



ACT Government Gazette

Gazetted Notices for the week beginning 10 March 2022

VACANCIES

Calvary Health Care ACT (Public)

Calvary Public Hospital Bruce
Allied Health
HP2/3 Hospital Social worker 12 months Maternity Relief Position
Health Professional Level 2/3 \$69,738 - \$103,779, Canberra (LP7246)
Gazette Date: 11 March 2022
Closing Date: 28 March 2022
Full position details can be seen on Calvary Public Hospital Bruce's website,
<https://calvarycareers.mercury.com.au/>
Reference Number: 18237
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Karen Dell (02) 6201 6320 karen.dell@calvary-act.com.au

Calvary Public Hospital Bruce
Registered Midwife - Rostered Team Midwifery
Registered Midwife Level 2 \$99,612-\$105,575, Canberra (LP9132)
Gazette Date: 10 March 2022
Closing Date: 14 March 2022
Full position details can be seen on Calvary Public Hospital Bruce's website,
<https://calvarycareers.mercury.com.au/>
Reference Number: 18275
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Elissa McTaggart (02) 6201 6921 elissa.mctaggart@calvary-act.com.au

Calvary Public Hospital Bruce
Registered Midwife - Rostered Team Midwifery
Registered Midwife Level 1 \$71,730 - \$95,818, Canberra (LP8018)
Gazette Date: 10 March 2022
Closing Date: 20 March 2022
Full position details can be seen on Calvary Public Hospital Bruce's website,
<https://calvarycareers.mercury.com.au/>
Reference Number: 18280
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Elissa McTaggart (02) 6201 6921 elissa.mctaggart@calvary-act.com.au

Calvary Public Hospital Bruce
Emergency Department
Emergency Department Ward Clerk
Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (600623)
Gazette Date: 10 March 2022
Closing Date: 13 March 2022
Full position details can be seen on Calvary Public Hospital Bruce's website,
<https://calvarycareers.mercury.com.au/>
Reference Number: 18290
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Alana Cash alana.cash@calvary-act.com.au

Calvary Public Hospital Bruce

Neurology

Stroke Service Staff Specialist

Specialist Band 1-5 \$185,645 - \$229,092, Canberra (LP6992)

Gazette Date: 10 March 2022

Closing Date: 20 March 2022

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

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

Reference Number: 18231

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

Contact Officer: Ronak Patel (02) 6264 7201 ronak.patel@calvary-act.com.au

ACT Audit Office

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

Financial Audit

Auditor/Senior Auditor/Assistant Director (Audit Manager, Financial Audit)

Auditor/Senior Auditor \$67,770 - \$126,055, Canberra (PN: 42812, 11187, 10742)

Gazetted: 11 March 2022

Closing Date: 1 April 2022

Details: The ACT Auditor-General is an independent Officer of the ACT Legislative Assembly and is supported by the ACT Audit Office in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Territory. To achieve this, the Office undertakes a range of activities including financial statements and performance audits on ACT Government agencies and entities that receive ACT Government funding or resources. The results of these audits are reported to the ACT Legislative Assembly and the community.

The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions, including the ability to work from home to balance staff circumstances with the needs of the Office. The Office makes significant investment in developing and supporting staff by providing them with learning and development opportunities including a career path. Staff are also provided with training and support to obtain relevant professional post-graduate qualifications.

Position available: The ACT Audit Office is seeking suitable applicants with the highest level of personal integrity in the Financial Audit branch at the Auditor, Senior Auditor and Assistant Director level. Full-time permanent positions will be offered at the Auditor, Senior Auditor and Assistant Director level based on the applicant's skills, qualifications and experience.

Key attributes: Candidates applying for the Auditor and Senior Auditor positions are required to demonstrate sound accounting, auditing, communication and interpersonal skills; and the ability to objectively analyse issues, evaluate evidence and write reports that can withstand public scrutiny.

Candidates applying for the Assistant Director, Financial Audit position are required to demonstrate excellent accounting, audit, information technology, investigatory, project management, communication and interpersonal skills; and the ability to represent the ACT Audit Office in negotiations on sensitive and contentious issues.

Key responsibilities: The Auditor and Senior Auditor will typically work under the guidance and supervision of Assistant Directors and/or Directors and will be responsible for a range of functions including planning and completing assigned financial audit tasks. Staff work within audit teams consisting of auditors, contractors and consultants and are required to maintain effective and constructive relationships with auditees; and to provide technical audit and accounting advice.

The Assistant Director, Financial Audit under the guidance of the Director, and/or Senior Director is responsible for a range of functions including planning, managing and coordinating the completion of a portfolio of audits at a high quality standard and reporting the results of these audits; including leading and managing audit teams consisting of auditors, contractors and consultants.

Eligibility/Other Requirements: Relevant tertiary professional accounting, audit, data analytics and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable (e.g. CPA, CA ANZ and CISA).

All ACT employees are required to undergo employment screening. These positions are *Position of Trust 1* and therefore, if you are selected for any of these positions you will be required to gain and maintain a Baseline National Security Clearance or be assessed as suitable to obtain this clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Notes: These positions will be filled at either the Auditor/Senior Auditor/Assistant Director level based dependant on the skills and experience of the successful applicant, please identify the relevant position that you are applying for in your application.

The conditions of employment of staff members are those contained in the *ACT Public Sector Management Act 1994* and related Public Sector Management Standards, except as provided for in the 'ACT Public Sector Administrative and Related Classifications Enterprise Agreement 2021-2022'.

Part-time hours will be considered, and the full time salary noted above will be pro-rata.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Assessment of applicants for the roles may include a review of the written application, interviews, and consideration of referee reports.

There are several permanent positions and temporary positions (available immediately for up to 12 months with the possibility of extension and/or permanency). The Audit Office may offer these positions to eligible candidates.

How to Apply: To apply, you will need to submit:

a cover letter of no more than two pages outlining your relevant skills, knowledge and experience against the Key Selection Criteria listed in page two of the relevant attached Position Description;

a current curriculum vitae; and

provide the names and contact details of two referees. One referee who is a current/recent supervisor and one referee who is a staff member who reports to you (only applicable to Senior Auditor and Assistant Director positions). Referees will be contacted with your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rosario San Miguel (02) 6207 0905 Rosario.SanMiguel@act.gov.au

ACT Health

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

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

Covid

Senior Director, COVID-19 Future Planning

Senior Officer Grade A \$155,107, Canberra (PN: 51014)

Gazetted: 15 March 2022

Closing Date: 22 March 2022

Details: The COVID-19 Response Policy and Support Branch is seeking a highly motivated and highly capable Senior Director to lead the COVID-19 Future Planning team. The successful candidate will have a proven ability to lead a team and deliver on critical projects within the government context. A strong project management background will be highly regarded.

The successful applicant will be required to work collaboratively across the COVID-19 Response team, as well as at the whole of government level. Highly developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be critical to success.

Notes: This is temporary position available immediately until 30 June 2022 with a possibility of extension of up to 12 months. Selection may be based on application and referee reports only.

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as they apply to the Position Description, with a particular focus on the skills and knowledge and behavioural

capabilities section. You should also submit your curriculum vitae and the contact details of two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 Vanessa.DalMolin@act.gov.au

Mental Health and Suicide Prevention Division

Office for Mental Health and Wellbeing and Mental Health Policy and Strategy

Executive Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54362)

Gazetted: 15 March 2022

Closing Date: 22 March 2022

A career opportunity has arisen in the ACT Health Directorate for a highly motivated, organised, delivery focused person to join the Mental Health Division in the newly created Executive Officer position. The Mental Health Division provides support to the Coordinator General, Mental Health and Wellbeing undertaking coordination, liaison, research, reporting and providing advice on mental health and suicide prevention and related issues.

There are two teams within the Division:

Office for Mental Health and Wellbeing

Mental Health Policy and Strategy

The successful applicant will provide coordination and administrative support to the Executive Branch Manager and the two teams in the Division. The occupant will manage and coordinate the preparation of a range of documents, including ministerial briefings, cabinet submissions, correspondence and other requirements as needed. The position requires the ability to exercise sound judgement and flexibility. A high level of independence and a proactive approach will also be important.

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

Notes: Previous applicants need not apply as their applications will be considered. 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: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities and Experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cheryl Garrett 0456 790 612 Cheryl.Garrett@act.gov.au

Public Health Protection and Regulation

Health Protection Services

Business Management Services

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 26254)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

Details: The Health Protection Service is looking to receive applications for an Administrative Services Officer (ASO3). Administrative Officers in the Business Management Services Administrative Team provide critical support to each of the business units of the Health Protection Service. The team provides frontline customer service and assists the public to receive responses to their enquiries, and to apply for the various licences, permits, registrations and approvals. This role is required to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Schmahl on Victoria.schmahl@act.gov.au (02) 5124 6279

Policy, Partnerships & Programs

Executive Support Unit

Coordination Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 29476)

Gazetted: 11 March 2022

Closing Date: 25 March 2022

Details: We offer a values-based culture in which we pride ourselves on inclusion, respect, and integrity. We provide interesting, diverse work in a unique government environment where you can see the impact you have on the Canberra community.

The Policy, Partnerships and Programs Division (PPP) provides strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future. PPP delivers strategic health policy advice on issues including primary care, NDIS, workforce, Aboriginal and Torres Strait Islander health, aged care, LGBTIQ+, inter-governmental negotiations, social and emotional wellbeing and legal matters.

We are seeking a values-based team member for the role of Coordination Officer. This requires someone who can coordinate the work of our division. This involves managing and coordinating policies, Cabinet, ACT Legislative Assembly, Ministerial, briefings, Directorate coordination and other related requests we may receive. You will be a key part of ensuring coherent, timely, high-quality advice, briefing and information to Ministers, the Director-General, Directorate executives and other internal and external stakeholders as required.

If you are highly organised, value integrity, diligence, and are respectful at all times, especially under time pressure and in some challenging scenarios, we would love to hear from you!

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. Current and former ADF members are encouraged to apply.

Notes: This is a temporary back-fill position available immediately for up to 3 months with the possibility of extension. 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. This position does not involve supervision of staff.

Please note, this position will be in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk. Officers must have the ability to work from home or remotely.

How to Apply: If you are interested in applying for this position, please provide a written statement of no more than two pages addressing the 'What You Require' section of the Position Description, your curriculum vitae and contact details of two referees. It is preferred that supplied referees have a thorough knowledge of your work performance and that one of the referees is your current or immediate past supervisor.

Applications should be sent to the Contact Officer.

Contact Officer: Steve DSouza (02) 6207 6147 Steve.DSouza@act.gov.au

COVID

Policy Officer, COVID-19 Policy and Support

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53138, several)

Gazetted: 11 March 2022

Closing Date: 25 March 2022

Details: As a Policy Officer within the COVID-19 Response team you will be responsible for a range of tasks appropriate to this level of classification including researching, coordinating and developing policy advice and/or guidelines in relation to the COVID-19 response, under the guidance of the Assistant Director and Director. This could be in the form of assessing requests for exemptions to Public Health Directions, contributing to the

development of ministerial briefs and correspondence, contributing to legal policy and other drafting relevant government documentation including question time briefs, responses to questions on notice, and/or responses to intergovernmental requests. The Policy Officer may also be responsible for responding to questions raised by members of the public and providing advice on the ACT Health Directorate's Exemptions Program and Public Health Directions.

The role offers an opportunity for a highly motivated candidate to work in a high performing team, within a dynamic and changing environment, as we work towards responding to the COVID-19 pandemic.

The role will involve collaboration and consultation with a wide range of stakeholders, both internally and external to Government.

Notes: These are temporary positions available immediately until 30 June 2022 with a possibility of extension of up to 12 months. These positions are based at Bowes Street, Philip. A Merit Pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the capabilities outlined in the Position Description, along with your curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Whybrow (02) 5124 6142 Kirsty.Whybrow@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.

Covid

Assistant Director, COVID-19 Policy and Support / COVID-19 Vaccination Policy

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 48138, several)

Gazetted: 10 March 2022

Closing Date: 24 March 2022

Details: The COVID-19 Response Policy and Support and Vaccination Policy Branches are seeking to fill multiple positions at the Senior Officer Grade C level. The positions sit within the COVID-19 Policy and Government Services Branch, the COVID-19 Vaccination Policy Branch and the COVID-19 Business and Exemptions Branch. As an Assistant Director within the team, you will be responsible for a range of tasks appropriate to this level of classification including researching, coordinating and developing policy advice and/or guidelines in relation to the COVID-19 response. This could be in the form of assessing requests for exemptions, the development of ministerial briefs and correspondence and other relevant government documentation including Cabinet Submissions, question time briefs, responses to questions on notice, and/or responses to intergovernmental requests. Prior experience in the interpretation and application of legislation would be highly regarded. The role will involve collaboration and consultation with a wide range of stakeholders, both internally and external to Government.

Notes: These are temporary positions available immediately until 30 June 2022 with a possibility of extension of up to 12 months. These positions are based at Bowes Street, Philip. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as described in the Skills, Knowledge and behaviours section of the Position Description. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Whybrow (02) 5124 6142 Kirsty.Whybrow@act.gov.au

Canberra Health Services

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

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

CHS Chief Operating Officer

DonateLife ACT

Gazette Date: 10 March 2022

Closing Date: 31 March 2022

Position Number: 020IN

Position Title: Specialist 1-5 / Senior Specialist - State Medical Director, DonateLife ACT

Classification: Specialist Band 1-5/Senior Specialist

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 State Medical Director (SMD) works collaboratively with the DonateLife ACT Agency Manager and is responsible for overseeing the operations of DonateLife ACT to ensure delivery of an integrated clinically effective and cost-effective service, consistent with the framework of the Organ and Tissue Authority. The role provides leadership, strategic, operational and clinical management of the Service. The role covers operational issues, staffing, financial management, strategic planning and data review.

The State Medical Director will engage with the Executive of DonateLife Network Hospitals in the Jurisdiction (including ICU and ED directors) to discuss hospital performance and promote and monitor the implementation of national clinical best practice guidelines including Clinical Practice Improvement program (CPIP) Phase 3.

The State Medical Director will ensure provision and analysis of high-quality data through the DonateLife Audit and EDR to inform clinical practice improvement and be available for media representation as required.

The State Medical Director position will oversee the Donation Specialist Medical roles. The SMD will ensure the DonateLife doctors are accountable for the end-to-end process to optimise organ and tissue donation for transplantation, including the education of and feedback to Canberra Hospital and Calvary Public Hospital Bruce staff.

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

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

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

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

Note: 5-year tenure as Medical Director 16 hours per week. Additional fractional hours may be negotiated in another specialty/role.

Remuneration: \$288,138 - \$388,743 inclusive of salary, applicable allowances and 11.5% super. Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

About You

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

Behavioural Capabilities

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

1. Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

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

1. Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.
2. Relevant critical care qualifications and a minimum of five years' experience working professionally in the critical care sector, either Intensive Care or Emergency is preferred.
3. The successful applicant will need to be available for weekend and after-hours work, in an on-call capacity.
4. Experience in a leadership role with demonstrated outcomes
5. Experience and/or specialist qualifications in the organ and tissue donation sector
6. Hold a current driver's license.
7. Fellowship of the Royal Australian and New Zealand College of Intensive Care Medicine (CICM) or equivalent specialist qualifications.
8. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role
9. 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.
10. Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.
11. Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

12. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
13. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
14. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
15. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.
16. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
17. Be able to demonstrate that they are performing at a level consistent with this competency framework.

Prior to commencement successful candidates will be required to:

- Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment National Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Mental Health, Justice Health and Alcohol, Drug Services

Alcohol and Drug Services

Gazette Date: 10 March 2022

Closing Date: 14 April 2022

Position Number: 29852 - 0214D

Position Title: Specialist 1-5/Senior Specialist - Addiction Medicine

Classification: Specialist Band 1-5/Senior Specialist

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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 ADS provides a range of treatments for people with alcohol, tobacco, and other drug issues. ADS specialises in providing information and advice, referral, assessment, and treatment to ACT residents who think they or a family member may have an alcohol and/or other drug issue.

All outpatient referrals and initial contact with our services can be made by calling the ADS Intake line. The helpline is staffed by professional intake staff from our ADS team, which provides:

- Information on alcohol and other drug and associated issues
- Advice on assisting and managing people who may have alcohol and other drug issues
- Support to people affected directly or indirectly by alcohol and drug use.

Our services include:

- Consultation and Liaison
- Opioid Treatment Services
- Counselling and Treatment Services
- Youth Drug and Alcohol Program
- Police Court Drug Diversion Services
- Withdrawal Service

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

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

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

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

Remuneration: \$288,138 - \$388,743 inclusive of salary, applicable allowances and 11.5% super. Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

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

1. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
2. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
3. Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties.
4. Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

Position Requirements/Qualifications:

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

1. Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.
2. Relevant specialist qualification in Drug and Alcohol Medicine and either a fellow of the Australian Chapter of Addictive Medicine within the RACP or overseas qualification in Drug and Alcohol which are recognised by the Chapter is Required.
3. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role

4. 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.
5. Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.
6. Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

7. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
8. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
9. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
10. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.
11. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
12. Be able to demonstrate that they are performing at a level consistent with this competency framework.

Prior to commencement successful candidates will be required to:

- Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment National Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Mental Health, Justice Health, Alcohol and Drug Services

Territory Wide Mental Health Services

Registered Nurse L1 – Post Graduate Program

Post Graduate Program

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 16124, several - 021FT)

Gazetted: 11 March 2022

Closing Date: 13 April 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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POSITION OVERVIEW

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

Applicants to this position are also invited to apply for a scholarship funded by ACT Health Chief Nursing and Midwifery Office to enrol in the University of Canberra Graduate Certificate in Mental Health, to commence in 2022. This course will support learners to develop skills and knowledge in contemporary mental health practice. The Post Graduate Registered Nurse (PGRN) program is a 12 month, clinically based structured program with a comprehensive orientation, paid professional development days, a strong clinical supervision component and

competency based mental health skill development requirements. PGRNs will be expected to complete a Graduate Certificate in Mental Health, through the University of Canberra. The PGRN program accelerates the career development of RN's and may provide unique learning opportunities that support a progression to an advanced level of practice.

During the PGRN program, RN's may participate in a rotating site roster which provides an opportunity to gain clinical placement experiences in the community and inpatient services in exciting areas such as acute care, rehabilitation, older persons, community and intensive assessment and home treatment. Additionally, RN's completing the PGRN program may be able to elect a placement with a specialist team such as the Child and Adolescent Mental Health Services, Eating Disorders Program, Consultation Liaison, Alcohol and Drug Services and Forensic Mental Health.

Nurses who are completing the PGRN program are well supported and may receive preceptorship by Clinical Development Nurses, Clinical Nurse Educators, Clinical Nurse Consultants and other senior staff during their clinical placements. Additionally, all PGRN's regularly meet with the Post Graduate Nursing Co-ordinator in designated study days where they receive core education, participate in skill building exercises and nursing professional supervision opportunities.

ABOUT YOU

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Behavioural Capabilities

Flexible, adaptable and comfortable with changing working environment.

Commitment to achieving positive outcomes

Strong organisational skills with a high degree of personal motivation.

Position Requirements/Qualifications:

Mandatory

Be registered or be eligible for registration with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA)

Minimum 12 months' experience working as a Registered Nurse

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

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

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

Desirable

Current drivers' licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: These are part-time permanent positions available at 32 hours per week and the full-time salary noted above will be paid pro-rata.

All nurses who are participating in the PGRN program are recommended to work on a part time basis (0.8FTE) to allow themselves time to complete the university course requirements. On completion of the PGRN, subject to availability nurses may permanently increase to full-time equivalent hours.

Contact Officer: Donna Hodgson 5124 1253 donna.hodgson@act.gov.au

Mental Health, Justice Health and Alcohol, Drug Services

Alcohol and Drug Services

Specialist 1-5 / Senior Specialist - Addiction Medicine

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 29852 - 0214D)

Gazetted: 10 March 2022

Closing Date: 14 April 2022

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Position Overview

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The ADS provides a range of treatments for people with alcohol, tobacco, and other drug issues. ADS specialises in providing information and advice, referral, assessment, and treatment to ACT residents who think they or a family member may have an alcohol and/or other drug issue.

All outpatient referrals and initial contact with our services can be made by calling the ADS Intake line. The helpline is staffed by professional intake staff from our ADS team, which provides:

Information on alcohol and other drug and associated issues

Advice on assisting and managing people who may have alcohol and other drug issues

Support to people affected directly or indirectly by alcohol and drug use.

Our services include:

Consultation and Liaison

Opioid Treatment Services

Counselling and Treatment Services

Youth Drug and Alcohol Program

Police Court Drug Diversion Services

Withdrawal Service

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

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

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

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

Remuneration: \$288,138 - \$388,743 inclusive of salary, applicable allowances and 11.5% super

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

About You

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Behavioural Capabilities

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

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

Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties.

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

Position Requirements/Qualifications:

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

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

Relevant specialist qualification in Drug and Alcohol Medicine and either a fellow of the Australian Chapter of Addictive Medicine within the RACP or overseas qualification in Drug and Alcohol which are recognised by the Chapter is Required.

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

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

Contact Officer: Dr Denise Riordan (02) 5124 6545 denise.riordan@act.gov.au

Medical Services

Nuclear Medicine and PET

Nuclear Medicine Technologist

Medical Imaging Level 2 \$69,738 - \$95,736, Canberra (PN: 31502 - 0200A)

Gazetted: 15 March 2022

Closing Date: 29 March 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

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Behavioural Capabilities

Strong organisational skills with an ability to work cooperatively in a team environment.

High level communication skills.

Adaptability and flexibility to accommodate change.

Position Requirements/Qualifications:

The Successful applicant must have a Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine) or equivalent is Mandatory.

They are also required to be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

Post graduate experience as Nuclear Medicine Scientist in BMD, PET/CT and Diagnostic CT is desirable.

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

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

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

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Appointment to this position may be made based on written application only.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Possess and appropriate ACT Radiation Licence (or equivalent)

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

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

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

Contact Officer: Ryan McKeown (+61) 0409 816 170 ryan.mckeown@act.gov.au

Facilities Management

Director Minor Works Delivery and Off-Site Facilities Management

Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 54554 - 021FD)

Gazetted: 10 March 2022

Closing Date: 29 March 2022

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

FM are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

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

The Director Minor Works Delivery and Off-Site Facilities Maintenance reports directly to the Executive Branch Manager Facilities and works in close liaison with other Directors and senior staff in the Facilities Management Branch, the broader CHS Directorate, and other ACT Government Directorates.

The Director is responsible for the delivery of Minor Works projects and management of planned and reactive maintenance activities at the satellite Health facilities located across the Territory.

The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model.

This position will provide management and leadership of, and expert advice for the delivery of Minor Works projects for the CHS FM team. The position is responsible for the development of the annual minor works program, involving comprehensive planning and prioritisation of the annual funding with rigorous evaluation of value for money of the proposed capital investments, whilst ensuring that the program considers current and future capital works planning and activity.

The Director will also be responsible for ensuring that planned and reactive maintenance for the satellite Health facilities are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various Facilities.

A critical component of the role will be the establishment of maintenance contracts for satellite health facilities, including the development of technical specifications and coordination of procurement activities required to form the contracts. Ensuring that all relevant Standards, Regulations and legislation are captured as part of the maintenance requirements.

The role will require the development and management of internal business processes for the area, as well as the establishment and ongoing management of contracts.

Stakeholder management and financial reporting will also be critical components of the role, ensuring that all projects and maintenance services are delivered with limited interference to clinical service delivery and within budget, and that appropriate monthly reporting is provided to the various CHS Governance meetings.

The Director Minor Works Delivery and Off-Site Facilities Maintenance will also be responsible for ensuring business continuity across infrastructure is maintained and will be responsible for implementing strategies to ensure this is achieved at the off-site facilities.

Supervising Responsibilities

Project Managers (Three FTE)

Facilities Operations Manager (One FTE)

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Behavioural Capabilities

Well-developed leadership qualities, including the ability to inspire and motivate others to achieve goals, identify and develop the potential in others, and assess and address future workforce and capability requirements.

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

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

An organised approach to work, managing competing priorities and attention to detail on work undertaken.

Position Requirements/Qualifications:

Mandatory:

Positions classified as an Infrastructure Officer require the occupant to:

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.

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

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

Highly Desirable:

Hold a current drivers' licence.

Experience in the delivery of infrastructure projects within an operating health environment, or other critical environments where maintaining continuity of services is essential

Experience in the recruitment and management of staff

Construction Induction (White Card)

Asbestos Awareness

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: John Nakkan 0466 015 922 john.nakkan@act.gov.au

Clinical Services

Surgery

Receptionist, Pain Management Unit

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 56362 - 02130)

Gazetted: 10 March 2022

Closing Date: 24 March 2022

Details:

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POSITION OVERVIEW

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These Units are supported by administration support officers.

The Pain Management Unit is well established, serving the Territory and the surrounding region. It is a truly multidisciplinary team consisting of specialists in Chronic Pain, Clinical Psychologists, Physiotherapists, Occupational Therapists and well experienced and dedicated nursing staff. The Pain Management Unit runs a range of multidisciplinary educational sessions as well as an established medium and high intensity pain management program. PMU is based at the university of Canberra Rehabilitation hospital. The Unit takes part in the undergraduate and postgraduate training program of the Australian National University and University of Canberra.

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Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Surgery

Surgical Services

Pre-admission Clinic Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22216 - 021DX)

Gazetted: 10 March 2022

Closing Date: 29 March 2022

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Behavioural Capabilities

Flexibility and Initiative to be able to work effectively within a multidisciplinary team to meet patient's needs.

Strong analytical and problem-solving skills.

Organisational skills with a high degree of motivation.

High level communication skills with a focus on providing good customer service to people who access the service.

Position Requirements/Qualifications:

Relevant Tertiary Nursing qualifications and a minimum of three years' experience working professionally in an acute surgical setting is preferred.

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

The successful applicant works Monday-Friday excluding public holidays.

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

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

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

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.

Reference checks with two professional referees.

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

Mental Health, Justice Health, and Alcohol & Drug Services (MHJHADS)

Territory Wide Mental Health Services (TWMHS)

Territory Wide Assistant Director of Nursing

Registered Nurse Level 4.3 \$147,398, Canberra (PN: 53879 - 021E1)

Gazetted: 10 March 2022

Closing Date: 24 March 2022

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POSITION OVERVIEW

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Territory Wide Mental Health Services (TWMHS) consists of Access and Specialty Teams including Access Mental Health Team (AMHT), Home Assessment and Acute Response Team (HAART), the Police Ambulance Clinician Early Response (PACER) service, and the Mental Health Consultation Liaison (MHCL).

HAART team provide community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

PACER is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic, and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis.

MHCL is an in-patient team that provides mental health assessment and support when a person attends the hospital setting and requires input from mental health services to determine their requirements.

AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs.

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Behavioural Capabilities

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

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

Have excellent interpersonal skills and the ability to communicate effectively with consumers, family/carers, colleagues and emergency service and hospital personnel, particularly in crisis situations.

Position Requirements/Qualifications:

Be registered or be eligible for registration as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum three years of experience in a management role within a mental health or related field. 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](#).

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

Desirable:

Comprehensive knowledge of the Mental Health Act 2015 and other relevant legislation required to carry out this role.

Completion of a post graduate mental health or management or leadership related qualification or relevant tertiary equivalent.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health professionals.

For more information on this position and how to apply ["click here"](#)

Contact Officer: Michelle Jones (02) 5124 1700 Michelle.Jones@act.gov.au

Finance and Business Intelligence

Supply Services

Health Services Officer Level 4/5 Storeperson

Health Service Officer Level 4/5 \$56,388 - \$62,328, Canberra (PN: 35146 - 021BD)

Gazetted: 11 March 2022

Closing Date: 25 March 2022

Details:

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Temporary six month HSO 4/5 full-time contract available with possibility of extension to 12 months. Candidates require previous Warehouse experience, and a current forklift licence is highly desirable. Applications should include a two page response to the Selection Criteria, and the contact details of two referees. Selection may be based on application and referee reports only.

POSITION OVERVIEW

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The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement and Supply.

The position reports to the Senior Store Supervisor of Canberra Health Supply Services.

This position is rotated between the Supply Services Warehouse, Mitchell, and Canberra Hospital.

ABOUT YOU

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

Behavioural Capabilities

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

- Strong organisational skills with a high degree of drive.
- Understanding of supply chain processes within a warehouse environment.
- Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory:

- Duties of the position include the requirement to drive vehicles, therefore possession of a driver's licence is required.
- Relevant work experience.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

Selection may be based on application and referee reports only.

Contact Officer: Rob Swain (02) 5124 3100 Rob.Swain@act.gov.au

Mental Health, Justice Health, and Alcohol & Drug Services

Adult Community Mental Health Services

CHS Mental Health, Justice Health and Alcohol and Drug Services

Assertive Community Outreach Service Health Professional

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 29224 - 0211J)

Gazetted: 11 March 2022

Closing Date: 30 March 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 be fully vaccinated against COVID-19.

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

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

These services include:

Alcohol and Drug Services

Allied Health Services

Child and Adolescent Mental Health Services

Inpatient Services

Community Mental Health Services

Justice Health Services

Territory Wide Mental Health Services

The Community Mental Health Services provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community. ACMHS consists of Community Recovery Services operating from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong), the Assertive Community Outreach Service (ACOS), Older Persons Mental Health Services, and the Mental Health Service for persons with an Intellectual Disability.

ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts, weekends and public holidays.

The position reports to the ACOS Manager and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists, Medical Officers, and Allied Health Assistants).

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

ABOUT YOU

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Behavioural Capabilities

Good customer service skills to provide helpful and professional experiences to people who access MHJHADS services.

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 in either psychology, social work or occupational therapy and a minimum of 12 months' experience working professionally in mental health is preferred.

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

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

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

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

For Occupational Therapy:

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

For Psychology:

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

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 *Working with Vulnerable People Act 2011*

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health professionals.

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

Contact Officer: Jade Nolan (02) 5124 7830 jade.nolan@act.gov.au

Adult Acute Mental Health Services

Registered Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22497, several - 021FS)

Gazetted: 11 March 2022

Closing Date: 30 March 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 be fully vaccinated against COVID-19.

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/> Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), Ward 12B Mental health Unit, the Mental Health Short Stay Unit (MHSSU), and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a 6-bed low dependency inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

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

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory

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

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

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

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

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

Desirable

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

Clinical leadership experience.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

CHS Chief Operating Officer

DonateLife ACT

Specialist 1-5 / Senior Specialist -State Medical Director, DonateLife ACT

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 020IN)

Gazetted: 10 March 2022

Closing Date: 31 March 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 be fully vaccinated against COVID-19.

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 State Medical Director (SMD) works collaboratively with the DonateLife ACT Agency Manager and is responsible for overseeing the operations of DonateLife ACT to ensure delivery of an integrated clinically effective and cost-effective service, consistent with the framework of the Organ and Tissue Authority. The role provides leadership, strategic, operational and clinical management of the Service. The role covers operational issues, staffing, financial management, strategic planning and data review.

The State Medical Director will engage with the Executive of DonateLife Network Hospitals in the Jurisdiction (including ICU and ED directors) to discuss hospital performance and promote and monitor the implementation of national clinical best practice guidelines including Clinical Practice Improvement program (CPIP) Phase 3.

The State Medical Director will ensure provision and analysis of high-quality data through the DonateLife Audit and EDR to inform clinical practice improvement and be available for media representation as required.

The State Medical Director position will oversee the Donation Specialist Medical roles. The SMD will ensure the DonateLife doctors are accountable for the end-to-end process to optimise organ and tissue donation for transplantation, including the education of and feedback to Canberra Hospital and Calvary Public Hospital Bruce staff.

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

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

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

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

Note: 5-year tenure as Medical Director 16 hours per week. Additional fractional hours may be negotiated in another specialty/role.

Remuneration: \$288,138 - \$388,743 inclusive of salary, applicable allowances and 11.5% super

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

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:

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

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

Relevant critical care qualifications and a minimum of five years' experience working professionally in the critical care sector, either Intensive Care or Emergency is preferred.

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

Experience in a leadership role with demonstrated outcomes

Experience and/or specialist qualifications in the organ and tissue donation sector

Hold a current driver's license.

Fellowship of the Royal Australian and New Zealand College of Intensive Care Medicine (CICM) or equivalent specialist qualifications.

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

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

Contact Officer: Nadia Burkolter (02) 5124 5624 nadia.burkolter@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

Territory Wide Mental Health Services

Territory Wide Senior Manager

Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 40755 - 021DY)

Gazetted: 11 March 2022

Closing Date: 25 March 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 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/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) consists of Access and Specialty Teams including Access Mental Health Team (AMHT), Home Assessment and Acute Response Team (HAART), the Police Ambulance Clinician Early Response (PACER) service, and the Mental Health Consultation Liaison (MHCL).

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

PACER is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic, and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis.

MHCL is an in-patient team that provides mental health assessment and support when a person attends the hospital setting and requires input from mental health services to determine their requirements.

The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs.

ABOUT YOU

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Behavioural Capabilities

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

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

Have excellent interpersonal skills and the ability to communicate effectively with consumers, family/carers, colleagues and emergency service and hospital personnel, particularly in crisis situations.

Position Requirements/Qualifications:

Mandatory:

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

For Social Work: Degree in Social Work, professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW), and registration under the *ACT Working with Vulnerable People Act 2011*.

For Occupational Therapy: Be registered or be eligible for general registration with Occupational Therapy Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

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

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

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

Have a minimum of three years of experience in a management role within a mental health or related field.

Desirable:

For Psychology: Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor.

For Social Work: Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy: Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.

Experience in working in partnership with emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

Comprehensive knowledge of the *Mental Health Act 2015* and other relevant legislation required to carry out this role

Completion of a post graduate mental health or management or leadership related qualification or relevant tertiary equivalent

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This position is multi-classified for health professionals and nurses.

Contact Officer: Michelle Jones 5124 1623 Michelle.Jones@act.gov.au

Rehabilitation Aged and Community Services

Allied Health

Occupational Therapist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 44137, several - 021JS)

Gazetted: 16 March 2022

Closing Date: 1 April 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 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.

The RACS Occupational Therapy service is a dynamic team of occupational therapists and allied health assistants providing exceptional care through high quality assessment and therapeutic intervention. We treat and manage patients with a range of medical conditions including: neurological, orthopaedic, complex medical and frail aged.

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

This position will be based at the University of Canberra Hospital with the opportunity to rotate through inpatients and ambulatory services at the University of Canberra Hospital, Acute Care of the Elderly at the Canberra Hospital and Community based services.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with high degree of initiative.

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

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

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

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications in Occupational Therapy

Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver licence.

Other:

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: There is Permanent and Temporary positions for 11.9 months with the possibility of extension and/or permanency available. A merit list will be established from this selection process and may be used to fill part-time and full-time, temporary or permanent similar positions over the next 12 months.

Contact Officer: Jane Lawrence 5124 0073 Jane.Lawrence@act.gov.au

Infrastructure and Health Support Services

Food Services

Operations Officer

Operations Officer

Health Service Officer Level 4 \$56,388 - \$58,546, Canberra (PN: 22978, Several - 021DI)

Gazetted: 11 March 2022

Closing Date: 30 March 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 be fully vaccinated against COVID-19.

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 Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services.

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

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

External sites: Dhulwa and other Community Centres.

ABOUT YOU

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Behavioural Capabilities

Strong communication and interpersonal skills and passionate about high quality customer service.

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

Strong organisational, coordination and planning skills and a focus on outcomes.

Position Requirements/Qualifications:

Relevant Food Industry recognized qualifications and a minimum of 2 years' experience working professionally in food services is preferred.

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Note: Some position's will not be required to work shifts.

Current class C Driver's License.

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

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

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

Prior to commencement successful candidates will be required to:

Complete the Food Safety certificate

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Clinton Schmidt 6174 5904 clinton.schmidt@act.gov.au

**Work Health Safety
People and Culture**

Senior Project Officer

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 41952 - 020XV)

Gazetted: 15 March 2022

Closing Date: 29 March 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 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.

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

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

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

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

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

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

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

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

POSITION OVERVIEW

The Work Health Safety Unit provides strategic leadership, advice and effective coordination and implementation of work health safety (WHS) management strategies, frameworks and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist Canberra Health Services to become a safe and accountable healthcare environment.

Canberra Health Services staff, people who use our services and visitors have the right to feel safe and be safe in Canberra Health Services workplaces.

The purpose of this role is to implement the CHS Occupational Violence Strategy to support the prevention and management of occupational violence that occurs in a variety of work settings across Canberra Health Services.

ABOUT YOU

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Position Requirements/Qualifications:

Mandatory:

Must hold a current driver's licence.

Highly Desirable:

Formal qualifications in WHS or Healthcare and/or substantial experience in a large and complex organisation will be highly regarded.

Experience in the use of project management strategies to deliver on objectives.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Daniel Guthrie 51249544 daniel.guthrie@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Registered Nurse level 3.1

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 11687 - 02117)

Gazetted: 15 March 2022

Closing Date: 29 March 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 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 or organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community. ACMHS consists of Community Recovery Services operating from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong) and Access and Specialty Teams that provide specialised services such as triage and comprehensive assessment, therapies, assertive outreach, and acute response.

Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, 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

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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 3 years' 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 Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Kelly Chase (02) 5124 9152 kelly.r.chase@act.gov.au

Medical Services

Library and Multimedia

Client Services Librarian

Professional Officer Class 1 \$63,614 - \$88,207, Canberra (PN: 56913, several - 02114)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

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POSITION OVERVIEW

CHS Library and Multimedia provides modern, digital, client focused services and up-to-date, evidence-based, reliable, relevant, and respected client driven resources and multimedia artifacts, supporting people-centred care, and the research, teaching and training priorities of its clients. Our objective is to continually evolve our services through ongoing co-creation with our clients to ensure optimal online and face-to-face experiences.

This position reports to the Director CHS Library and Multimedia and is primarily responsible for the provision of client services in partnership with other Client Services Librarians.

Working under general direction, taking into consideration the priorities and work practices set by the Director CHS Library and Multimedia, you will perform client service tasks including basic reference and research, client training, resource provision, develop procedures, support library projects, and provide administrative support.

ABOUT YOU

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Behavioural Capabilities

Capacity to build partnerships, work positively and cooperatively and problem solve collaboratively in a team environment and effectively deal with operational and organisational change.

Sound client liaison, written and verbal communications skills and the ability to set priorities for self, working independently as required, while monitoring client service activity progress, responding proactively to ensure client services are delivered within agreed time frames.

Ability to investigate, interpret and evaluate information and apply critical and creative thinking to ensure projects and client services are delivered efficiently and effectively.

Commitment to continuous operational process improvement and the capacity to positively participate in such improvements.

Commitment to continuous skill development and the ability to acquire new skills, particularly in the exploitation and implementation of new technology to deliver library resources and services.

Position Requirements/Qualifications:

Accredited degree in Library and Information Science recognised by the Australian Library and Information Association or equivalent qualifications. Experience working professionally in a library or related information unit is highly desirable.

The successful applicant will need to be available for occasional 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.

Note: There are two positions available, one position is Permanent, and the other position is Temporary for up to 11.5 months with possibility of extension and/or permanency.

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

Cancer and Ambulatory Support

Oncology/Immunology

Oncology

RN2 Medical Oncology DTU

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 24680, several - 021HL)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

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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/>

An exciting opportunity exists for an enthusiastic Registered Nurse to undertake this position within the Oncology Outpatient Unit. Expressions of interest are invited from suitably qualified Registered Nurses to fill this dynamic and rewarding position. The unit is seeking a highly motivated team member who is patient focused and interested in developing their Oncology and chronic illness knowledge.

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health.

The Oncology Outpatient Unit treats patients with malignant and non-malignant solid tumours. The unit also functions as a day infusion centre for a variety of other medical disorders. The successful applicant will be working with chemotherapy agents, immunotherapies, blood products and central venous access devices. The successful candidate will be provided with full support from our dedicated and highly experienced team.

Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position. It is essential for the candidate to have previous chemotherapy knowledge.

ABOUT YOU

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Behavioural Capabilities

Patient focused

Ability to work well with a team

Eager to learn

Position Requirements/Qualifications:

Relevant Oncology qualifications and a minimum of four years' experience working professionally in

Oncology/Infusion centres is preferred.

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

The successful applicant may need to be available for occasional weekend 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.

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

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

Contact Officer: Liset de Koeijer 5124 8457 liset.dekoeijer@act.gov.au

Clinical Services

Medicine

Clinical

Ward 6A Clinical Development Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 29949 - 021HU)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

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POSITION OVERVIEW

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Ward 6A is a busy 32-bed ward offering inpatient care to patients admitted with medical conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team of the Medical Services and Division of Medicine and coordinate education and promote a learning culture within the Ward 6A.

ABOUT YOU

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Behavioural Capabilities

Highly organised and motivated

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

Good leadership skills with the ability to work independently to agreed outcomes.

Excellent interpersonal and communication skills

Position Requirements/Qualifications:

Certificate IV in Training and Assessment

3 years post graduate experience

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Note: This is a temporary position available for a period of 11.5 months.

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

Contact Officer: Cathy Clift 0435 659 403 catherine.clift@act.gov.au

Accounting and Compliance

Assistant Director, Capital Finance

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 50544 - 021IH)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

Details:

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

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

This position contributes significantly to accounting and reporting of the capital works program. It includes reporting to Treasury and ensures capital works processes meet internal and external timeframes. This position supports the Director, Capital Finance.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive,

Strong communication skills, both written and oral

Highly developed analytical skills.

Position Requirements/Qualifications:

Relevant is preferred.

A minimum of three years' experience in asset / capital works management and financial accounting in a public sector environment.

Experience in the application of the ACT Government Capital Management Framework.

Experience in the use of the ACT Government's Project Management and Reporting System (PMARS).

Tertiary qualifications in accounting and professional membership or progress towards CPA / CA or comparable bodies.

Hold a current driver's license.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Jessica Forshaw 6207 5450 Jessica.Forshaw@act.gov.au

Infrastructure and Health Support Services

Facilities Management

SS Project Officer

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 53376- 021E6)

Gazetted: 15 March 2022

Closing Date: 31 March 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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POSITION OVERVIEW

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

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

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services; -

Security Services;

and Fleet Management.

The Facilities Management (FM) Branch are a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services property portfolio.

Director, Logistics and Governance EGM IHSS 5S Project Officer

ABOUT YOU

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Behavioural Capabilities

High level communication skills, including the ability to inspire and motivate others to achieve goals.

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within Canberra Health Services.

Adaptability and flexibility to accommodate change and provide responsive services to lead and meet the deliverables of the 5S project

Position Requirements/Qualifications:

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

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

Desirable:

Experience in a project management role aligned to the duties of this position.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of 11.5 months.

Contact Officer: Loretta Bettiens 0434 366 673 loretta.bettiens@act.gov.au

Division of Nursing and Midwifery and Patient Support Services

Patient Support Services

Ward Clerk

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 25883, several - 02119)

Gazetted: 16 March 2022

Closing Date: 30 March 2022

Our Vision: creating exceptional health care together

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Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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/> Nursing and Midwifery and Patient Support Services division comprises a range of support services across the clinical divisions which includes E-rostering unit, Infection Prevention and Control Unit, Nursing and Midwifery Resource Office, Spiritual Support Services, and Patient Support Services.

Patient Support Services provides support for the patients of Canberra Hospital through a range of services which includes Wards persons, Hospital Assistants, Central Equipment and Courier Service, Ward Clerks and Patient Liaison and Admission Team.

The Ward Clerk position provide general administrative, clerical and support services to clinical areas, as well as assisting with patient flow which includes assisting with patient admissions, discharges and transfers using ACT Patient Administration System (ACTPAS) and other business applications.

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Ability to work independently in a busy environment.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
4. A commitment to the provision of high-quality customer service.

Position Requirements/Qualifications:

- The successful applicant will have to participate in a 24/7 rotating roster (day, evenings and night shift) and Monday to Friday day shifts.
- A sound knowledge and understanding of the Health Care System.
- The ability to provide a high-quality customer service and proficient keyboard skills.
- Current driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: There are several positions available full-time and part-time, the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Melodie Lutz (02) 5124 3277 Melodie.Lutz@act.gov.au

Finance and Business Intelligence

Accounting and Compliance

Director Capital Finance

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 50545 - 021K8)

Gazetted: 16 March 2022

Closing Date: 30 March 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 be fully vaccinated against COVID-19.

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

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

This role is responsible for the management of CHS' capital reporting functions. The role manages a small team to deliver advice and monthly reporting on the capital projects undertaken by CHS and also work with our budgeting officers to ensure that ACT Treasury requirements are achieved.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Highly developed communication skills including the ability to produce high quality written documents and deliver presentations to a range of stakeholders.

The ability to provide timely and accurate reporting under tight timeframes.

Position Requirements/Qualifications:

Desirable.

A minimum of five years experience in asset / capital works management and financial accounting in a public sector environment.

Experience in the application of the ACT Government Capital Management Framework.

Experience in the use of the ACT Government's Project Management and Reporting System (PMARS).

Tertiary qualifications in accounting and professional membership or progress towards CPA / CA or comparable bodies.

Hold a current driver's license.

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

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

Note: This is a temporary position available for eight months with the possibility of extension up to 12 months.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

For more information on this position and how to apply [“click here”](#)

Contact Officer: Ian Turnbull (02) 512 49705 ian.turnbull@act.gov.au

Rehabilitation Aged and Community Services

Nursing

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$129,103, Canberra (PN: 34366 - 021GK)

Gazetted: 11 March 2022

Closing Date: 25 March 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 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 rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centre's and Village Creek Centre in Kambah. ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra commenced operations in July 2018. The new hospital, the University of Canberra Hospital (UCH) is part of the Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population. The inpatient Rehabilitation units are now located in the University of Canberra Hospital.

This position is an exciting opportunity for a dynamic and enthusiastic Registered Nurse (RN) to fill the Clinical Nurse Consultant (CNC) position in the Acute Care of the Elderly ward 11A at Canberra Hospital. RACS is seeking a suitably qualified person who has a passion for Aged Care to fill this rewarding position.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

Relevant be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of three years' experience working professionally in the Aged Care environment in management role is preferred.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Mercy Lukose 0434674442 Mercy.Lukose@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

Canberra Institute of Technology

Corporate Finance

Business Support

Business Support Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 14420)

Gazetted: 16 March 2022

Closing Date: 23 March 2022

Details: CIT is looking to engage a suitably qualified and experienced business professional to join the Finance team in delivering key business services for Colleges and Divisions in the provision of vocational education and training (VET) services.

To be successful in the 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. The position is one of four 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, costing, budgeting, forecasting and to inform internal decision making. 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). A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

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

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

Relevant post-secondary qualifications in accounting, commerce or business is highly desirable.

Membership (or progress towards membership) of a peak accounting body (e.g., CPA, IPA, ICAA) will be highly regarded.

Note: An order of merit will be established from this selection process and the list may be used to fill future vacancies.

How to apply: Please provide a written application of no more than five pages addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Greg Tong (02) 6207 3197 greg.tong@cit.edu.au

Education and Training Services

CIT Pathways College

CIT LLND Support

LLND Support Teacher

Teacher Level 1 \$79,598 - \$106,208, Canberra (PN: 49665)

Gazetted: 15 March 2022

Closing Date: 22 March 2022

The Canberra Institute of Technology (CIT) Pathways College is seeking applications from highly motivated, enthusiastic and experienced people who can teach and support students in one or more of the following areas, Language, Literacy, Numeracy, Digital Literacy (LLND) and Careers for our LLND Support program.

CIT Pathways College is a teaching college comprising four departments: CIT English Language Centre, CIT Student Support, CIT Year 12 and General Education and CIT LLND support. This college offers VET training programs from Certificate I through to Certificate IV as well as the ACT Year 12 Certificate.

Details of the LLND support program can be found:

https://cit.edu.au/courses/education_community/foundation_skills/C2-CM09

Eligibility/Other Requirements: Teachers delivering and assessing the Certificate II in Skills for work and vocational pathways must hold relevant education qualifications and have a sound knowledge of the ACSF.

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.

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.

Highly Desirable:

Knowledge of, experience and qualifications in one of the following careers planning, student wellbeing, pastoral care and alternate educational programs an advantage

Notes: This is a temporary position available from 08 April 2022 to 31 December 2022 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

How to Apply: Please review the attached Position Description and submit a two-page response to the Selection Criteria to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities and a current curriculum vitae. Please include two (2) referee reports with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Corinna Connell (02) 6207 4892 Corinna.Connell@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.

Various College Departments

Casual Teacher - Vocational Education and Training

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

Gazetted: 11 March 2022

Closing Date: 13 April 2022

Details: Are you experienced in your industry field? Do you have an interest in training and developing skills in others? Are you looking to learn new skills?

If you answered yes to the three questions, then it's time to talk to a Canberra Institute of Technology (CIT) to explore teaching and learning in the VET sector.

At CIT we are embracing a future that is rich with possibilities, a future where we are at the centre of a vibrant, constantly adapting ecosystem of students, business and the community. Our flagship Woden campus is a crucial steppingstone to this future. CIT is an integral part of the ACT community, and as the public provider of vocational education and training, is uniquely placed to contribute to the prosperity and sustainability of Canberra's future.

About You

An inspiring leader in your industry field, you are creative, flexible and curious

You have sound digital skills with a desire to improve the client experience

A willingness to continue to learn and engage in further education and training

Energetic and enthusiastic with a willingness to grow through sharing of best practice and professional experience

Possess great communications skills both written and verbal, as well as excellent time management skills

Commit to the safeguarding and promotion of the student experience

Relevant Qualifications industry qualifications

Industry fields seeking industry teachers

Horticulture/sports turf management

Licensed Electrical Trade

Refrigeration Air Conditioning Trade

Plumbing Trade

Hospitality

Building and Construction Management (Medium/High Rise commercial / Modelling)

Aged Care

Disability Work

Nursing

Fitness

Massage

Work Health and Safety

Numeracy Teacher

Architectural and Interior Design (Revit BIM)

The Canberra Institute of Technology within the ACT Public Service is committed and 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: It is desirable that applicants have relevant industry qualification equal to the industry field of education for qualification level being taught.

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

Temporary employment offered will include periods of unpaid stand-down in line and compliant with the relevant Enterprise Agreement.

How to Apply: Please contact the relevant Officer below for further information about the area of interest:

Horticulture/sports turf management

Julie Collins

julie.collins@cit.edu.au / 6207 3024

Licensed Electrical Trade

(Solar/ Battery installers, Data Comms installers)

Kathy Druce

Kathryn.druce@cit.edu.au / 62074345

Refrigeration Air Conditioning Trade

Kathy Druce

Kathryn.druce@cit.edu.au / 62074345

Plumbing Trade

Adrian Clarke

Adrian.clarke@cit.edu.au<mailto:Adrian.clarke@cit.edu.au> 6205 2280

Hospitality

Nicole Dixon

nicole.dixon@cit.edu.au<mailto:nicole.dixon@cit.edu.au> / 6205 4514

Building and Construction Management (Medium/High Rise commercial construction and Building Information Modelling)

Tony Cowlshaw

Anthony.cowlshaw@cit.edu.au<mailto:Anthony.cowlshaw@cit.edu.au> / 6205 9840

Aged Care

Lily Muthurajah

Lily.muthurajah@cit.edu.au<mailto:Lily.muthurajah@cit.edu.au> / 6205 7381

Disability Work

Lily Muthurajah

Lily.muthurajah@cit.edu.au<mailto:Lily.muthurajah@cit.edu.au> / 6205 7381

Nursing

Lily Muthurajah

Lily.muthurajah@cit.edu.au<mailto:Lily.muthurajah@cit.edu.au> / 6205 7381

Fitness

Susan Sinclair

Susan.sinclair@cit.edu.au<mailto:Susan.sinclair@cit.edu.au> / 62070325

Massage

Susan Sinclair

Susan.sinclair@cit.edu.au<mailto:Susan.sinclair@cit.edu.au> / 62070325

Work Health and Safety

Susan Sinclair

Susan.sinclair@cit.edu.au<mailto:Susan.sinclair@cit.edu.au> / 62070325 Architectural Design (Revit BIM)

Julianne Abbot

julianne.abbot@cit.edu.au<mailto:julianne.abbot@cit.edu.au> / 6207 3717

Numeracy Teacher

Terri Silk

Terri.silk@cit.edu.au<mailto:Terri.silk@cit.edu.au> / 6207 3120

Applications should be submitted to the Contact Officer.

Contact Officer: Patricia Collins (02) 6205 5491 Patricia.Collins@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, Technology Services Branch

Temporary Vacancy (period up to six months)

Chief Minister, Treasury and Economic Development Directorate

Digital Data and Technology Solutions

Position: E483

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 11 March 2022

Circulated to: ACTPS Senior Executive List; ACTPS, SOGA

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, Technology Services Branch, Digital Data and Technology Solutions (DDTS) within the Chief Minister Treasury and Economic Development

Directorate (CMTEDD) for a period of up to six months whilst longer term acting arrangements are put in place. The position is part of the executive team of DDTs and reports directly to the Executive Group Manager, DDTs. DDTs provides professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. Technology Services Branch (TSB) delivers a diverse and cohesive range of customer focussed and technically efficient products, support and core technology solutions that underpin service delivery across the ACT Government. This includes identifying and delivering key strategic technology investment priorities including the adoption of consumption-based service models, device and location independence and cyber-resilience. The successful applicant will have strong leadership; change management and stakeholder management capabilities. Together with a strong strategic focus and a deep understanding of business change, the ideal candidate will drive a strong program management culture of governance, planning and accountability. For further information please see the Executive Capabilities attached.

To apply: Please submit an expression of interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae to Antony Stinziani via email, antony.stinziani@act.gov.au by COB Wednesday 16 March 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

Contact Officer: Antony Stinziani via email, antony.stinziani@act.gov.au

Digital, Data and Technology Solutions

ACT Digital

N/A

Senior Service Designer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 51814)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

Details: ACT Digital is seeking to fill a Senior Service Designer role, working as part of a broader team responsible for driving the ACT's digital service delivery agenda. The position will undertake and manage design work that delivers an integrated digital experience of ACT Government services, focused on the needs of the community and businesses, and achieving efficiencies.

Our ideal candidate is a systems thinker that is dynamic and collaborative in approach, and enjoys working in a rapidly evolving and forward thinking environment. You will have good judgement, an understanding of co-design approaches and highly developed communication 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.

Notes: Please note, this position is based within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please review the Position Description and submit a written application that contains: your current curriculum vitae,

a response to the Selection Criteria, addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities sections of the Position Description, with reference to the SFIA skills that apply to this role (maximum three pages), and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Smith (02) 6207 6112 TraceyL.Smith@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities

Senior Network Engineer

Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 05096)

Gazetted: 10 March 2022

Closing Date: 29 March 2022

Details: Networks, Communications Services, and ICT Facilities (NCS) is seeking a motivated and enthusiastic technical officer with experience in managing network infrastructure to be responsible for providing network technical support for operational and project related activities. The role will primarily maintain the day to day operations of the ACT Government network infrastructure and the provision of new services for a diverse customer base.

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

Eligibility/Other requirements: This position requires an Australian Government Security Vetting Agency (AGSVA) issued Negative Vetting Level one (NV1) security clearance, or the ability to obtain and maintain one.

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: Suitability for this position will be assessed on your Skills, Knowledge and Behavioural Capabilities in relation to the Duties/Responsibilities listed in the Position Description. Please submit a personal pitch (of no more than two pages) in response to your suitability for this position, curriculum vitae, and details of two referees.

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

Contact Officer: Alex Duckworth (02) 6205 9510 alex.duckworth@act.gov.au

Shared Services

Partnership Services

Service Centre

Recruitment Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 08246)

Gazetted: 10 March 2022

Closing Date: 17 March 2022

Details: The Recruitment and Information Services team are seeking applications from highly motivated, customer focused individuals who would relish the opportunity to deliver recruitment services across the ACT Public Service (ACTPS). We are a fast paced and high-volume area, often the first point of contact for people looking to work with the ACTPS which places us on the front line for attracting great people to the service.

The Recruitment Officer is responsible for:

Providing advice to directorate customers regarding recruitment matters, including procedures and policies/legislation; and

Review and process recruitment requests.

Recruitment related administration.

Relationship management of directorate customers and their employees.

To be successful in this role you will have:

Demonstrated experience in a customer focused, administrative position.

Demonstrated resilience in working within a fast-paced environment with competing priorities.

Competence in using a variety of business applications.

Attention to detail.

Excellent relationship 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:

Experience in government administration or HR related position is highly regarded.

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

Note: This is a temporary full-time position available immediately up until 30 June 2022 with the possibility of extension up to 12 months or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are asked to please submit a maximum two-page personal pitch providing examples from your past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your pitch please provide your curriculum vitae including two referees and completed attached Coversheet.

Applications should be sent to the Contact Officer.

Contact Officer: Jenna Carroll (02) 6205 0343 jenna.carroll@act.gov.au

Economic Development Directorate

Sport and Recreation

ACT Academy of Sport

ACTAS Athlete Wellbeing and Engagement Advisor

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 45723)

Gazetted: 11 March 2022

Closing Date: 1 April 2022

Details: Sport and Recreation is seeking an enthusiastic and dynamic Athlete Wellbeing and Engagement (AW&E) Advisor to join our ACT Academy of Sport (ACTAS) multidiscipline Performance Service Team. The successful applicant will deliver AW&E services and guidance to ACTAS supported athletes. Including: career and education, personal development, lifestyle management, engagement, wellbeing and sport transition support.

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

Eligibility/Other requirements: Relevant tertiary qualification (Education, Career Counselling, Counselling, Social Welfare, Psychology, Human Resources, Sports Management) or comparable qualification is highly desirable.

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

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.

ACTAS operates on the Australian Institute of Sport (AIS) campus in the suburb of Bruce. As a tenant on the AIS campus all ACTAS personnel must adhere to the AIS High Performance Zone Vaccination Policy which requires two doses of an approved COVID-19 Vaccine. If accessing High Performance Zones, evidence of vaccination must be readily accessible, should you be asked to provide this whilst onsite.

How to Apply: Applicants are asked to please submit a cover letter, curriculum vitae and written address of Selection Criteria (i.e., Technical Skills, Knowledge & Behavioural Capabilities) located within the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Marcks (02) 6207 4408 Megan.Marcks@act.gov.au

Digital, Data and Technology Services

Customer Engagement Services Branch

Service Assurance

Refresh Technical Officer

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 01379)

Gazetted: 11 March 2022

Closing Date: 18 March 2022

Details: Service Assurance Refresh are looking for a suitable candidate as Refresh Technical Officer. You will have the ability to provide technical advice and specialist support to both the client and within the team, manage

customer expectations and liaise with all stakeholders regarding the replacement of ICT assets across ACT Government Agencies. You will need to have the ability to effectively self-manage, and to prioritise competing tasks as well as provide high quality service in line with the teams' objectives and customer needs.

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

Eligibility/Other Requirements:

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

This position requires a pre-employment medical.

Driver's licence class C is essential.

Note: This is a temporary position available from the 28 March 2022 until the 23 December 2022 with the possibility of extension and or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: To apply for this position, please ensure you include a two-page personal pitch which reflects your skills and capabilities against the 'What you will do' and 'Behavioural Capabilities' in the Position Description, a copy of your current curriculum vitae with contact details for at least two referees is required to be submitted with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra O'Rourke (02) 6207 7924 sandra.o'rourke@act.gov.au

Workforce Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Whole of Government Industrial Relations

Director, Whole of Government Industrial Relations

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 52525)

Gazetted: 15 March 2022

Closing Date: 1 April 2022

Details: Are you a highly experienced industrial relations practitioner? Do you thrive in a high pressure environment, with a high level of intensity and an opportunity to work with stakeholders to achieve real change in the ACTPS industrial relations landscape? This might be the opportunity for you!

The Director, Whole of Government Industrial Relations, is a member of a small team which provides high level strategic and operational advice on whole of government employment, industrial and workplace relations issues. The team is responsible for developing, negotiating and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and directorates.

We are looking for a highly motivated and skilled person who can demonstrate they have the necessary public sector industrial relations experience and legal knowhow to provide high level advice and to represent the Directorate and the Government in strategic workplace relations matters. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion.

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

Eligibility/Other requirements:

Relevant tertiary qualifications in industrial relations or employment law (or a related field) and a minimum of 5 years relevant experience in a senior industrial relations position in a diverse organisation is highly desirable. Conciliation and mediation qualification or certificate in alternative dispute resolution (desirable but not essential).

Notes: 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: Please provide your written response to the Selection Criteria outlined in the Position Description and provide a copy of your curriculum vitae in support of your application for the advertised position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Szandurski (02) 6207 0810 Kim.Szandurski@act.gov.au

**Economic and Financial Group
Economic and Financial Analysis
Senior Director**

Senior Officer Grade A \$155,107, Canberra (PN: 33965)

Gazetted: 10 March 2022

Closing Date: 29 March 2022

Details: We are looking for a motivated person with strong economic analysis and communication skills to manage a small team operating in a dynamic environment. The Revenue and Concessions Policy unit undertakes analysis and provides advice on a range of revenue related matters including concessions policy. We work closely with other areas to develop and implement revenue initiatives and administer and monitor the ACT Tax reform program.

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 – Economics or similar is highly desirable.

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

How to apply: Applicants are required to submit two items: 1) A two page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

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

Contact Officer: Kathy Goth (02) 6205 0772 kathy.goth@act.gov.au

Workforce Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Whole of Government Industrial Relations

Director, Public Sector Employment

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 15286, several)

Gazetted: 15 March 2022

Closing Date: 1 April 2022

Details: Do you have extensive experience in providing innovative solutions to public sector employment challenges? Do you thrive in a high pressure environment, with a high level of intensity and an opportunity to work with stakeholders to achieve real change in the ACTPS employment framework? This might be the opportunity for you!

The Director, Public Sector Employment, is a member of a small public sector employment team which provides high level strategic and operational advice on whole of government employment, industrial and workplace relations issues. The team is responsible for developing, negotiating and implementing policies and processes, assisting with enterprise bargaining and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation and interpretation of public sector employment related legislation.

We are looking for a highly motivated and skilled person who can demonstrate they have the necessary public sector employment experience and legal knowhow to provide high level advice and to represent the Directorate and the Government in strategic workplace relations matters. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion.

We are recruiting two Directors to this team - one permanent position and the second position is a three month opportunity with the possibility of extension and/or permanency.

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

Eligibility/Other requirements:

Relevant tertiary qualifications in industrial relations or employment law (or a related field) and a minimum of 5 years relevant experience in a senior industrial relations position in a diverse organisation is highly desirable.

Conciliation and mediation qualification or certificate in alternative dispute resolution (desirable but not essential).

Notes: There are two positions available, one is permanent and one is a temporary position available for three months with the possibility of extension and/or permanency. 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: Please provide your written response to the Selection Criteria outlined in the Position Description and provide a copy of your curriculum vitae in support of your application for the advertised position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Matthews (02) 6205 2693 EmmaC.Matthews@act.gov.au

Economic Development

artsACT

Arts Infrastructure and Public Art

Assistant Director, Arts Infrastructure

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39233)

Gazetted: 16 March 2022

Closing Date: 30 March 2022

Details: artsACT is seeking an experienced Assistant Director for a period of 12 months with the possibility of extension, to assist the delivery of the capital works program for arts facilities. The successful applicant will need strong project management skills as well as a history of developing productive working relationships with internal and external stakeholders.

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 in Project Management and/or related fields are desirable.

Notes: This is a temporary position available immediately until 10 March 2023, with the possibility of extension. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated.

How to Apply: Please submit an Expression of Interest of not more than two pages together with your curriculum vitae and names of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Libby Gordon (02) 6205 5468 Libby.Gordon@act.gov.au

Workplace Safety and Industrial Relations

Office of the Executive Group Manager

Strategic Projects

Senior Project Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 56613)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic

Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues.

The Workplace Safety and Industrial Relations (WSIR) Division is responsible for:
management and prevention of workplace injuries in the ACT Public Sector (ACTPS);
management of workers' compensation arrangements for the ACTPS;
management of the ACT private sector workers' compensation Scheme - including policy, legislation and the supervision of the ACT Default Insurance Fund;
support and governance of the Whole-of-Government Work Health and Safety Management System;
the provision of health, wellbeing and safety improvement programs to directorates;
the provision of advice and development of legislation on industrial relations, work safety (including dangerous substances and asbestos), public holidays and daylight savings;
support for the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws.

We have a permanent vacancy for a motivated and highly organised professional to fill the role of Assistant Director, Senior Project Officer, within the Office of the Executive Group Manager business unit. The Assistant Director will be responsible for leading key projects and procurements for the Division and will be required to will work collaboratively with colleagues across the division to achieve shared objectives.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: Selection may be based on referee reports and written application only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be in an activity-based working (ABW) environment. 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 'Selection Criteria' as listed in the Position Description. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bill Smith (02) 6205 9532 Bill.Smith@act.gov.au

Shared Services and Property

ACT Property Group

Finance and Systems

Finance Officer

Administrative Services Officer Class 3/4 \$67,770 - \$81,466, Canberra (PN: 21924, several)

Gazetted: 16 March 2022

Closing Date: 4 April 2022

These roles are responsible for ensuring that financial transactions of the organisation are completed to a high standard and in a timely manner, including accounts payable and accounts receivable operations. The role also provides information and advice to other staff on the financial transactions and processes of the business and collaborates with other team members by ensuring the integrity of data entered into the property management system.

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

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

Eligibility/Other Requirements:

Desirable:

A current driver's licence (car)

Qualifications or experience in Accounting/Finance.

Notes: This is a temporary position available for six months with the possibility extension and/or permanency. This position will be filled at either the Administrative Service Officer 3 or 4 level, dependent on the skills and experience of the successful applicant. 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. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should address the Selection Criteria located in the Position Description based on the role you wish to apply for. 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 1-2 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:

- a) Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
- b) 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.
- c) Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current curriculum vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and
Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Payal Mehta (02) 6207 6696 Payal.Mehta@act.gov.au

Finance and Budget Group

Various

Senior Analyst/Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 42765)

Gazetted: 16 March 2022

Closing Date: 4 April 2022

Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government? Do you want to help develop and manage budgets, develop financial related policy advice for Government or work with a range of statutory related financial reporting issues?

The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for a Senior Analyst to join the team.

The position provides a great opportunity to see the inside workings of ACT Treasury, and to contribute to delivering the Government's key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT.

What you will do: The successful applicants will join a dedicated team undertaking a variety of work, such as: review of business cases and reports; undertaking complex research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; identifying service delivery issues in the context of legislative, policy, community and operational drivers; assisting to develop annual budget papers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government.

We are looking for applicants who are able to use Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you in learning to use our in-house budget and reporting systems, including TM1. We also need people who are strong communicators and team players and/or leaders who are enthusiastic and can work to tight deadlines.

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 relevant areas such as Accounting, Economics, Commerce or Finance are highly desirable. Public policy or business administration skills would also be highly regarded.

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

This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Additionally, the ACT Public Service is committed to providing flexible work options and to encouraging remote/balanced working where desirable and appropriate.

How to Apply: Please review the Position Description and apply by providing the following documents: a written response addressing all the Selection Criteria (no longer than two pages in total) demonstrating why you are the right person: your current curriculum vitae including details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hugh Maclachlan (02) 6205 5588 Hugh.Maclachlan@act.gov.au

Shared Services

Digital Records Support

Digital Records Support Team Leader

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 08270)

Gazetted: 16 March 2022

Closing Date: 1 April 2022

Details: Are you the resident Content Manager (TRIM) guru in your area? Do you like system configuration, liaising with clients of all different work fields and helping people? We've got an opportunity for you!

An exciting opportunity is available for a highly motivated professional to assist in the management and administration of the whole of Government Electronic Document Records Management Systems (EDRMS) offered by the ACT Government. You will be the technical escalation point for the Digital Records Support team members and will consult directly with Directorates regarding system configurations and maintenance.

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: The successful applicant will require experience in Content Manager (TRIM). A current drivers licence is desirable.

Notes: This is temporary position available immediately for up to 12 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.

The position is Full Time funded however part time hours will be considered for the right person.

How to Apply: Please provide a written application up to three pages directly addressing each of the what you require Technical and Behavioural capabilities along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Davis (02) 6207 9719 Matthew.Davis@act.gov.au

Access Canberra

Engagement Compliance and COVID 19 Response

COVID 19 Compliance

Data Officer/Analyst

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 50145)

Gazetted: 16 March 2022

Closing Date: 23 March 2022

Details: Are you a whiz at puzzles? Do you get a sense of accomplishment from complex projects? Access Canberra's Engagement, Compliance and COVID-19 Response branch is looking for a talented individual to assist with data capture, analysis and reporting. The role will be responsible for assisting in creating field ready data capture systems through the use of Esri GIS systems and reporting on the field works of Access Canberra's compliance inspectors. The role will require an agile, timely and detailed oriented applicant who will require a level of flexibility to adapt to the ongoing changes of the COVID-19 pandemic.

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: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

You will have:

- the ability to analyse data to support program development;
- the ability to work under pressure, with short time frames;
- the ability to work with a broad range of stakeholders to contribute to shared goals;
- the ability to identify trends, pressure points, and opportunities through and providing of summaries and reports driven by data; and
- proficiency in Microsoft Excel or similar.

Basic experience in the use of formulas or coding is preferred. Experience using ESRI ArcGIS software would be an advantage.

Compliance Requirements/Qualifications:

Full C class driver's licence is essential.

This position does not require a pre-employment medical

This position does not require a Working with Vulnerable People Check.

Note: This position is available immediately until 30 June 2022, with the possibility of extension for no longer than 12 months. 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: Send through a copy of your curriculum vitae including contact information for two referees and a 'pitch' of no more than one page outlining why you are interested in the opportunity and how your skills and experiences will be of benefit to the team and the COVID-19 response.

Applications should be sent to the Contact Officer.

Contact Officer: Drazen Persic (02) 6207 6990 Drazen.Persic@act.gov.au

Digital, Data and Technology Solutions

The Human Resource Information Management Solution Branch

N/A

HRIMS Secretariat and Administration

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 57011)

Gazetted: 16 March 2022

Closing Date: 30 March 2022

Details: We are looking for a capable and driven team member to join the Human Resource Information Management Solution (HRIMS) Branch. This role will provide secretariat and administrative support to committees and programme office.

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: The ability to be on site, noting current arrangements are flexible working.

Note: This position is available immediately for a period of 12 months.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a statement (no more than two pages) on how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should

consider both the Duties/Responsibilities of the position and the Selection Criteria detailed in the Position Description in writing your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara Hoyle (02) 6207 0837 Barbara.Hoyle@act.gov.au

Shared Services

Financial Services

Salary Packaging

Salary Packaging Customer Service Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 07613)

Gazetted: 16 March 2022

Closing Date: 30 March 2022

If you like to thrive in a friendly and fast-paced environment where no two days are the same, and you possess a strong work desire and well-honed demonstrable customer service skills and experience, then this may be the job for you!

An exciting opportunity has become available within the Shared Services Salary Packaging Team. The position supports the provision of a suite of salary packaging services to all employees of the ACT Government. The successful applicant will be energetic and enthusiastic as they will be responsible for the daily delivery of accurate, timely, high quality, customer focused, salary packaging and administrative services in a small but very busy and dedicated team environment.

You should have a commitment to high quality customer service (and patience!), including research and analytical capability, sound attention to detail, accurate and timely data entry capabilities, excellent written and oral communication skills, as well as the aptitude (and attitude!) to quickly learn the (taxation) benefits of salary packaging and the software solution which supports such services. You should also enjoy working in a challenging environment within a high energy team, while juggling vying priorities. No prior salary packaging knowledge or experience is required - we can teach you everything you need to know!

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

Notes: This is a temporary position available from 26 April 2022 to 26 October 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: Applicants are asked to submit a written pitch of no more than two pages and a copy of your current curriculum vitae with contact details for two referees, of which one must be your current supervisor, and is required to be submitted with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Telesha Newman (02) 6207 9000 Telesha.Newman@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

Strategic Policy

N/A

Child and Family Reform

Director

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 56815)

Gazetted: 16 March 2022

Closing Date: 30 March 2022

Details: Looking for an exciting opportunity? Community Services Directorate (CSD) welcomes your two-page pitch on why you may be the right person to join in the delivery of major reforms to the ACT's services for children and families.

We are looking for someone with a curious mind and a desire to improve outcomes for the Canberra community through service design and policy development. You will have a good understanding of the human services system and be willing to innovate and think outside the box, be open to new ideas and ways of working, and be committed to collaboration and working in partnership with the community. Strong communication, written and project skills are part of the job, but so is a willingness to examine challenges and work with others to find solutions.

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

Notes: This is a temporary position available immediately for 18 months. Selection may be made on application only.

How to Apply: Please provide contact details of two referees and submit a curriculum vitae with your pitch. Please contact shaun.kelly@act.gov.au to find out more about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Kelly (02) 6207 6424 Shaun.Kelly@act.gov.au

Housing ACT

Infrastructure and Contracts

Infrastructure and Delivery

Assistant Director

Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 56859)

Gazetted: 16 March 2022

Closing Date: 30 March 2022

Details: The Infrastructure and Contracts Branch of Housing ACT is looking for a motivated Assistant Director to join our busy Infrastructure and Delivery team.

The Assistant Director manages the delivery of multiple complex and high-profile design and or construction projects marked for redevelopment as part of the public housing growing and renewing program and may have responsibility for managing and mentoring staff. The Assistant Director supports the Director and Senior Director, Infrastructure Delivery and works closely with the immediate team and other external stakeholders to provide safe and affordable housing to the Canberra community.

The position collaborates with various teams throughout Housing ACT to share information, ensuring the project-built form meets the changing needs of Housing ACT tenants.

Building and maintaining relationships, both within Government and outside, especially with either the design or construction industry, is an important part of the position's responsibilities. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders.

More information can be found in the Position Description.

Notes: 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.

How to Apply: Written applications should be no more than two A4 pages, addressing the Selection Criteria detailed in the Position Description. Applicants should also include a curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Roland (02) 6205 4511 Skye.Roland@act.gov.au

Strategic Policy

Project Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56816)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

Details: Looking for an exciting opportunity? CSD welcomes your 2 page pitch on why you may be the right person to join in the delivery of major reforms to the ACT's services for children and families. We are looking for someone with a curious mind and a desire to improve outcomes for the Canberra community through service design and policy development. You will have a good understanding of the human services system and be willing to innovate and think outside the box, be open to new ideas and ways of working, and be committed to collaboration and working in partnership with the community. Strong communication, written and project skills are part of the job, but so is a willingness to examine challenges and work with others to find solutions.

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

Note: This is a temporary position available for 18 months. Selection made be made on application only.

How to Apply: Please provide a two-page written response to the Selection Criteria in the Position Description and attach your current curriculum vitae and contact details of least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Kelly, shaun.kelly@act.gov.au (02) 6207 6424

Children , Youth and Families

Child and Youth Protection Services - Practice and Performance

Relationship Management

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 01300)

Gazetted: 15 March 2022

Closing Date: 22 March 2022

Details: The functions of CYPs Practice and Performance, Relationship Management include:

- Ensuring effective relationships with the Out of Home Care and community sector.
- Providing feedback regarding performance and procedures to continuously improve CYPs' service delivery.

Procurement and service agreement development and management for community sector agencies providing services for children and young people in the statutory care system.

The SOGB Manager role is responsible for providing strong leadership and implementing improvement strategies to ensure CYPs has the capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients. Relationship Management has a significant role in managing community relationships through contract management and promoting continuous improvement of service delivery.

Eligibility/Other Requirements:

Essential qualifications and experience:

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

Current Driver's Licence

Desirable qualifications and experience:

Relevant tertiary qualifications in contract management, project management or related discipline.

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

Note: Working with Vulnerable People registration 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.

Selection may be based on application and referee reports only.

Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

This is a temporary position available for a period of 6 months with the possibility of extension up until 12 months.

How to Apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Adele Gillespie, adele.gillespie@act.gov.au (02) 6207 1058

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Health and Safety Officer - Bimberi Residential Services

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46894)

Gazetted: 11 March 2022

Closing Date: 13 April 2022

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to join the team as Health and Safety Officer, Bimberi Residential Services.

The Health and Safety Officer is a key role that is responsible for leading, facilitating and implementing the Bimberi Residential Services Work, Health and Safety framework. The role will also be responsible for providing high level policy and legislative advice and technical expertise to ensure the safety and wellbeing of employees, clients, visitors and contractors at Bimberi Youth Justice Centre, Narrabundah House and Franklin House. They will also assist with preparing and coordinating, high level briefing papers, ministerial briefs, correspondence and reports in relation to Bimberi Residential Services projects and commitments.

The Health and Safety Officer will work closely with lead organisations and stakeholders to ensure best practice approaches in managing safety and wellbeing issues/matters.

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:

Essential experience and requirements:

Possession of a current C class driver's licence

First Aid Certificate or willingness to attend training

Working With Vulnerable People (Background Checking) ACT 2011 will be required

For further information on Working with Vulnerable People registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

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

Highly desirable qualifications and experience:

Current tertiary qualifications in Work Health and Safety at Certificate IV or Diploma level and experience as a Safety Advisor

Chemical safety and waste management experience

Regulatory reporting (e.g. notifiable incident reporting)

Australian and International Management Standards (e.g. 9001, 14001, 31000, 45001).

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

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

A supporting statement addressing each of the Selection Criteria limited to 400 words per criteria outlining your knowledge, experience, professional/technical skills and behavioural capabilities in carrying out the duties outlined in the Position Description

Names and contact details of at least two referees, including your most recent/current supervisor or manager

A current curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Gardiner (02) 6207 8801 Kim.Gardiner@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

Executive Branch Manager, Coronial Inquest

Temporary Vacancy (26 April 2022 to 30 June 2022 with possibility of extension up to nine months)

Education Directorate

Business Services

Position: E1196

(Remuneration equivalent to Executive Level 1.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 17 March 2022

Reporting to the Deputy Director-General, this position is responsible for coordinating the Education Directorate's engagement with a coronial process and related activities. This position requires:

- Strong intrapersonal skills
- Strong management and coordination skills
- High standard of attention to detail and effective oral and written communication skills
- Ability to work under limited supervision, take initiative, meet deadlines and support management of legal process and practice
- Ability to coordinate and prepare the Directorate to provide evidence as required.

This position does not require legal qualifications, but a strong understanding of administrative and legal processes would be an advantage. The position does require strong skills in ensuring internal activities are followed through and recommendations are implemented.

To apply: Applications should include a maximum two page expression of interest and a curriculum vitae with the details of two referees. Applications should be sent to David Matthews via email, david.matthews@act.gov.au by COB Thursday 24 March 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$228,661 - \$238,849 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$203,749.

Contact Officer: David Matthews (02) 6207 0384 david.matthews@act.gov.au

School Performance and Improvement

Belconnen Network

Hawker College

ICT, Audio Visual and Communications Officer

Information Technology Officer Class 1 \$72,935 - \$83,023, Canberra (PN: 12197)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

Hawker College is a public school in Belconnen catering to approximately 620 students completing their final two years of secondary education and offers a wide range of curriculum choices.

Hawker College is committed to learning and wellbeing progress for every student. We have high expectations for academic performance, participation, and behaviour. To ensure that students reach their full potential, we provide extensive services that support wellbeing, study skills, employment capabilities and career planning.

School priorities:

All students master the essential skills and knowledge of their learning program

Successful transitions and pathways for all students.

This position supports the school executive, staff and students through photography and school marketing; and ICT and Audio Visual technical assistance, working independently and as a part of an administrative team under the supervision of the Business and Facilities Manager.

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.

Notes: This is a temporary position available from the 26 April 2022 to 27 January 2023 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

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: Applicants should provide written responses that address the numbered Selection Criteria located in the Position Description. Limit responses to 500 words (max) per criteria. Please also attach a current curriculum vitae; and a list of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hayden Weeks (02) 6142 0355 Hayden.Weeks@ed.act.edu.au

Service Design and Delivery

Learning & Wellbeing Policy and Service Design

Aboriginal and Torres Strait Islander Education Officer

School Assistant 4 \$69,095 - \$74,817, Canberra (PN: 50634, several)

Gazetted: 10 March 2022

Closing Date: 29 March 2022

Details: Aboriginal and Torres Strait Islander Education Officers (IEOs) fulfil an important role in ACT public schools by supporting schools to build their cultural integrity, embed Aboriginal and Torres Strait Islander perspectives in teaching and learning programs and to create a school culture of respect in which Aboriginal and Torres Strait Islander students and families feel connected and their cultures respected.

Eligibility/Other Requirements:

MANDATORY

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

DESIRABLE

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

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

Notes: 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. Both permanent and temporary positions are currently available.

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.

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

How to Apply: Please provide a response to the Selection Criteria (maximum three pages), a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Uren-Randall 0468663491 Helen.Uren-Randall@act.gov.au

School Performance and Improvement

North Gungahlin

Gold Creek School

Student Administration Coordinator - Gold Creek School

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

Gazetted: 10 March 2022

Closing Date: 24 March 2022

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum.

As part of the administration team the student administration coordinator will be required to work with general direction and in collaboration with Associate Principals and Business Manager. They will work relatively independently to implement and maintain student and staff timetables using software such as Timetabling Solutions and Sentral. Other operating systems may include mail merge software to support in the creation and distribution of school reports, Parent Teacher online (PTO) portal, web preferences for managing student electives. The applicant will be required to apply legislation, policy, and procedures in line with the Directorate/ACTPS. This role is vital to the daily operations of the school and heavily dependent on meeting timeframes and the needs of students and the school. The applicant will have the capacity to supervise a small team and effectively communicate within a larger team environment. They will have excellent attention to detail, use initiative, have high level communication skills and the ability to effectively and efficiently manage multiple tasks in a timely manner.

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: 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: Applicants should provide written response addressing the numbered Selection Criteria located in the "What you Require" section of the Position Description, limit responses to two pages. Please also attach a current curriculum vitae; and a list of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Schmidt (02) 6142 1300 melissa.schmidt@ed.act.edu.au

School Performance and Improvement

North and Gungahlin

Dickson College

Executive Teacher English, Library, Interdisciplinary Studies and Reporting - Dickson College

School Leader C \$130,338, Canberra (PN: 02702)

Gazetted: 10 March 2022

Closing Date: 24 March 2022

Details: Dickson College is seeking a highly motivated, dynamic, and innovative individual to fill the new SLC position of Executive Teacher English, Library, Interdisciplinary Studies and Reporting. As a member of the School Executive Team, they will provide leadership and management that supports the school improvement plan and is consistent with the policies of the Education Directorate and the College. This role provides leadership for the English, Interdisciplinary Studies and Library faculty, with whole school responsibility for leadership of reporting processes. The successful candidate will exhibit strong instructional leadership practices, to assist students to develop and demonstrate the skills and capabilities identified in the 2020-2025 Improvement plan.

The successful applicant will have the opportunity to:

exercise their change management skills in the newly formed Executive Team structure for 2022, and drive evidence informed improvement in the team through teacher inquiry.

be responsible for the effective management of resources, finances, staff, and professional development within the areas of responsibility.

demonstrate best practice pedagogical approaches, collaborative teaching and learning and an ability to engage a diverse range of students from various backgrounds.

Eligibility/Other Requirements:

Mandatory:

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

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

Desirable:

Familiarity with Accelerus, ACS and Sentral

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Margrain (02) 6142 0140 victoria.margrain@ed.act.edu.au

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

School Operations

North Gungahlin

North Ainslie Primary School

School Leader C

School Leader C \$130,338, Canberra (PN: 32591)

Gazetted: 10 March 2022

Closing Date: 17 March 2022

Details: North Ainslie Primary School is preschool to year 6, International Baccalaureate School, in the heart of the inner north. The school uses the IB, Primary Years Programme, as a framework to teach the Australian Curriculum and we pride ourselves on educating the whole child. North Ainslie encourages our students to think globally, and build a better world through intercultural understanding and respect. With strong programs in literacy and numeracy, we focus on inquiry learning where our students think critically and work together to challenge themselves. Our school works hard to meet the needs of each child with an emphasis on differentiating the curriculum and providing a range of opportunities in a variety of curriculum areas. We promote growth in learning for all students and work collaboratively with families to achieve this outcome.

The role will include:

Working with the leadership team, using a PLC model, to enact the Annual Action Plan and IB Action Plan
Leading a team to use data to effectively plan the teaching, learning and assessment and reporting cycle to meet the needs of all students

Support the implementation of school goals through mentoring and coaching

Working with all staff to embed Positive Behaviours for Learning across the school

Supporting the leadership team with administration and day to day operations, including staffing and relief, and the strategic management of resourcing and budgets

Teach an appropriate load and undertake duties as determined by the principal

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

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

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.

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

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

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

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

Contact Officer: Sharon Moloney (02) 6142 0760 sharon.moloney@ed.act.edu.au

Service Design and Delivery

Universal School Support

Head Start Career Coach

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 46907)

Gazetted: 10 March 2022

Closing Date: 30 March 2022

Details: The Head Start Career Coach position supports the development, implementation, and management of the Head Start pilot program. The Head Start pilot program will provide 50 senior secondary school students with the opportunity to undertake an Australian School-based Apprenticeship (ASbA) and have the option to take up to three years to complete their senior secondary certificate. Head Start students will be provided with personalised career guidance and education along with mentoring, and employers will receive coaching and support to ensure students get high quality on-job learning in a safe and secure working environment.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders. This will include working collaboratively across business units, schools, and directorates to develop documentation and run workshops.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

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

Eligibility/Other Requirements:

MANDATORY REQUIREMENTS

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

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.

HIGHLY DESIRABLE

Hold a current *Certificate IV in Career Development*, or Graduate Certificate in Career Development Practice

Minimum three years of experience supporting secondary and/or senior secondary school students with career development and planning.

Previous experience working with young people and a sound understanding of the roles and responsibilities of the ACT Board of Senior Secondary Studies and the Canberra Institute of Technology.

Current member of a Career Industry Council of Australia Member Association.

Notes: This is temporary position available immediately for a period of 12 months with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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.

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 a statement of claims (maximum of six pages) addressing the Selection Criteria. Also provide your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Pinney (02) 6205 5268 Melissa.Pinney@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Senior Cyber Security Analyst

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 38581)

Gazetted: 10 March 2022

Closing Date: 30 March 2022

Details: We are looking for an experienced Cyber Security Analyst to play an integral role in the Education Directorate to identify, analyse, report on, and manage security risk in the Directorate's ICT systems and platforms. The Cyber Security Analyst will review current and planned software products against security and privacy principles, manage reporting on cyber security, oversee the implementation of business security controls and processes, maintain security standards, and verify that service provider security controls and systems are operating properly.

Eligibility/Other Requirements:

Desirable

Professional certification or tertiary qualification in ICT Security Management, Cyber Security, Risk Management, Information Security Auditing, ICT Auditing and/or Cloud Security would be an advantage.

Knowledge of:

Australian Government Information Security Manual

Cloud service provider security, in particular Microsoft Azure and/or Office 365

Google G Suite for Education

Software and system architecture

Networking and communication protocols

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

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 provide a current curriculum vitae, response to the Selection Criteria (maximum four pages) and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian French (02) 6205 9103 Ian.French@act.gov.au

Service Design and Delivery

EGM Office

Executive Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 40287)

Gazetted: 10 March 2022

Closing Date: 24 March 2022

Details: We are seeking an administrative super star to provide timely, accurate and effective executive support to the Service Design and Delivery Executive Group Manager (EGM). You will embrace the fast pace and busy environment of the EGM office and not shy away from the constantly changing priorities. You need to have a knack for calendar Tetris and the ability to easily accept that some days just don't go to plan. Our ideal candidate

will have a positive can-do approach as well as exceptional interpersonal and communication skills. You will be amazing at prioritising your time and workload as well as being highly organised. You will also be able to display resilience, tact and empathy when required.

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

Note: This is a temporary position available immediately until 26 June 2022 with the possibility of extension up to 12 months 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.

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 a current curriculum vitae, response to the Selection Criteria (maximum three pages) and contact details for two referees.

Applications should be submitted via the Apply Now button below.

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

School Performance and Improvement

Belconnen Network

Hawker College

Administrative Assistant

School Assistant 3 \$57,626 - \$62,020, Canberra (PN: 46742)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

Hawker College is a public school in Belconnen catering to approximately 620 students completing their final two years of secondary education and offers a wide range of curriculum choices.

Hawker College is committed to learning and wellbeing progress for every student. We have high expectations for academic performance, participation, and behaviour. To ensure that students reach their full potential, we provide extensive services that support wellbeing, study skills, employment capabilities and career planning.

School priorities

All students master the essential skills and knowledge of their learning program

Successful transitions and pathways for all students.

The Administrative Assistant will provide a high level of administrative support to the school. As a member of the Front Office team, this position is responsible for a variety of duties essential to school operations. The preferred hours of work are between 8:00am to 4:00pm.

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.

HIGHLY DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Certificate III or equivalent e.g. Business Administration, Government.

DESIRABLE

Certificate III in Accounts Administration

Certificate III in Business Administration

Notes: This is a temporary position available from the 26 April 2022 to 17 July 2022 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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 school's)

Specialist school's

Flexible learning programs

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: Applicants should provide written responses that address the numbered Selection Criteria located in the Position Description. Limit responses to 300 words (max) per criteria. Please also attach a current curriculum vitae; and a list of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hayden Weeks (02) 6142 0355 Hayden.Weeks@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Hawker College

Transition to Work Coordinator

School Assistant 4 \$69,095 - \$74,817, Canberra (PN: 38782)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

Hawker College is a public school in Belconnen catering to approximately 600 students completing their final two years of secondary education and offers a wide range of curriculum choices.

Hawker College is committed to learning and wellbeing progress for every student. We have high expectations for academic performance, participation, and behaviour. To ensure that students reach their full potential, we provide extensive services that support wellbeing, study skills, employment capabilities and career planning.

School priorities:

All students master the essential skills and knowledge of their learning program

Successful transitions and pathways for all students.

The Transition to Work Coordinator will support the Transitions and Careers Officer (TACO) to provide high quality transitions and careers programs and opportunities for students. The successful applicant will have the capacity to work with specific ICT systems and data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders. They will need to be strategic and adaptive with excellent interpersonal skills and the ability to establish valuable relationships with students, parents/carers, staff, industry, employers and other stakeholders. A passion for supporting students to learn new skills, build their confidence and resilience and explore future pathways is required.

This role is vital to the daily operation of the school. As part of the Administration team, the Transition to Work Coordinator will work closely with Student Services team and will receive direction from the Student Services School Leader C and the Business Manager.

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.

Highly Desirable

A Certificate IV in Career Development or a willingness to undertake this qualification.

Notes: This is a temporary position available from 25 April 2022 to 26 January 2023 with the possibility of extension and/or permanency. This position is part-time at (20:15) hours per week and the full-time salary noted above will be pro-rata. Hours are negotiable.

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: Applicants should provide written responses that address the numbered Selection Criteria located in the Position Description. Limit responses to 300 words (max) per criteria. Please also attach a current curriculum vitae; and provide details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndall Henman (02) 6142 0355 Lyndall.Henman@ed.act.edu.au

School Performance and Improvement

South/Weston Network

Narrabundah College

Executive Teacher - IB and Library

School Leader C \$130,338, Canberra (PN: 03568)

Gazetted: 16 March 2022

Closing Date: 30 March 2022

Narrabundah College is seeking a dynamic and innovative School Leader C (SLC) who values the importance of working as a member of a collaborative leadership team to improve student outcomes. Our SLC will have significant knowledge and skill in leading and coordinating the International Baccalaureate Diploma Programme, including the upcoming Five-year Review and Community and Service Coordination. The successful applicant must have experience in school improvement processes including analysis and actioning multiple sources of data to monitor whole school improvement. The applicant will have experience and capabilities in the leadership of school libraries, including teacher/librarian capabilities.

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

Notes: 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

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 provide a written application against the Leadership Capabilities (one page per capability) detailed in the attached Position Description, a curriculum vitae and two referees. An interview is likely for shortlisted applicants.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Budd (02) 6142 3200 Jenny.Budd@ed.act.edu.au

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

Service Design and Delivery

Social Worker - Head Start Program

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 54457)

Gazetted: 16 March 2022

Closing Date: 1 April 2022

Details: The Head Start Social Worker will be a key member of a central team within the Education Support Office, providing wrap-around support to participants in the Head Start Pilot Program. The Head Start pilot program will provide 50 senior secondary school students with the opportunity to undertake an Australian School-based Apprenticeship (ASbA), and the option to take up to three years to complete their senior secondary certificate. Head Start students will be provided personalised career education and mentoring over three years, and employers will receive coaching and support to ensure students get high quality on-job learning in a safe and secure working environment.

Our ideal candidate is someone that is interested in making a difference to the educational, training and employment outcomes of young people, especially vulnerable and youth at risk students. This includes working collaboratively with the Head Start team, external stakeholders and Head Start students and their families to overcome barriers and ensure the best possible experience and outcomes for each participant.

Ideally you will have proven ability to build relationships, communicate effectively, and identify and engage with a range of services and resources to support the individual needs of young people.

You will be skilled in identifying and responding to the needs of students and families, have a strong understanding of school avoidance/disengagement and can manage workload priorities. The ideal candidate will be resilient and tactful, passionate about working with young people and committed to making a difference

Eligibility/Other Requirements:

MANDATORY REQUIREMENTS

Tertiary qualifications in Social Work

Current professional registration:

o Social worker membership with the Australian Association of Social Workers or eligibility for membership

Current drivers licence essential, including access to a private vehicle for work purposes.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

HIGHLY DESIRABLE

Previous experience working with young people, including vulnerable students and students at risk of disengaging from education and/or employment.

Understanding of the vocational education and training sector.

Notes: This is temporary position available immediately for a period of 12 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. Selection may be based on application and referee reports only.

How to Apply: Please submit a statement of claims (maximum of three pages) addressing the Selection Criteria. Also provide your current resumé and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide additional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Pinney (02) 6205 5268 Melissa.Pinney@act.gov.au

School Performance and Improvement

South and Weston Network

Telopea Park School

Building Service Officer

General Service Officer Level 8 \$72,451 - \$76,559, Canberra (PN: 41830)

Gazetted: 16 March 2022

Closing Date: 23 March 2022

Details: Telopea Park School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will manage the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stocktakes and receipt of stores and equipment.

Eligibility/Other Requirements:

Evidence of a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* or the ability to obtain registration. For further information on Working with Vulnerable People registration refer to: [Access Canberra](#)

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: [Access Canberra](#)

Notes: This is temporary position available from 19 April 2022 up until 19 October 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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: The online application form requires a written response and a curriculum vitae to be provided as a minimum. Please provide at least one referee report, copies of qualifications, licences etc.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deanne Barnes (02)6142 3388 Deanne.Barnes@ed.act.edu.au

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

System Policy & Reform

Enrolments and Planning

N/A

Senior Director Schools Planning

Senior Officer Grade A \$155,107, Canberra (PN: 41929)

Gazetted: 16 March 2022

Closing Date: 23 March 2022

Details: The ACT public education system is growing at a rapid pace and growth in ACT public schools is projected to continue to increase over the next decade. Enrolments and Planning Branch is responsible for developing the Directorate's response to this rapid growth, focusing mainly on planning for the school infrastructure needs for the next decade. The Branch also has carriage of enrolment policy particularly in relation to addressing student demand.

The Senior Director Schools Planning will be responsible for providing policy advice in relation to student demand projections and corresponding school infrastructure planning, through leadership and management of a planning team and generating policy and infrastructure options that respond to the intensifying pattern of urban infill across Canberra. The Senior Director will have knowledge and experience in ACT Planning and be responsible for overseeing implementation and maintenance of the evidence base supporting school planning, including the student demand projections model and incorporating this into policy advice on school planning matters and demand response options, including in greenfield developments, urban infill settings and for new and expanded school infrastructure to respond to growth.

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

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

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 a pitch of maximum two pages detailing your skills and experience as they apply to the attached Position Description and Selection Criteria, along with your curriculum vitae and the contact details of two referees.

Selection Criteria:

Leadership and management skills, including the ability to manage a work program to deliver quality work, including under pressure and to develop junior staff as well as participate as an effective team member.

High level analytical skills, showing experience in analysis of quantitative and qualitative data; complex public policy development processes (Ministerial and Cabinet processes); strategic and innovative thinking and the ability to translate analysis into quality written work.

Effective numeracy skills, particularly the ability to understand, interpret and effectively communicate enrolment forecasting and projections data.

Demonstrated ability to collaborate effectively and with influence with Directorate colleagues, including the teaching workforce, across government and with external stakeholders.

Knowledge and experience in suburban and urban development, ACT Planning processes, governing legislative and other requirements and the relationships influencing student demand and school infrastructural capacity

Demonstrated practice of the ACT Public Service values of collaboration, respect, integrity and innovation.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Attridge (02) 6205 3502 enrolmentandplanning@act.gov.au

School Performance and Improvement

North and Gungahlin Network

Throsby School

Defence School Transition Aide

School Assistant 2 \$50,861 - \$56,161, Canberra (PN: 56938)

Gazetted: 16 March 2022

Closing Date: 30 March 2022

Throsby School is seeking to appoint a Defence School Transition Aide (DSTA) who is passionate about the wellbeing of children and young adults as part of the Defence School Mentor Program (DSMP). This program, delivered in schools, is designed to provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students within their schools. The role is funded by the Defence Member and Family Support (DMFS) Branch, of the Commonwealth Department of Defence.

The DSTA role provides specialised, on-site support to meet the needs of Defence students and their families within the school community. The DSTA's role is embedded in Throsby's pastoral care/student support team.

Eligibility/Other Requirements:

Successful applicant will have a strong understanding of the Defence lifestyle.

Notes: This is a temporary position available from 28 March 2022 to 26 January 2023 with the possibility of permanency. Selection may be based on application and referee reports only.

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

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: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees. Please also provide proof of a valid Working with Vulnerable People card, as well as the details of any referees that can be contacted to discuss your prior experience working with children.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annamaria Zuffo (02) 6142 2880 Annamaria.Zuffo@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Namadgi School

Business Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 19560)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

At Namadgi School the Business Manager position is a dynamic and active role forming a central component of the School Leadership Team, overseeing the operations of the school business, leading a large team of non-teaching and administrative staff and is accountable to the ACT Education Directorate in meeting relevant legislative requirements.

The Business Manager plays an integral role within the school community and enables the school improvement agenda, ensuring the school is a safe and positive environment where students are at the centre of every decision made. The role provides collaborative support to the Principal while working alongside the School Leadership Team and the school community to support improving student outcomes.

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. Asbestos awareness training is a requirement of this role and must be completed prior to or on commencement of this role.

Desirables

- Business qualifications or experience in a business-related role
- Financial qualifications or relevant experience

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

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 school's)

Specialist school's

Flexible learning programs

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 school's and college's that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit a curriculum vitae and a response to the Selection Criteria, no more than one page per criteria. Please submit contact details for two referees who can support your statements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gareth Richards (02) 6142 0902 Gareth.Richards@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Office of the Director General

Communications, Engagement and Media

Assistant Director, Digital Content

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 48436)

Gazetted: 15 March 2022

Closing Date: 1 April 2022

The Environment, Planning and Sustainable Development directorate is seeking a talented Digital Content Manager who has a passion for creating compelling and engaging social media and video solutions across digital and online channels.

As the Assistant Director, Digital Content you will be innovative, responsive and customer focussed. You will lead a small team responsible for managing the day-to-day delivery of the Directorate's digital channels.

You will work collaboratively with the Major Projects and Engagement team to deliver community focused content and help to communicate the Directorate's important work to key stakeholders and the Canberra community.

If this sounds like you, we encourage you to apply!

Eligibility/Other Requirements: Tertiary qualifications in Public Relations, Communications, Journalism, Graphic Design or related experience is essential.

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

How to Apply: Please submit a pitch of maximum two pages detailing your skills and experience as they apply to the attached Position Description, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally-Anne Clark (02) 6207 0825 Sally-Anne.Clark@act.gov.au

Justice and Community Safety

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

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

ACT Courts and Tribunal

Corporate and Strategic Services

Infrastructure, Facilities and Projects

Project Support Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 50549)

Gazetted: 16 March 2022

Closing Date: 30 March 2022

The Project Support Officer supports service delivery for the ACT Courts and Tribunal. The position is primarily responsible for supporting short term capital works projects under the Public Private Partnership contract including the relocation of ACAT. The position will provide support in the scheduling, governance and administration of a variety of building and technology related projects, ensuring these can be carried out within the applicable timeframes to the satisfaction of stakeholders. The position will also lead the implementation, training and support of ACAT Operations following their relocation to the new building including communications, logistical support and the effective uptake and utilisation of new technology and its integration with existing procedures.

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

Notes: This is a temporary position available 28 March 2022 to 02 December 2022. Selection may be based on application and referee reports only. Current and former ADF members are encouraged to apply.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. A current curriculum vitae including the details of two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brenton Hutchison (02) 6207 1438 Brenton.Hutchison@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Victim Support Team Leader

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 56636, several)

Gazetted: 16 March 2022

Closing Date: 11 April 2022

Victim Support ACT at the Human Rights Commission has leadership opportunities available for enthusiastic and highly motivated Team Leaders with strong skills and experience managing small teams of skilled professionals to provide crucial services to victims of crime in the ACT.

Victim Support is a dynamic workplace that provides information, support, referrals and advocacy to children, young people and adults affected by crime, to help them recover and ensure their rights are upheld in the justice system. Victim Support Team Leaders undertake a range of duties including:

Providing professional leadership, management and supervision to frontline staff.

Building a participative, supportive workplace culture.

Ensuring appropriate case coordination, support, advocacy and therapeutic services are provided to people affected by crime.

Working collaboratively with the broader service and external stakeholders to design and implement innovative service delivery improvements for the benefit of victims.

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

Eligibility/Other Requirements: Qualifications in Social Work, Psychology, Human Services Delivery or related disciplines is highly desirable.

Experience providing tailored, effective services to Aboriginal and Torres Strait Islander people, culturally and linguistically diverse communities, people with disabilities and children and young people is highly desirable.

Notes: There are several permanent positions available immediately. 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.

How to Apply: See the attached role description for further information regarding duties and responsibilities.

Interested applicants should prepare a two page pitch addressing the Selection Criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Taplin (02) 6205 2222 Katherine.Taplin@act.gov.au

Corporate Services

Governance & Business Improvement

Directorate Liaison Officer

Senior Officer Grade C - Senior Officer Grade A \$113,397 - \$155,107, Canberra (PN: 19247, several)

Gazetted: 16 March 2022

Closing Date: 13 April 2022

Details: The Justice and Community Safety (JACS) Directorate Liaison Officers (DLOs), under direction from the Senior Director MSU, are responsible for the coordination of information and workflow between the directorate and Minister's Offices in support of the JACS portfolio Ministers and JACS Executives.

There are currently three JACS DLOs with one supporting the Attorney-General, one supporting the Minister for Police and Emergency Services and the Minister for Corrections, and one supporting the Minister for Human Rights and Special Minister of State.

The DLOs are also a central point of contact between the Directorate, the Chief Minister, Treasury and Economic Development Directorate's Cabinet Office and Government Business and Coordination teams, other directorates and the Ministers' offices on Cabinet and Assembly business.

Eligibility/Other Requirements:

An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes is desirable.

Experience in the high-level operation of HPE Content Manager (i.e. TRIM) is desirable.

This position does not require a Working with Vulnerable People Check.

Note: This is a temporary position available immediately for 12 months. You may be successful in filling a Senior Officer Grade A, B or C position depending on your skills and experience. 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: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate. *Applications should be submitted via the 'Apply Now' button below.*

Contact Officer: Chris Bartram (02) 6207 6791 chris.bartram@act.gov.au

Legislation, Policy and Programs

Justice Reform

Restorative Justice Unit

Indigenous Guidance Partner

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 37329)

Gazetted: 15 March 2022

Closing Date: 8 April 2022

Details: The Restorative Justice Unit (RJU), located within the Justice Reform Branch of Legislation, Policy and Programs, JACS Directorate, is a high-performing team that provides restorative justice services for eligible participants. The restorative process is guided by legislation and is limited to matters within the ACT criminal justice system. The RJU is an inclusive and dynamic environment which is guided by trauma-informed and restorative practice, both with clients and with each other.

The RJU is seeking expressions of interest from experienced and motivated candidates for the position of Indigenous Guidance Partner (IGP). The IGP works closely with the Restorative Justice Convenors to provide culturally responsive restorative justice services for Aboriginal and Torres Strait Islander clients.

The successful candidate should have an understanding of the criminal justice system and the impact of crime on Aboriginal and Torres Strait Islander victims and offenders. They should also understand and apply trauma-informed practices, as well as restorative justice and human rights principles. The successful candidate would ideally have experience in a frontline role with a criminal justice agency.

This position requires a person of high integrity who models honesty and humility, and who is committed to cultural safety, ethical work practices and empowering others to create change in their own lives. The successful candidate should possess excellent communication and interpersonal skills, be highly organised, and demonstrate excellent analysis and judgement in relation to management of complex situations.

The RJU is committed to building an inclusive and diverse workplace. As part of this commitment, people with a disability and those who identify as LGBTIQ are encouraged to apply.

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

Qualifications in behaviour science or criminology are desirable.

Qualifications in conflict resolution/mediation are desirable.

Note: This is an Aboriginal and Torres Strait Islander identified position. This is a temporary position available for a period up to 12 months. Selection may be based on written application and interview. Reference checks will be conducted for merit-listed candidates.

How to apply: Applicants should submit:

A short cover letter (no more than one page) introducing yourself and why you're interested in this position, as well as outlining your ability to meet compliance requirements/qualifications.

A supporting statement (no more than three pages) outlining how your skills and experience demonstrate your ability to meet the professional/technical skills and knowledge as well the behavioural capabilities as set-out in the position description.

A current curriculum vitae including the name and contact details of two referees (at least one must be your current manager/supervisor).

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

Contact Officer: Richard Denning (02) 6207 0041 richard.denning@act.gov.au

Emergency Services Agency

Capability, Coordination and Support

Workshop Manager

ESA Mechanical Technician Level 3 \$113,397 - \$122,062, Canberra (PN: 07494)

Gazetted: 10 March 2022

Closing Date: 24 March 2022

Details: The Emergency Services Agency is seeking applications from highly motivated, experienced, and suitable individuals to fill the position of ESA Workshop Manager.

The Workshop Manager will lead and develop a dedicated team of technical specialists and support staff to provide strategic integrated fleet maintenance and resource management and planning for a wide range of vehicle, equipment and inventory operated by the Agency. You will operate as a technical vehicle and equipment specialist and advise on fleet, fuel, equipment, maintenance and engineering services.

This role will also develop and implement integrated fleet maintenance strategies and inspections for vehicles and equipment including ensuring the assets management database and associated reports are complete. This Workshop manager will also be required to build strong relationships with internal and external stakeholders to achieve business unit outcomes.

This role ensures ESA compliance with relevant fleet maintenance requirements as per applicable legislative requirements.

Eligibility/Other Requirements:

An unrestricted 'C' Class Driver's licence is essential.

Cert III Automotive Mechanical Light Vehicle or Heavy Vehicle Trade.

Highly desirable:

Heavy Rigid licence is highly desirable.

The successful applicant will undergo a police record check.

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

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree Oneale (02) 6207 8437 Maree.ONEale@act.gov.au

Emergency Services Agency

Capability Coordination and Support

Assistant Manager Resource Centre

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 12161)

Gazetted: 10 March 2022

Closing Date: 24 March 2022

Details: The Emergency Services Agency is seeking applications from highly motivated, experienced, and suitable individuals to fill the position of Assistant Manager Resource Centre.

This role assists with the daily running of the ESA resource centre; which includes tasks such as general logistic and warehousing duties, stores and stock management as required as well as working with a small team to determine appropriate stock lines and levels to ensure the inventory for ESA operational services are maintained. This role will also prepare reports, briefs and meeting papers and support regular joint reviews with ESA Chief Officers and ESA executives as required. You may also be required to represent the ESA resource centre on projects and committees; build strong relationships with internal and external stakeholders and research and prepare information for acquisition of specialist and non-catalogue stock items.

Eligibility/Other Requirements:

A 'C' Class Driver's licence is essential.

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

Eligible applicants will undergo a police record check.

Highly desirable:

Ability to operate vehicles and other mechanical equipment in the store's environment.

Possess a current unrestricted driver's licence.

Willing to work out of hours and be rostered on to undertake on-call duties.

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

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree Oneale (02) 6207 8437 Maree.ONEale@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Patient Transport Officer 1

Patient Transport Officer 1 \$62,023 - \$65,912, Canberra (PN: 21220, several)

Gazetted: 10 March 2022

Closing Date: 24 March 2022

Details: Are you looking for an opportunity to contribute to the ACT Community? Do you have an excellent driving record?

The ACT Ambulance Service (ACTAS) is looking for motivated, enthusiastic, compassionate people to join our Non-Emergency Patient Transport Service in the role of Patient Transport Officer (PTO).

PTOs deliver high quality care and support to members of the ACT Community that require transport to and from medical facilities.

You will have outstanding communication skills and personal presentation, great attention to detail and like to be punctual. You will be part of a small, busy team committed to this energetic role. An ability to integrate into a rotating shift pattern covering weekdays, weekends and public holidays between the hours of 7am-9pm is essential. PTO may be required to work incidental overtime to meet operational needs. If you hold a first aid certificate, that would be an advantage.

Our successful PTO candidates will undergo an initial eight (8) week training course and are expected to complete a Certificate III in Non-emergency Patient Transport. Continuing employment is dependent on completion of the Certificate III in Non-emergency Patient Transport within 12 months of commencement.

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: Previous experience in a finance operations or processing environment would be highly regarded.

Employment as a Patient Transport Officer *does not* lead to progression to Ambulance Paramedic qualifications or employment.

In addition to the provision of a current immunisation record **, successful applicants must have had a 3rd COVID-19 vaccination before commencing employment.

Applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both your inbox and spam box after submission.

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

How to Apply: Submit your online application and supporting documents via the *Apply Now* button before the advertisement closing date. The following documents must be attached:

a maximum two (2) page A4 pitch addressing the five (5) Position Description Capabilities showcasing the skills, attributes and life experience that would make you an exceptional Patient Transport Officer.

a brief employment history/resume including the names and contact details of two (2) Referees;

All required supporting documentation annotated by ** will be obtained and provided at the expense of the applicant. These costs will not be met by ACTAS nor reimbursed at any time during the process.

- ** A copy of both sides of a current ACT Class C driving licence or interstate equivalent

- ** A complete driving history and points demerit transcript from the relevant motor registry authority in your state or territory

- ** A copy of your current Working with Vulnerable People (WWVP) registration or evidence of application including a copy of the receipt for your WWVP application

- ** Evidence of current immunisations which must include Tetanus, Hepatitis B, COVID-19, and most recent influenza, noting that all applicants must have a 3rd COVID-19 vaccination prior to commencement employment;

- ** A current First Aid Certificate would be an advantage, but not essential.

A completed Statutory Declaration (attached)

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Kelly (02) 6207 9986 Scott.Kelly@act.gov.au

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

ACT Corrective Services

Community Operations

Community Service Work Supervising Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 44065)

Gazetted: 11 March 2022

Closing Date: 16 March 2022

Details: ACT Corrective Services (ACTCS) is looking for enthusiastic, motivated, and conscientious people to fill the role of Community Service Work Supervising Officer (ASO3) within the Community Service Work Unit (CSWU).

The successful applicant will be required to supervise and monitor offenders undertaking community services work, as a condition of a Court Order. You will also account for equipment, ensuring it is returned in a clean and serviceable condition and that damaged or unsafe equipment is identified.

In addition, you will provide administrative and clerical support within CSWU, including maintaining files, records, and statistical data. You will also assist senior members with other work in the Unit to ensure the objectives of the CSWU are achieved.

The successful applicant will be expected to demonstrate the ability to supervise and work with clients and possess well developed interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other Requirements:

A driver's licence is essential

Currently hold or have the ability to obtain a Senior First Aid certificate is highly desirable.

Knowledge and understanding of the safe use of gardening tools and machinery is highly desirable.

The position holder will be required to work a rotating shift roster and undertake parts of their duties outside normal business hours (including weekends), with penalty rates paid accordingly.

Eligible applicants will be subject to a National Police check.

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

Applicants may be required to undertake medical testing as part of the assessment process

How to Apply: Applicants are required to submit three items:

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

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

a copy of their driver's licence.

Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandford Beggs (02) 6205 4679 sandford.beggs@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Ministerial, Governance and Corporate Support

Governance

Policy Officer (Governance)

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 33687)

Gazetted: 11 March 2022

Closing Date: 25 March 2022

Details: Do you like to be a key part of an innovative team who work to support major projects in Canberra helping to create a safe and vibrant city? Then this opportunity is for you!

The position sits in the Ministerial, Governance and Corporate Services Branch in Major Projects Canberra (MPC).

The branch provides leadership and expertise to Major Projects Canberra on governance, including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

We are seeking a Policy Officer that will work across Major Projects Canberra to develop the policies and procedures necessary to support the successful delivery of infrastructure for the Canberra community.

Eligibility/Other requirements: Expert level MS Word, Excel, PowerPoint and Outlook skills are desirable.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities outlined in the Position Description, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clare Guest (02) 6205 3534 Clare.Guest@act.gov.au

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

Suburban Land Agency

Built Form and Divestment Build Form

Program Project Manager Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 12119)

Suburban Land Agency

Gazette Date: 17 March 2022

Closing Date: 22 March 2022

Details: Do you have a passion for sustainable urban design and development? The Agency's Built Form team is seeking applications for the position of Project Manager to assist with the delivery of showcase sustainable developments. This is an exciting opportunity to be part of a dynamic team environment designing and constructing leading-edge housing projects and innovative built form outcomes. As part of this, you will work closely with various areas within the Agency, government organisations, industry, community and consultants. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 26 August 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 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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Petra Oswald (02) 6205 8665 petra.oswald@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

City Presentation

Place Management

Parks Presentation Team Leader

General Service Officer Level 7 \$66,857 - \$70,601, Canberra (PN: 18148)

Gazetted: 16 March 2022

Closing Date: 30 March 2022

Join Transport Canberra and City Services (TTCS) as we deliver quality services that make Canberra a great place to live. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community. We value our people, we support diversity and we strive to be a great place to work.

City Presentation is a Branch within the City Places and Infrastructure Division responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for, city rangers and the protection of trees on public and private land.

The Place Management team within the TTCS, City Presentation branch is seeking applications for the role of Parks Presentation Team Leader (General Service Officer 7).

The primary responsibilities for this position are to:

Work closely with the Floriade Head Gardener to plan, prepare, and implement horticultural improvement, presentation and maintenance programs for Canberra's Town and District Parks.

Lead a team of staff in the delivery of horticultural improvement, presentation and maintenance activities within program timelines to deliver high quality customer services to the Canberra community.

Liaise effectively and respectfully with management, staff and members of the public.

Oversee the day-to-day operation of machinery and equipment, including pre-start checks and basic maintenance.

Ensure all work tasks are undertaken in accordance with Place Management's Amenity Weed Control guidelines, horticultural maintenance, pest management, Standard Operating Procedures, cleaning standards and Workplace Health and Safety (WH&S) Legislation.

This position does involve the direct supervision of six General Service Officers and several Horticultural apprentices.

Eligibility/Other Requirements:

1. Extensive practical experience in horticulture, particularly in the maintenance of parks and gardens including the management of floral displays, irrigation systems, hard landscape assets and the operation of equipment used in this type of work.
2. A sound knowledge of the industrial environment and workplace safety practices including Standard Operating Procedures and risk assessments.
3. Demonstrated ability to plan and organise daily work programs and provide leadership to a small team of horticultural staff.
4. Demonstrated communication (oral and written), liaison, negotiation and conflict resolution skills, and the ability to prepare basic written reports.
5. Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

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

How to Apply: Please provide a supporting statement outlining experience and/or ability and addressing the requirements for each of the five points listed in the eligibility requirements. Maximum of five pages. Contact details of two referees and a current curriculum vitae (resume).

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Howard (02) 6207 7530 Tim.Howard@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.

Transport Canberra and Business Services

Transport Canberra Bus Operations

Recruitment

Recruitment Coordinator

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 20251)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

Details: Transport Canberra is seeking a Recruitment Coordinator to join the team. Working in a dynamic and fast paced environment, the Recruitment Coordinator is responsible for providing quality administrative support to the Assistant Director Recruitment in order to meet the key Transport Canberra recruiting deliverables. This includes working to onboard and coordinate a range of positions:

commuter bus drivers

special needs transport bus drivers

special needs transport bus attendants

administration positions

This position requires the team member to assist the Assistant Director Recruitment in processing applications, medical checks, referee checks and other associated documentation required for the onboarding and training of new employees to vacant positions within Transport Canberra. This position works closely with the Medical and other service delivery providers.

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. Current and former ADF members are encouraged to apply.

Eligibility/Other requirements:

Qualifications or experience in Human Resources are highly desirable.

Driver's licence (C class).

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

Notes: This is a temporary position available for 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 submit your curriculum vitae and a one-page expression of interest addressing the points identified in the "What you will do" and "What you require" sections of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Hocking (02) 6207 7598 Ian.Hocking@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.

Transport Canberra and City Services

City Services

City Presentation

Licensing and Compliance

Senior Officer Grade C \$113,397 - \$122,062 , Canberra (PN: 15214)

Gazette Date: 17 March 2022

Closing Date: 24 March 2022

Details: Licensing and Compliance (L&C) is seeking a highly motivated person to perform the role of Assistant Director – Compliance. The primary responsibility for this position is to manage the L&C compliance teams and provide direct support to the Senior Director to effectively regulate and administer the various statutory functions for which TCCS is responsible.

This role involves managing both the City Rangers and Compliance Targeting Teams. With minimum direction, and you will:

- Direct, lead and manage the compliance operations of the Licensing and Compliance Team in an agile, changing environment with a strong focus on flexibility and superior customer service leadership.
- Guide, mentor and develop staff and develop high performing, effective teams.
- Provide high level advice to the Senior Director for Licensing and Compliance on regulatory, compliance, risk management and emergency management issues in line with the relevant legislation, policy and guidance frameworks.
- Developing solutions and responses to complex issues, applying an understanding of risk based regulation to manage risks in a regulatory context.
- Liaise and coordinate with L&C's Land Licensing Team and related external stakeholders, to coordinate and cooperate in jointly achieving L&C's objectives.
- Develop, draft and review compliance guidelines and procedures.
- Review and escalate prolonged or protracted compliance matters to L&C's investigation team for further investigation or possible court referral.
- Participate in L&C's Regulatory Review Forum (RRF), considering TCCS compliance activities and issues of policy and legislative interpretation at the procedural level.
- Develop and deliver training to authorised officers to enhance the reputation of the TCCS compliance function.
- Perform the range of functions undertaken by L&C Teams as required, including those of an Authorised Officer or Inspector appointed under the range of ACT legislation administered across the group.
- Prepare detailed correspondence including Ministerial responses and briefing papers.
- Represent TCCS and L&C and establish, develop and maintain positive working relationships with key external bodies, including other ACT Government agencies, stakeholders and community organisations.
- Operate within an Activity Based Working environment, with the ability to work remotely, such as home office as required.
- Assist with operational duties and support the L&C Team as required.

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

Desirable:

- Demonstrated experience in managing teams operating in a regulatory environment or previous management experience in a compliance or regulatory organisation.
- Previous experience in developing/ delivering training programs.
- Current First Aid Certificate.
- Diploma of Compliance.

Behavioural Capabilities

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours.

1. Align actions, advice and information to be consistent with Government priorities/directions and stakeholder needs.
2. Work cooperatively with others and focus on achieving the best result for customers and the broader community.
3. A demonstrated resilience when working within a high-volume environment

Desirable:

- A positive 'can do' approach to managing a high volume of work
- Ability to work independently and contribute to a larger team
- Demonstrated understanding of, and commitment to workplace diversity, workplace health and safety, and the values of the ACT Public service.

Requirements / Qualifications

Mandatory:

- Unrestricted Driver's C-class Licence.
- Permanent Resident of Australia.
- Certificate IV in Compliance and Risk Management or Government Investigation, or equivalent, or relevant experience within a law enforcement or regulatory agency.
- Current or able to obtain within 12 months of employment, Working with Vulnerable People Registration.

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

How to Apply: Please submit a written application addressing the Selection Criteria (no more than two pages), along with your current curriculum vitae, listing two referees and their contact details. Appointment may be based on application only.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Sean Slone, sean.slone@act.gov.au, (02) 6205 8291

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.

Transport Canberra and Business Services

Transport Canberra Bus Operations

Accidents and Claims

Accident Administration Coordinator

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 20040)

Gazetted: 15 March 2022

Closing Date: 29 March 2022

Details: Transport Canberra is seeking an Accident Administration Coordinator to provide support to the Accident and Claims team. Working in a dynamic fast paced environment, the Accidents Coordinator is responsible providing quality administration support to assist in managing and processing all Transport Canberra Operations accident and claims matters. To be successful in this position you will:

have fantastic organisational, time-management skills,

have a high-level of attention to detail,

be a whiz at administration,

have fantastic inter-personal and communication skills (both oral and written); and

be able to work as part of team to deliver organisational outcomes.

Eligibility/Other requirements:

Qualifications or experience in insurance claims management are highly desirable.

Driver's licence (C class).

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

Notes: This is a temporary position available for 6 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. Current and former ADF members are encouraged to apply.

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.

How to Apply: Please submit your curriculum vitae and a one-page expression of interest addressing the points identified in the "What you will do" and "What you require" sections of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Hocking (02) 6207 7598 Ian.Hocking@act.gov.au

City Services

City Presentation

Urban Treescapes

Technical Officer

Technical Officer Level 3 \$78,051 - \$88,207, Canberra (PN: 52675)

Gazetted: 11 March 2022

Closing Date: 30 March 2022

Details: Do you have a growing ambition to work with trees and nurture a greener future for the ACT?

Urban Treescapes is responsible for the management and maintenance of more than 790,000 trees on parklands and streets throughout the ACT. We take pride in maintaining Canberra's urban forest, and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

We are looking for an energetic team player, who enjoys working outside, to fill the role of Technical Officer.

Please see the Position Description for further information about the role.

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

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

How to Apply: Applications should include:

A statement of two to four pages addressing the 'What you require' and 'Compliance Requirements/Qualifications' sections in the Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Diehm (02) 6205 8679 Mark.Diehm@act.gov.au

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

Systems

Assistant Director, Systems

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 53280)

Gazetted: 16 March 2022

Closing Date: 23 March 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 dutyholders 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.

Do you have highly developed problem-solving skills and an eye for detail? If you answered yes, you could be the candidate we are looking for. We have an exciting opportunity within our Systems team for a suitably skilled candidate to fill the role of Assistant Director, Systems. The Assistant Director will plan and manage the implementation and continuous improvement of the regulator's case management system (Salesforce). This will include managing relationships with software vendors, hardware vendors, Shared Services ICT and Transport and City Services ICT Teams.

You will have good relationship management skills and highly developed communication skills. If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

WorkSafe ACT supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

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

How to apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under the Ideal Candidate section of the position description. Please also ensure you demonstrate your ability to meet the essential requirements of the position. Applicants should also provide a curriculum vitae and two referee reports.

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

Contact Officer: MattE Davis (02) 6205 2618 mattE.davis@worksafe.act.gov.au

APPOINTMENTS

ACT Health

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

Roisin Creelman, Section 68(1), 14 March 2022

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

Katarina Desa, Section 68(1), 14 March 2022

Canberra Health Services

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812

Rukhshad Mehta: 84782926, Section 68(1), 10 March 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812

Alan Peirce: 87576992, Section 68(1), 11 March 2022

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

Isabelle Atkinson, Section 68(1), 17 March 2022

Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level)

Julia Bocking, Section 68(1), 14 March 2022

Registered Nurse Level 4.2 \$138,255

Timothy Keun, Section 68(1), 14 March 2022

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

Bree McDonald, Section 68(1), 25 January 2022

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

Reece Putorak, Section 68(1), 17 March 2022

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

Samantha Steel, Section 68(1), 15 March 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Shelby Anne Taylor, Section 68(1), 7 March 2022

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Sabina Foster, Section 68(1), 15 March 2022

Chief Minister, Treasury and Economic Development

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

Gurtej Chatrath, Section 68(1), 17 March 2022

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

Melanie Crescini, Section 68(1), 15 March 2022

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

Xusheng Liu, Section 68(1), 13 March 2022

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

Jung Moon, Section 68(1), 15 March 2022

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

Joshua Rawson, Section 68(1), 17 March 2022

Community Services

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

Verney Burness, Section 68(1), 15 March 2022

Education

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

Jeffrey Tang, Section 68(1), 14 March 2022

Justice and Community Safety

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

Alexandra Haenni-Gabriel, Section 68(1), 8 March 2022

Transport Canberra and City Services

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

Kevin Grimble, Section 68(1), 21 March 2022

Worksafe ACT

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

Eliora Sutherland, Section 68(1), 14 March 2022

TRANSFERS

Canberra Health Services

Katrina Andersen

From: Health Professional Level 2 \$69,738

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41098) (Gazetted)

Justice and Community Safety

Michelle Middleton

From: Administrative Services Officer Class 5 \$86,152

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 44838) (Gazetted 16 December 2021)

PROMOTIONS

ACT Health

Health Systems Planning and Research

Public Health Protection and Regulation

Communicable Disease Control

Chloe Howard

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

ACT Health

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

ACT Health, Canberra (PN. 27168) (Gazetted 19 February 2021)

Strategic Infrastructure

Infrastructure Client Services

Justeen Stapleton

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

ACT Health

To: † Senior Officer Grade A \$155,107

ACT Health, Canberra (PN. 12237) (Gazetted 3 December 2021)

Canberra Health Services

Occupational Medicine Unit

Rani Cyriac

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. 38190) (Gazetted 13 January 2022)

Julie Irving

From: Registered Nurse Level 3.2 \$129,103

Canberra Health Services

To: † Registered Nurse Level 4.2 \$138,255

Canberra Health Services, Canberra (PN. 00103) (Gazetted 12 January 2022)

Canberra Health Services

Alexandru Lupu

From: Child and Youth Protection Professional Level 1 \$72,526 - \$90,904

Community Services

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

Canberra Health Services, Canberra (PN. 45532) (Gazetted 5 January 2022)

Clinic Services

Marigold Perez

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. 45501) (Gazetted 23 November 2021)

Clinic Services

Marie Rivera

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. 45060) (Gazetted 23 November 2021)

Clinic Services

Maria Udhippu

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. 45062) (Gazetted 23 November 2021)

Canberra Institute of Technology

Education & Training Services

Student and Academic Services

Bhavna Grover

From: Administrative Services Officer Class 6 \$90,099 - \$103,117
Canberra Institute of Technology
To: †Senior Officer Grade C \$113,397 - \$122,062
Canberra Institute of Technology, Canberra (PN. 48048) (Gazetted)
This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Chief Minister, Treasury and Economic Development

Economic Development

Visit Canberra

Marketing

Ashleigh Barnes

From: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development, Canberra (PN. 01900) (Gazetted 18 August 2021)

Finance and Budget Group

Budget and Infrastructure Coordination Branch

Budget Coordination Team

Thomas Callaghan

From: Senior Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A \$155,107
Chief Minister, Treasury and Economic Development, Canberra (PN. 43387) (Gazetted 23 December 2021)

Workforce Capability and Governance

Office of the Deputy Director General

Louise Procter

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. 42022) (Gazetted 17 January 2022)

Finance and Budget Group

Budget and Infrastructure Coordination Branch

Budget Coordination Team

Erin Stepney

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$155,107

Chief Minister, Treasury and Economic Development, Canberra (PN. 34516) (Gazetted 23 December 2021)

Finance and Budget Group

Budget and Infrastructure Coordination Branch

Budget Coordination Team

Barbara Winkel

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$155,107

Chief Minister, Treasury and Economic Development, Canberra (PN. 43386) (Gazetted 23 December 2021)

Community Services

Housing ACT

Infrastructure and Contracts

Capital and Strategy

Roxanne Kuenne

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

Justice and Community Safety

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

Community Services, Canberra (PN. 03894) (Gazetted 29 November 2021)

Children, Youth and Families

Child and Youth Protection Services

Child and Youth Protection Services

Katelyn Lindner

From: Child and Youth Protection Professional Level 2 \$76,975 - \$103,625

Community Services

To: Child and Youth Protection Professional Level 3 \$106,450 - \$117,147

Community Services, Canberra (PN. 12939) (Gazetted 23 April 2021)

Education

Business Services

Governance

Risk, Security and Emergency Management

Daniel Harwood

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

Justice and Community Safety

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

Education, Canberra (PN. 09400) (Gazetted 19 January 2022)

Environment, Planning and Sustainable Development

Corporate Services and Operations

Finance, Information and Assets

Strategic Finance

Lauren Aeberhard

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 43288) (Gazetted 13 January 2022)

CORRIGENDA

Chief Minister, Treasury and Economic Development

Promotion for Mary Wong AGS 86915681 gazetted 10/03/2022, date of effect should be 07/04/2022.