability to work flexibly with some out of hours work is required.

Note: This is an Identified position for Aboriginal and Torres Strait Islanders. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria found in the Position Description, and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Amundson (02) 6207 8300 fiona.amundson@act.gov.au

Suburban Land Agency

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

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

Office of Chief Executive Officer

Executive Office

Executive Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39232)

Gazetted: 23 December 2021

Closing Date: 6 January 2022

Details: Bring your passion for organisation, writing and attention to detail to the Suburban Land Agency (the Agency). We are looking for a proactive and enthusiastic Executive Officer to provide high level support to the Chief Executive Officer and provide leadership to the Executive Assistant. You will play a key role in working closely with the executive and teams across the Suburban Land Agency, Environment, Planning and Sustainable Development Directorate, City Renewal Authority and other directorates, Ministers' Offices, and other key stakeholders.

The successful candidate will assist the CEO to manage workloads and priorities; provide strategic and procedural advice on agency and government issues; undertake research and analysis; and review and prepare material for the CEO. The successful candidate should have highly developed research and analytical skills; and excellent interpersonal and communication skills.

The ideal candidate we are looking for is:

Excellent interpersonal skills who can create and build relationships and partnerships.

Well organised with the ability to multi-task and work under pressure whilst managing competing priorities.

Someone who has an eye for detail and is driven to provide the best possible products and outcomes.

Someone who enjoys writing and editing and would like to make a difference to our high-level documentation.

Understands the complexities of a multi-faceted work environment and is keen to respond to those challenges; and

Someone who is a team player, who will thrive in a role as part of a larger team and who is committed to the organisation's shared goals and priorities.

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

Eligibility/Other Requirements: Prior experience in supporting a senior executive Office will be highly regarded and prior experience in managing ministerials.

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

How to Apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than three A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Dietz (02) 6205 7346 John.Dietz@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

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Senior Project Manager

Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 37061)

Gazetted: 24 December 2021

Closing Date: 14 January 2022

Details: As a Senior Project Manager within the Infrastructure Delivery team, the successful candidate will be required to deliver capital works projects on behalf of Transport Canberra and City Services. The project manager will be responsible for project planning, execution, monitoring and control and project closure on major roads and infrastructure projects.

The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation.

The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

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

Eligibility/Other Requirements:

Hold a relevant professional qualification in Engineering, 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.

How to Apply: Applicants should address the numbered Selection Criteria and limit responses to 250-300 words (max) per criteria also attach a current curriculum vitae. Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

Please note the following:

If interviews are required, they may be conducted via Video or Teleconference; or

Selection may be based on application and referee reports only.

Demonstrated high level understanding of, and experience in, project management;

Demonstrated experience in managing a team of professionals in a project management environment, with proven successful mentoring of junior officers;

Demonstrated experience in the development and management of works programs of medium to large scale projects in a highly effective and organised manner;

High level of conceptual, research and analytical skills to provide advice on medium to large scale major roads and infrastructure projects;

Highly developed interpersonal skills, especially in the areas of oral and written communications, negotiations, liaison, facilitation and representation skills;

A demonstrated understanding of the importance of providing high quality customer service with proven successful results and outcomes; and

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Hare (02) 6205 9631 steven.hare@act.gov.au

City Services

Infrastructure Delivery and Waste

Director, Business Analytics

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 35577)

Gazetted: 23 December 2021

Closing Date: 6 January 2022

Details: ACT NoWaste is looking for a motivated and experienced leader with the skills to manage the Business Analytics and Support team, overseeing team objectives and the delivery of business performance solutions.

In this role you will:

Lead the strategic design, delivery and maintenance of the information management and business intelligence programs that will support the Branch and the Directorate's priorities;

Lead data and analytics requirements for the branch in its project management, procurement, asset management activities;

Be responsible for data and performance reporting for ACT NoWaste to internal and external stakeholders;

Collaboratively and extensively investigate, analyse and interpret business information needs based on a strong understanding of business processes, drivers and priorities;

Coordinate, prepare and maintain the annual budget for the Branch (internal and external) in collaboration with TCCS Finance and ACT Treasury;

Ensure governance on budgetary control for the branch and management of its resources; and

Assist in the coordination of strategic and operational activities within the Branch including project support, coordination, collation of information, reporting and data analysis.

Eligibility/Other Requirements:

Tertiary qualifications in Financial Management or a related field and CA/CPA is highly desirable.

Experience with standard statistical tools and techniques (for example, Excel etc).

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

Note: This is temporary position available immediately for a period of four months. This position operates under activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please provide a written statement of no more than two pages addressing the Selection Criteria, along with your curriculum vitae and contact details for two referees.

Applications should be submitted to the Contact Officer.

Contact Officer: Michael Trushell (02) 6207 2840 michael.trushell@act.gov.au

City Services

Development Coordination

Development Planning

Project Support Officer

Technical Officer Level 3 \$78,051 - \$88,207, Canberra (PN: 24408)

Gazetted: 05 January 2022

Closing Date: 17 January 2022

Details: Your work will mainly be to process Building Applications for driveways, storm water and construction waste management. This includes driveway formwork inspections and approval.

You will also be involved in the coordination of Landscape Management and Protection Plan submissions and approval, and land custodian enquiries.

The position also provides support for Development Applications and Land Access Activity Notice assessments.

Eligibility/Other Requirements: Qualifications are desirable or experience to competently perform the duties of this position.

Notes: This is a temporary position available from 31 January 2022 to 4 March 2022 with the possibility of extension up to six months only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please Submit approximately a one page 'Expression of Interest' addressing the Selection Criteria (What you Require) located in the Position Description. A current curriculum vitae and the names and contact details of two current referees.

Applications should be submitted to the Contact Officer.

Contact Officer: Jose Henriquez (02) 6207 7480 Jose.Henriquez@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Capital Linen Service

Maintenance Administrator

Capital Linen Service Band 4 \$68,154 - \$72,739, Canberra (PN: 52661)

Gazetted: 03 January 2022

Closing Date: 24 December 2021

Details: As a member of the Capital Linen Service (CLS) administration team the Maintenance Administrator will contribute to the operational outcomes in the Laundry production environment within the maintenance department.

Reporting to, and under the direction of the Operations Manager, the Maintenance Administrator will undertake duties in relation to:

Procurement of spare parts and consumables

Maintaining stock levels - spare parts and consumables.

Maintaining the MEX system – Stock levels, preventative maintenance and reactive maintenance records.

Maintaining the purchase order register and providing reporting to management.

Eligibility/Other Requirements:

Permanent Resident of Australia

Drivers Licence (C-class)

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

How to Apply: Applicants should submit their curriculum vitae and up to a maximum two page (A4) response to the Selection Criteria/Capability Requirements noted in the Position Description.

Please provide contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Chamberlain (02) 6207 6954 Peter.Chamberlain@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.

Worksafe ACT

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

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

WorkSafe ACT

WorkSafe ACT

Construction and Hazardous Chemicals

Inspector

ORS Inspector 6 \$90,099 - \$103,117, Canberra (PN: 54791, several)

Gazetted: 23 December 2021

Closing Date: 6 January 2022

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have several temporary vacancies for motivated and highly organised professionals to fill the role of Inspector within the Construction & Hazardous Chemicals Team. You will be responsible for conducting workplace work health and safety inspections and identifying non-compliance activities in accordance with relevant legislation and recommend appropriate responses to enable persons conducting a business or undertaking to achieve compliance. You will need to have well developed written and oral communication skills and demonstrated knowledge or experience within a regulatory compliance industry.

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

Note: These are temporary positions available for a period of six months with possibility of extension up to 12 months and/or permanency. A Merit Pool may be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 a supporting pitch of no more than two pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Dillon (02) 6207 1348 craig.dillon@worksafe.act.gov.au

WorkSafe ACT

Construction and Hazardous Chemicals

Inspector

ORS Inspector 6 \$90,099 - \$103,117, Canberra (PN: 54797)

Gazetted: 23 December 2021

Closing Date: 6 January 2022

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have a permanent vacancy for motivated and experienced professional to fill the role of Inspector within the Construction and Hazardous Chemicals Team. You will be responsible for conducting workplace work health and safety inspections visits in the construction industry, issue notices for non-compliance with legislation, engage with stakeholders and promote the work health and Safety legislative and guidance framework as well as undertake drone pilot operations. You will need to have well developed written and oral communication skills and demonstrated knowledge or experience within a regulatory compliance industry.

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

Note: A Merit Pool may be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 a supporting pitch of no more than two pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Dillon (02) 6207 1348 craig.dillon@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Officer Grade A \$155,107

Angela Drake, Section 68(1), 17 December 2021

Administrative Services Officer Class 6 \$90,099 - \$103,117

Katrina Rasheed, Section 68(1), 14 December 2021

Administrative Services Officer Class 6 \$90,099 - \$103,117

Bronwyn Speight, Section 68(1), 20 December 2021

Canberra Health Services

Registered Nurse Level 1 \$71,730 - \$95,818

Selena Carter, Section 68(1), 23 December 2021

Health Professional Level 2 \$69,738 - \$95,736

Joann Clein-McAlister, Section 68(1), 24 December 2021

Registered Nurse Level 1 \$71,730 - \$95,818

Vineetha George, Section 68(1), 1 January 2022

Health Professional Level 2 \$68,809 - \$94,461

Edel Holmes, Section 68(1), 20 December 2021

Health Service Officer Level 6 \$62,328 - \$65,010

Ying Li, Section 68(1), 6 January 2022

Registered Nurse Level 2 \$99,612 - \$105,575

Shannon Maloney, Section 68(1), 4 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Kusum Pathak, Section 68(1), 13 December 2021

Health Service Officer Level 6 \$62,328 - \$65,010

Danijel Radovanovic, Section 68(1), 6 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Asimta Shrestha, Section 68(1), 4 January 2022

Health Service Officer Level 6 \$62,328 - \$65,010

Deepak Thakur, Section 68(1), 6 January 2022

Health Service Officer Level 6 \$62,328 - \$65,010

Fergus White, Section 68(1), 6 January 2022

Health Service Officer Level 6 \$62,328 - \$65,010

Tae Ho Yoon, Section 68(1), 6 January 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$75,239 - \$81,466

Negin Doublier, Section 68(1), 4 January 2022

Senior Officer Grade B \$133,552 - \$150,347

Gemma Godwin, Section 68(1), 10 January 2022

Community Services

Senior Officer Grade A \$155,107

Emma Best-Prothero, Section 68(1), 24 December 2021

Administrative Services Officer Class 6 \$90,099 - \$103,117

Chloe Coelho, Section 68(1), 30 June 2022

Administrative Services Officer Class 6 \$88,899 - \$101,743

Malahat Rastar, Section 68(1), 4 January 2022

Education

Building Service Officer 3 \$72,451 - \$76,559

Simon Hulm, Section 68(1), 4 January 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$90,099 - \$103,117

William Downing, Section 68(1), 21 December 2021

Administrative Services Officer Class 6 \$90,099 - \$103,117

Lamis Kazak, Section 68(1), 4 January 2022

Justice and Community Safety

Prosecutor Associate \$75,239 - \$77,544

Julia Churchill, Section 68(1), 11 January 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510

Anita Morrow, Section 68(1), 17 January 2022

Senior Officer Grade B \$133,552 - \$150,347

Madeleine Orubuloye, Section 68(1), 6 January 2022

Transport Canberra and City Services

Administrative Services Officer Class 6 \$90,099 - \$103,117

Eliza Moule, Section 68(1), 1 January 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510

Sharyn Ryan, Section 68(1), 4 January 2022

General Service Officer Level 7 \$66,857 - \$70,601

Ruamatohirangi Wall, Section 68(1), 22 December 2021

Worksafe ACT

Administrative Services Officer Class 6 \$90,099 - \$103,117

Alysha Stokoe, Section 68(1), 4 January 2022

TRANSFERS

Canberra Health Services

Sally Rowlinson

From: Health Professional Level 2 \$69,738 - \$95,736
Canberra Health Services
To: Health Professional Level 2 \$69,738 - \$95,736
Canberra Health Services, Canberra (PN. 19439) (Gazetted 1 November 2021)

Suzanne Vivian

From: Health Professional Level 4 \$111,887 - \$120,436
Canberra Health Services
To: Health Professional Level 4 \$111,887 - \$120,436
Canberra Health Services, Canberra (PN. 40757) (Gazetted 11 October 2021)

Chief Minister, Treasury and Economic Development

Corey Armstrong

From: Administrative Services Officer Class 5 \$88,510
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 13861) (Gazetted 13 November 2021)

Timothy Stewart

From: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 51909) (Gazetted 28 October 2021)

Community Services

Rachael Roberts

From: Child and Youth Protection Professional Level 4 \$121,730
Community Services
To: Child and Youth Protection Professional Level 4 \$121,730 - \$130,613
Community Services, Canberra (PN. 13623) (Gazetted 5 May 2021)

Education

Vittorio Colosimo

From: Administrative Services Officer Class 6 \$90,099
Education
To: Professional Officer Class 2 \$90,099 - \$103,117
Education, Canberra (PN. 01635) (Gazetted 2 March 2021)

Annette Mrdak

From: School Assistant 3 \$57,626 - \$62,020
Education
To: School Assistant 3 \$57,626 - \$62,020
Education, Canberra (PN. 01430) (Gazetted 5 November 2021)

Fiona Thorpe

From: School Assistant 2 \$50,861
Education

To: School Assistant 2/3 \$50,861 - \$62,020
Education, Canberra (PN. P53090) (Gazetted 6 October 2021)

Justice and Community Safety

Brooke Rigney

From: Senior Officer Grade C \$111,887 - \$120,436
Community Services
To: Senior Officer Grade C \$111,887 - \$120,436
Justice and Community Safety, Canberra (PN. 20341) (Gazetted 26 October 2021)

Sarah Twohill

From: Administrative Services Officer Class 4 \$75,239
Justice and Community Safety
To: Administrative Services Officer Class 4 \$75,239 - \$81,466
Justice and Community Safety, Canberra (PN. 49899) (Gazetted 16 August 2021)

Transport Canberra and City Services

Nunzio Condipodero

From: General Service Officer Level 5 \$58,918
Transport Canberra and City Services
To: General Service Officer Level 5 \$58,918 - \$62,023
Transport Canberra and City Services, Canberra (PN. 54903) (Gazetted 22 November 2020)

PROMOTIONS

ACT Audit Office

Performance Audit

Katinka Mutandadzi

From: Audit Manager \$116,911 - \$126,055

ACT Audit Office

To: †Senior Audit Manager \$133,719 - \$155,107

ACT Audit Office, Canberra (PN. 42804) (Gazetted 15 October 2021)

ACT Health

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Joshua Blundell

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

ACT Health

To: †Senior Information Technology Officer Grade C \$113,397 - \$122,062

ACT Health, Canberra (PN. 53766) (Gazetted 28 October 2021)

Health System Policy and Research Group

Health System Planning and Evaluation

Local Hospital Network (LHN) Commissioning

Camille Carroll

From: Senior Officer Grade B \$133,552 - \$150,347

Education

To: †Senior Officer Grade A \$155,107

ACT Health, Canberra (PN. 17413) (Gazetted 18 November 2021)

Office of the Director-General

Ministerial and Government Services

Chadia Rad

From: Senior Officer Grade B \$133,552 - \$150,347

ACT Health

To: †Senior Officer Grade A \$155,107

ACT Health, Canberra (PN. 29472) (Gazetted 18 November 2021)

Office of the Director-General

Kathleen Stewart

From: Senior Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$155,107

ACT Health, Canberra (PN. 51396) (Gazetted 12 November 2021)

Digital Solutions Division

Technology Operations

Cyber Security Hub

Tsz Wing Justin Wong

From: Information Technology Officer Class 1 \$72,935 - \$83,023

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$90,099 - \$103,117

ACT Health, Canberra (PN. 53633) (Gazetted 13 October 2021)

Canberra Health Services

Amelia Michelle

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN:26880) (Gazetted 17/08/2021)

Melissa Cowie

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 19407) (Gazetted 6 July 2021)

Karen De Guzman

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 38815) (Gazetted 25 October 2021)

Isabel Gray

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: † Registered Midwife Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 45580) (Gazetted 14 July 2021)

Clinical Services

Alahna Hives

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: † Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 36274) (Gazetted 2 November 2021)

Rebekah Howard

From: Registered Midwife Level 2 \$99,612 - \$105,575

Canberra Health Services

To: † Registered Midwife Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 44706) (Gazetted 12 October 2021)

Canberra Health Services

Juby Joseph

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 38814) (Gazetted 25 October 2021)

Clinical Services

Mental Health Justice Health Alcohol and Drug Service

Child and Adolescent Mental Health Services

Renae Nardi

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services

To: † Health Professional Level 4 \$113,397 - \$122,062

Canberra Health Services, Canberra (PN. 25988) (Gazetted 2 November 2021)

Julie Parducci

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 41652) (Gazetted 28 October 2021)

Julia Smythe

From: Registered Midwife Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Midwife Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 52925) (Gazetted 26 November 2021)

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Cabinet, Assembly and Government Business

Joshua Brown

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 33711) (Gazetted 29 October 2021)

Economic and Financial Group

Economic and Financial Analysis

Revenue and Concessions Policy

Hayley Jones

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 34251) (Gazetted 23 February 2021)

Digital, Data and Technology Solutions

Customer Engagement Services

CIT ICT

Chanaka Langappuli

From: Senior Information Technology Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 05450) (Gazetted 6 October 2021)

Finance and Budget Group

Various

Caner Ozdemir

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. P32490) (Gazetted 8 October 2021)

Shared Services

Antony Sadler

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 21499) (Gazetted 8 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.

Finance and Budget Group

Various

Wasana Wijesuriya

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 12075) (Gazetted 8 October 2021)

Community Services

Children Youth and Family

Children and Family

Child Development Service

Katherine Parker

From: Health Professional Level 4 \$113,397 - \$122,062

Community Services

To: †Health Professional Level 5 \$133,552 - \$150,347

Community Services, Canberra (PN. 36130) (Gazetted 13 December 2021)

Alicia Rolfe

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Community Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Community Services, Canberra (PN. 10106) (Gazetted 9 August 2021)

Director of Public Prosecutions

ACT DPP

Legal

Gretta Cuthel

From: Prosecutor Grade 1 - 2 \$81,709 - \$127,728

Justice and Community Safety

To: †Prosecutor Grade 3 \$133,289 - \$147,390

Director of Public Prosecutions, Canberra (PN. 17498) (Gazetted 11 November 2021)

ACT DPP

Legal

Erin Priestly

From: Prosecutor Grade 1 - 2 \$81,709 - \$127,728

Justice and Community Safety

To: †Prosecutor Grade 3 \$133,289 - \$147,390

Director of Public Prosecutions, Canberra (PN. 07319) (Gazetted 11 November 2021)

Education

School Improvement

North Gungahlin

Ngunnawal Primary School

Kellie Baker

From: School Assistant 2/3 \$50,861 - \$62,020

Education

To: School Assistant 4 \$69,095 - \$74,817

Education, Canberra (PN. 53630) (Gazetted 8 November 2021)

Office for Schools

**Tuggeranong Network
Calwell Primary School**

Laura Douch

From: School Assistant 2/3 \$50,861 - \$62,020

Education

To: School Assistant 3 \$57,626 - \$62,020

Education, Canberra (PN. 54682) (Gazetted 5 November 2021)

Office for Schools

Tuggeranong Network

Janelle Jack

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 02043) (Gazetted 5 November 2021)

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

School Improvement

North/Gungahlin Network

Gungahlin College

David Moss

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 19927) (Gazetted 24 November 2021)

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

South Weston Network

The Woden School

Cameron Sant

From: School Assistant 2/3 \$50,861 - \$62,020

Education

To: School Assistant 4 \$69,095 - \$74,817

Education, Canberra (PN. 48190) (Gazetted 3 November 2021)

South Weston Network

The Woden School

Natasha Sparke

From: School Assistant 2/3 \$50,861 - \$62,020

Education

To: School Assistant 4 \$69,095 - \$74,817

Education, Canberra (PN. 48192) (Gazetted 3 November 2021)

Environment, Planning and Sustainable Development

Sustainability and the Built Environment

Climate Change and Sustainability

Program Delivery and Policy

Marziyeh Hamidi

From: Graduate Administrative Assistant \$74,237 - \$76,511

Major Projects Canberra

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Environment, Planning and Sustainable Development, Canberra (PN. 17317) (Gazetted 30 September 2021)

**Environment, Heritage and Water
Executive and Business Support
Business Support Unit**

Yasir Arslan

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development, Canberra (PN. 54119 (Gazetted 19 November 2021))

Justice and Community Safety

**Corporate
Communications and Engagement**

Jaimie Vincent

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety

To: †Senior Officer Grade C \$113,397 - \$122,062

Justice and Community Safety, Canberra (PN. 52365) (Gazetted 8 November 2021)